



XAVIER UNIVERSITY OF LOUISIANA

Office of Financial Aid

Xavier South, Room 360

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FERPA

(Financial Aid & Scholarships)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Information collected and disclosed about a student:

The Office of Student Financial Aid and Scholarships does not disclose personal or account information to any individual acting on behalf of the student, unless the student is present at the time of disclosure. The Office of Financial Aid and Scholarships will only provide account information to individuals listed on the Electronic Release Form. (Note: The details about this form are included below.)

In order to maintain optimal security of student's personal information, we restrict access to student's personal and account information to federal, state and appropriate institutional authorities only.

Protection of s student's information:

The access and release of a student's nonpublic (nondirectory) information such as educational records (or any personally identifiable information they contain) without a student's prior consent is prohibited under federal law. However, federal law permits access to such information without a student's prior consent under certain circumstances or to certain individuals. These include the following:

- Officials of the University, including teachers, who have a legitimate educational interest in the information.
- Officials of other schools in which you seek or intend to enroll with the condition that the student (upon request) receives a copy of what was transferred and have an opportunity to (upon request) challenge its content.
- Persons, companies or agencies with whom the University has contracted to provide services that the University, itself, would otherwise have to provide (such as an attorney, auditor, collection agent, security service or other service provider).
- Federal, state, and local officials, authorities, or their agents as required by law or for the purpose of supported education programs.
- Financial aid information to the extent necessary for such purposes as determining eligibility for financial aid or determining or enforcing the terms or conditions of the financial aid.
- The University or its agents to the extent necessary to resolve any outstanding financial obligation to the University.
- Accrediting organizations in order to carry out accrediting functions.
- A student's parents, if the student is a dependent as defined by the Federal Government.
- Appropriate parties in a health or safety emergency.
- Officials of the military for recruitment purposes.
- By judicial order or lawfully issued subpoena.
- Any other condition or individual not named here but for a legitimate purpose within federal law.

Student Release of Information:

I understand that any and all personally identifiable information concerning my financial aid and education records is protected under FERPA. I further understand that I may waive that protection and give access of my records to individuals of my choice by completing the FERPA Release Form. This release pertains to my financial aid records.

I understand this release is optional. To complete the on-line form, please visit the Registrar's Office link below :

<http://www.xula.edu/registrar/ferpa.php>

By completing and submitting this form, you are acknowledging that you understand this release is valid until you have completed your current degree program at Xavier University of Louisiana. By signing this release, you authorize the Office of Financial Aid and Scholarships to release your financial aid records and any related information to persons listed. You also acknowledge you understand this authorization will be active unless you revoke this release by going on-line to <http://www.xula.edu/registrar/ferpa.php> .