



LANCASTER BIBLE COLLEGE
CENTER FOR URBAN THEOLOGICAL STUDIES

Training Leaders for Transformational Ministry

Permission to Release Information

LBC at CUTS is subject to the Family Educational Rights and Privacy Act (F.E.R.P.A.). FERPA's rule is that educational agencies and institutions subject to FERPA may not have a policy or practice of disclosing "education records" without the written consent of the "eligible student."

What does this mean?

In order for ***anyone other than*** the enrolled student to access the student's information (including academic, financial and other applicable records), or make changes to the student's registration, the student must fill out & sign the form below ***each term***. Students can find additional forms in the Registrar's Office.

Student's Name (please print)

Student's School I.D. Number

"I authorize the following person(s) to access my file at Lancaster Bible College at the Center for Urban Theological Studies, including academic, financial aid, business, and any other applicable records. I understand the person may access this information by submitting a request through the mail or in person. I also authorize the following person(s) to make changes to my current registration on my behalf. Further, ***I understand this authorization relates to the current academic term (_____) only.*** Please allow access to my records as indicated above to:

Name

Relationship to Student

Name

Relationship to Student

Student Signature

Date

PLEASE RETURN SIGNED AND COMPLETED FORM TO REGISTRAR'S OFFICE AT THE BEGINNING OF EACH TERM.