Student Privacy Rights and Family/Third Party Access

USF operates within the confidentiality rules outlined in the **Family Educational Rights and Privacy Act (FERPA),** which protects the privacy of student education records. Students are able to provide consent to waive their privacy by granting permission for third party access. At USF, there are several different processes students can complete to provide third parties permission to discuss their education records and financial aid. Your student's right to privacy is ultimately their decision and these processes must be initiated and completed by them.

Admissions Application

Prospective students wishing to provide someone access to make inquiries during the application process must complete this following **form**.This form must be mailed to **admissions@usf.edu** from the students' email address that they used when applying to USF, or their USF email address.

Education Records

Your student should learn about their privacy rights outline **here**. Students have the ability to provide ongoing access for a parent, spouse, or other third party to review their student record information. To do so, they must initiate that process by submitting the **Student Record Access Authorization** form to the **Office of the Registrar** or Records and Registration location on your campus in person with your photo ID. By filling out this form, you will provide the people you designate with the ability to request information from your student record, but remember: When working with third parties, USF retains the right to determine if a need to know exists. This permission doesn't include the ability for others to register a student for courses or complete forms on a student's behalf. USF students are responsible for initiating all changes to your student record. Please note that once this form is submitted, third party access remains in effect until the students revokes it in writing with the Office of the Registrar.

Financial Aid

In order to discuss your student's financial aid awards with the university, your student must contact the **Office of Financial Aid** via ServiceNow and request the Privacy Release for Dependent Students form to be posted to OASIS. Your student must complete the form online and your student must update this form on an annual basis.

Making Payments/Student Accounts

To make payments, parents, guardians, or employers require student permission through the student's authorized user process in **OASIS**. After being granted access by the student, Authorized Users will use their email and password to login. In order to discuss student account information via the telephone, students will need to complete the 'Student Record Access Authorization' form discussed in the Education Records section.

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