



SEMESTER AT SEA®



Authorization to Release Information (FERPA)

*By checking the Authorization to Release Information (FERPA) box on MyPassport I acknowledge that I have read and agree to the terms outlined in this document.
Please print for your records.*

Under the terms of the Family Educational Rights and Privacy Act (FERPA), a student's educational record is, with certain exceptions, held confidential by Colorado State University. A student may grant permission for information to be provided to a third party by completing this consent form.

This release pertains to confidential items such as academically related education records, financial aid, scholarship and fellowship awards, academic performance and student account/billing information.

This information will not be released to anyone other than the student without written consent from the student. By checking the Authorization to Release Information box on MyPassport, the student authorizes Semester at Sea and Colorado State University personnel to release this information to the designated person(s) identified on the students MyPassport portal via Semester at Sea.

This release may not be used for the purpose of releasing records related to employment, medical records, disciplinary actions or law enforcement. Any such requests must be directed to Semester at Sea and Colorado State University via the CSU Health Network, Conflict Resolution and Student Conduct Services or Colorado State University Police as appropriate.

I authorize Semester at Sea and Colorado State University personnel to discuss this information for the purpose of understanding and meeting program related financial obligations with me (the student) and if necessary, the person(s) listed as my emergency contact(s).

I understand that the person(s) as my emergency contact(s) will have access to the items listed via telephone, in person, mail, e-mail, or fax to this information that may include the following:

- My 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.
- My Semester at Sea billing account and statements, including credits and debits posted to that account and any refund amounts I may have received.
- My shipboard account and any other miscellaneous financial obligations, which may include amounts owed as well as amounts paid.
- Academic records such as class schedule and grades.

I am granting authorization for the person(s) listed as my emergency contact(s) to receive the above mentioned information from representatives of Semester at Sea and Colorado State University.

This authorization will be effective as of the date you place your deposit and will expire 1 year after the conclusion of the voyage. To add, delete, or change authorized persons you must update your emergency contact(s) information.
