



CHARLESTON
SOUTHERN
UNIVERSITY

**Family Educational Rights and Privacy Act (FERPA)
STUDENT WAIVER OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (1974) protects the privacy of student records. Under the act, a student may inspect and review their education records, may seek to amend those records, and may limit disclosure of information from those records. There are strict limits on who else may have access to a student's records.

I, _____, understand that the Office of
Student (student – PLEASE *PRINT* NAME)

Enrollment Services of Charleston Southern University will preserve the confidentiality of my records, in keeping with the Family Educational Rights and Privacy Act (FERPA).

In signing this form I give express written permission for the Office of Enrollment Services of Charleston Southern University to discuss my academic and financial records with:

(name of person(s) and their relationship to you)

Signed: _____

Social Security or Student ID _____

Date: _____

Charleston Southern University
Office of Enrollment Services/Financial Aid
9200 University Boulevard, P.O Box 118087
Charleston, SC 29423-8087
TELEPHONE 843-863-7050 ❖ FAX 843-863-7070❖ financialaid@csuniv.edu

Understanding The Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA sets out requirements designed to protect the privacy of students *and* parents. The law requires Charleston Southern University to provide a parent access to their dependent child's educational records.

Independent students who are currently or formerly enrolled at Charleston Southern University are protected under The Family Educational Rights and Privacy Act. This means that nondirectory information *may not be disclosed* except under specific exemptions.

EXEMPTIONS

The student's consent is NOT required to disclose information to:

- Charleston Southern University faculty, staff & administrators with a legitimate educational interest
- Parents of a *dependent* student (the parents claim the student with the IRS)
- Financial Aid processors
- The student
- Comply with a judicial order or subpoena
- in a health or safety emergency

DIRECTORY INFORMATION

Charleston Southern University may disclose what is known as "directory information" on a student without violating FERPA.

Directory Information includes a student's name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards received, status (full time, half-time, etc) and recent previous school attended.

So, what does this mean for *you*?

With specific exceptions (listed above), a signed and dated consent by the student must be provided before disclosure of non-directory information can be made to your parents or any other third party.

A waiver is included on the back of this document.

You are *not* required to sign the waiver, and it can be cancelled at any time by your request; however, Charleston Southern University *cannot* discuss your records with your parents (or any other third party) unless we have a signed FERPA waiver naming that person in your file.

If you have any questions regarding your FERPA rights or the FERPA waiver, please contact the Registrar's Office at 843-863-8060.

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