

# Release of Information Form

Washtenaw Community College - Office of Student Records



The Family Educational Rights and Privacy Act (FERPA) of 1974 is designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. WCC's procedures for complying with the provisions of this act can be found at [wccnet.edu/start-now/apply/ferpa](http://wccnet.edu/start-now/apply/ferpa). In accordance with FERPA, the College may not discuss your academic and/or financial information with your parents, spouse or guardian.

By completing and signing this form, you authorize WCC to discuss your information listed below with staff at LEAD Prep Academy. **This authorization will remain in effect until you submit written notice terminating this consent to the Welcome Center.**

**NOTE: As a courtesy, WCC will not drop your classes for non-payment. You are responsible for payment of all tuition and fees at WCC, and must drop by the drop deadline if you no longer want to take classes at WCC.**

Name: \_\_\_\_\_ Student ID: @00 \_\_\_\_\_

**STUDENT AUTHORIZATION** (Check and initial that you authorize WCC to release your information to LEAD Prep Academy):

\_\_\_\_\_ Limited Financial Aid Records (WCC will provide information regarding the filing of FAFSA only; i.e., FAFSA submitted Yes/No. No other Financial Aid data will be provided).

\_\_\_\_\_ All Academic/Transcript Records (records including but not limited to: transcripts, registration and schedule information, residency information, Satisfactory Academic Progress status, assessment test scores, and any other documentation contained in the academic records).

\_\_\_\_\_ Student Finance Records (WCC will provide information regarding the status of payment; i.e., Payment arrangements secure Yes/No. No other Financial data will be provided).

\_\_\_\_\_ CANCEL RELEASE TO LEAD PREP ACADEMY

Clarification of WCC's Partnership Responsibilities:

The LEAD Prep Academy, LEAD Foundation, and Legacy Center operate independently from Washtenaw Community College. Washtenaw Community College functions as an academic partner, exclusively responsible for matters related to academic admissions, academic delivery, and the conferral of academic awards. Tuition and fees associated with enrollment at Washtenaw Community College are distinct from any fees required for participation in LEAD Prep Academy programs. Additionally, financial aid awarded to students at Washtenaw Community College is designated for use toward qualified educational expenses only. Washtenaw Community College does not oversee eligibility or participation in LEAD Prep Academy programming, nor is it responsible for any injuries as a result of participation, participant housing accommodations, or the monitoring and assurance of NCAA eligibility of individual students.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

SIGNATURE

DATE

How to submit:

- In Person: The Welcome Center, 2nd floor of the Student Center Building
- Via Zoom: The Welcome Center Zoom: [www.wccnet.edu/contact/](http://www.wccnet.edu/contact/) (click on "Meet Us Virtually") and sign in to see the next available Team Member

**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  CHECKED STUDENT ID