



**HENRY FORD COMMUNITY COLLEGE**

Office of Financial Aid  
5101 Evergreen Rd.  
Dearborn, MI 48128-1495

Phone: 313-845-9616 Fax: 313-845-9825  
Http://www.hfcc.edu  
Federal School Code: 002270

**2009/10 FERPA RELEASE FORM**

**The Family Education Rights and Privacy Act (FERPA)** is a federal law that gives you the right to inspect and review your financial aid records and education records. It also gives your parents the right to review those records if your parents claim you as a dependent on their federal tax return. For your protection, FERPA limits the release of information about your records without your explicit consent.

**If you want to authorize the Financial Aid Office to give out information, please complete and return this form to our office. All students should complete Step 1. Parents of dependent students should complete Step 2, if the student does not list the parent(s) as being eligible to access records in Step 1.**

**Step 1: 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. This release pertains to my financial aid records.

I agree to waive my rights under FERPA and allow the below-named person(s) to receive access to my financial aid and education records.

**Full Name (First, MI, Last)**

**Relationship to Student**

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that this release is valid for the duration of my enrollment at Henry Ford Community College. By signing this release, I authorize Henry Ford Community College's Financial Aid Office to release any financial aid records to the person(s) listed above. I understand that I can revoke this release at any time by notifying the Financial Aid Office in writing.

\_\_\_\_\_  
**Student's Name (Print)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Student I.D. Number / SSN**

\_\_\_\_\_  
**Date**

**\*Parents:** If your child is not dependent as defined by the IRS standards, we will only be able to release information about his/her financial aid records if he/she completes the release form in Step 1. In the case of divorce or separation, when only one parent claims the child as a dependent, Henry Ford Community College grants equal access to financial aid records to the other parent if the information in Step 1 is complete. Exceptions to this rule include a court order or legally binding document stating otherwise.

**Step 2: Parent/Guardian Certification**

In order to access my child's financial aid records, I certify that I am the parent/guardian of \_\_\_\_\_ and that he/she is my **dependent** for the tax year 2008 according to Section 152 of the Internal Revenue Code. If the student did not sign in Step 1, documentation that the student was claimed by the parent/guardian must be provided [e.g. a copy of the Federal 1040].

Student's I.D. Number: \_\_\_\_\_

Please print full name: \_\_\_\_\_ Please print full name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**\*When you call our office, we are unable to release information without proper identifiers. Please know the student's birth date and social security number, and have this form completed and on file with our office.**