



STUDENT RELEASE OF RECORDS

FERPA AUTHORIZATION FORM *(COMPLETED BY STUDENT ONLY)*
(Family Educational Rights and Privacy Act)

I, _____ hereby **do /** do not (circle one) authorize Ross Education, LLC to release my
(Student requesting, print full name)

Educational Records, as indicated below **(check applicable box or boxes)**:

- All Financial Aid Records** (records include: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the application or financial aid file).
- All Academic/Transcript Records** (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, and any other documentation contained in the academic records).
- All Student Account Records** (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to financial aid repayments and any other accounts receivable information contained in student account records).
- Instructor/Classroom Records** (records include: attendance, progress reports, and test and homework scores if available. Please note: FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student).
- Other (Please Specify)** _____

Note to Student: Ross Education, LLC may disclose personally identifiable information, without consent of the student, to:

- Anyone in response to requests for directory information*
- Parents of dependent students
- Ross Education, LLC employees determined to have a legitimate educational interest
- Agents acting on behalf of Ross Education, LLC
- Schools in which the student intends or seeks to enroll
- Federal, accrediting or state regulatory agencies
- Comply with a judicial order or subpoena
- Other as allowed under the Law (see Notification of Rights under FERPA)

**Initial here if you do not wish directory information released, when applicable, without your specific consent (Initials: _____)*

The following individual(s) are authorized to access the information indicated above:

PLEASE PRINT FULL NAME

Spouse _____ For identification purposes, last four digits of SSN: _____

Parent(s)/Guardian(s) _____ For identification purposes, last four digits of SSN: _____

Other (Specify name and relationship) _____ For identification purposes, last four digits of SSN: _____

Agency _____

I understand and acknowledge that (1) I have been provided the Notification of Rights under FERPA document, (2) I have the right not to consent to the release of my education records, (3) I have the right to inspect any written records released pursuant to this consent, and (4) I have the right to revoke this consent at any time by delivering a written revocation to the Campus Director or Assistant Campus Director of Education.

Student Signature: _____

Date: _____

Campus Director/ACDOE: _____

Date: _____

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Ross Education, LLC (dba Ross Medical Education Center or Ross College) receives a request for access. A student should submit to the Campus Director or Assistant Campus Director of Education, a written request that identifies the record(s) the student wishes to inspect. The Campus Director or Assistant Campus Director of Education will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Campus Director or Assistant Campus Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student’s right of privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Concerns/Complaints Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Ross Education, LLC (dba Ross Medical Education Center or Ross College) in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Ross Education, LLC (dba Ross Medical Education Center or Ross College) who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Ross Education, LLC (dba Ross Medical Education Center or Ross College).

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ross Education, LLC (dba Ross Medical Education Center or Ross College) to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including instructors, within Ross Education, LLC (dba Ross Medical Education Center or Ross College) whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information*" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

* *Directory information which may be provided without consent includes but is not limited to: name, address, telephone number, email address, grade level, enrollment status, date and place of birth, program of study, credentials, last school attended, dates of attendance, and student ID. Students have the right to refuse to let the institution designate this type of information about the student as directory information; student must exercise this right with completion of the Student Release of Records form.*