

CCS Administrative Procedure

3.40.01-A Release of Student Financial Records

Implementing Board Policy [3.40.01](#)

Contact: Manager of Student Financial Services, 434-5226

1.0 Purpose

To ensure compliance with The Family Educational Rights and Privacy Act of 1974 (FERPA), which prohibits access to a student's education records (other than "directory information") without the written consent of the student. An exception to the requirement of written consent can be made in the case of parents or legal guardians of a student who have established that student's status as a dependent under the Internal Revenue Code of 1954, Section 152.

2.0 Limitations and Requirements

- 2.1 These procedures cover the release of financial records which includes the following:
 - 2.1.1 Financial aid and scholarship records, including processing and eligibility status as well as award types and amounts (this information will not include specific parental income or asset information).
 - 2.1.2 Tuition billing account and statements, including credits and debits posted to that account and any refund amounts.
- 2.2 The persons listed on the signed release form will have access via telephone, in person, or mail to the information.
- 2.3 This procedure does not cover the release of academic information. The release of academic records is handled by the college Registrar's office.

3.0 Acceptable Methods for Release of Financial Records

- 3.1 Students will have two options for granting access to their financial records.
 - 3.1.1 Students may provide their SID and PIN to those to whom they wish to grant access.
 - 3.1.2 Students may sign a release of information identifying those that they would like to have access. The signed release will ask the student to pick a password in order that authorized persons may call and request information.
- 3.2 Any person asking CCS for access to a student's grades, tuition charges, and basic registration information will be advised to obtain the student's SID number and PIN to access that information on-line. Students who later wish to deny access that has already been granted will be advised to change their PIN.
- 3.3 Any person asking for financial information not available on-line will be required to have a signed release on file and to know the password identified on the release.
- 3.4 Any person that asks for financial records and has neither been granted access through a signed release nor through access to the student's PIN will be required to show proof that the student was declared a dependent on that person's most recent tax return. CCS staff can check with the financial aid office to see if the most recent tax return is on file or, if not on file, require the person to present valid ID and a copy of their most recent form 1040, 1040A, or 1040EZ (front and back).

4.0 Release Forms

- 4.1 Forms are available on-line or may be obtained from Cashier's offices, Registrar's offices, New Student Entry Centers or Financial Aid offices.

- 4.2 Students may submit the form to any of the above offices; any department receiving the release will forward it to either the SCC or SFCC Cashier's office.
- 4.3 The Cashier Supervisor or designated college/IEL staff will enter the information in the Student Management System (SMS) to denote a release on file.
 - 4.3.1 Student Unusual Action Screen, SM5003-005 (see example #6.0, below)
*Enter unusual action code of **SR** in Unusual Actn field, initials in Actn Orig Id field, and year quarter in Actn Entr Date.*
 - 4.3.2 Student Quarter Comments, SM4015 (see example #7.0, below) is used to record release information.
Enter Z999 in the YQR field, initials and date (YYYYMMDD format) with person(s) authorized on comment line(s), password in quotations on a separate comment line.
 - 4.3.3 On the release form, record your initials and date entered into SMS.
- 4.4 Regardless of where this form originates, all releases must be forwarded to either the SCC or SFCC cashier's office for retention.
- 4.5 All requests for information by an authorized person(s) must be entered on Screen SM4015, Student Quarter Comments (see example #7.0, below).
Enter initials and date (YYYYMMDD format) with name(s) of individuals receiving financial information.

5.0 Revocation of Release

- 5.1 The authorization will remain in effect until revoked in writing by the student.
- 5.2 The Cashier Supervisor or designated college/IEL staff will remove **SR** on the Student Unusual Action Screen and update the Student Quarter Comments Screen denoting the release has been revoked.
- 5.3 All revocations must be forwarded to either the SCC or SFCC cashier's offices.

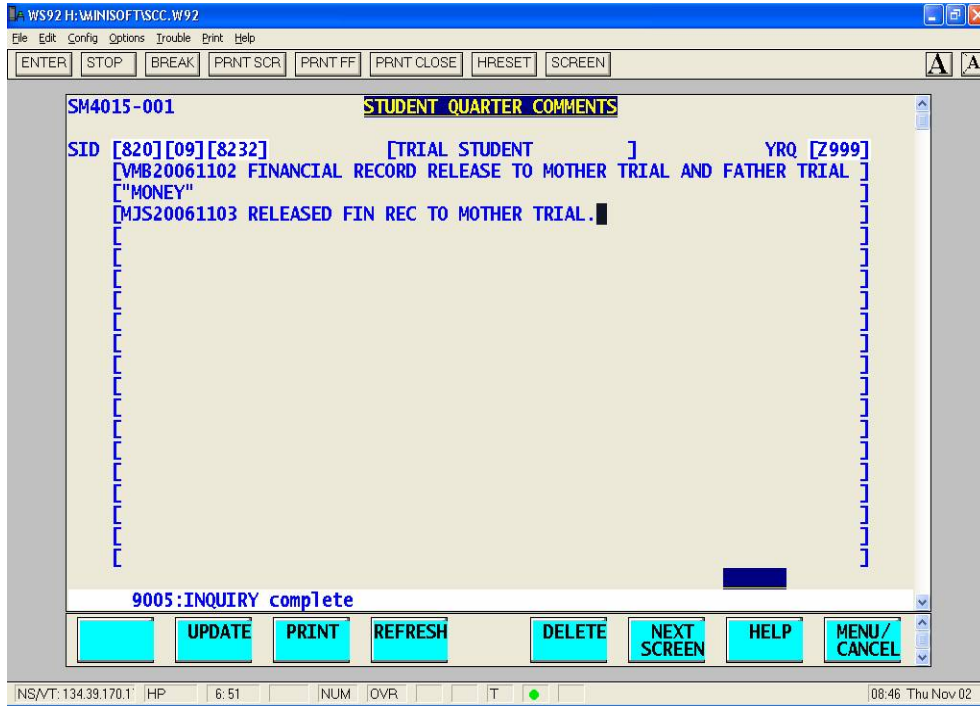
6.0 Example of Data to be Entered on Student Unusual Action

Unusual Actn	Abbr Title	Bad Debt Amt	Pun Actn	Title	Actn Orig Id	Actn Entr Date
[44]	[ASSESS M]	[]	[]	[]	[LW09]	[0894]
[F2]	[FA AP02-03]	[]	[]	[]	[FAO]	[9293]
[GX]	[GRAD PETN]	[]	[]	[]	[TRAN]	[9674]
[SR]	[StuRelease]	[]	[]	[]	[MJS]	[A672]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
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9017:UPDATE complete
Pg [1] of [1]

UPDATE PRINT REFRESH DELETE ALL NEXT SCREEN HELP MENU / CANCEL

7.0 Example of Data to be Entered on Student Quarter Comments Screen.



8.0 Related Information

- 8.1 Family Educational Right to Privacy Act (Buckley Amendment), [20 USC S. 1232g](#)
- 8.2 Authorization to Release Financial Information, [CCS 2138](#)