

FERPA INFORMATION FOR FINANCIAL AID AND PAYMENTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Education records include student account and financial aid records which are considered confidential. In accordance with FERPA, it is necessary for the Financial Aid Office and Payment Services to obtain written consent from the student in order to release any financial aid or student account information to a third party.



WHEN CAN THE UNIVERSITY PROVIDE STUDENT ACCOUNT AND FINANCIAL AID RECORDS?

In order for DePauw to release student account and financial aid records to any third party, DePauw requires the student to:

1. Complete a FERPA Student Consent to Release Financial Aid Information.
This form will be completed with the Financial Aid Office.
2. Invite the authorized individuals to Transact Payments as a payer.
This allows the authorized individual to view the monthly account statements on Transact Payments, to make electronic payments, and to receive payment plan notices, past-due notices, and important billing information. Transact Payments is overseen by Payment Services.

Without the completion of these steps, parents, grandparents, and other third parties will NOT receive any notifications regarding the student's account. Also, we will not be able to release information over the phone or via email.

WHAT THE UNIVERSITY CAN PROVIDE TO A THIRD PARTY WITHOUT STUDENT CONSENT*

A post-secondary institution may disclose (but may not be required to disclose) personally identifiable information from the student's education records without obtaining written consent from the student:

1. To other school officials, including teachers, within DePauw whom the school has determined to have legitimate educational interests. Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or her professional responsibility.

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2. 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.
3. 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 state post-secondary authority that is responsible for supervising the University's state-supported education programs.
4. 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.
5. To parents if the student is a dependent for IRS tax purposes.
6. To comply with a judicial order or lawfully issued subpoena.

*To view the full list of exceptions to FERPA, please review studentprivacy.ed.gov for more information.

Financial Aid Office

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Payment Services

2 E. Hanna St. Suite 163 | 765-658-4015 | paymentservices@depauw.edu