

Authorization for Third Party Registration & Tuition Payments

Applies to Registration and Account Balance/ Payment only

In accordance with the Family Educational Rights and Privacy Act (FERPA), St. Charles Community College is legally prohibited from releasing the information contained in your educational files without written consent of the student.

This consent form allows students to grant parents, guardians, spouse, and/or others to register them for classes and/or obtain account balance information in order to make tuition payments.

All permissions granted will stay in effect until revoked by the student: inform the Registrar's Office in writing to cancel request.

Print your name clearly.

This form Applies to Registration and Account Information only

Student Name: _____ Student ID / SSN: _____

I authorize St. Charles Community College to allow the following individual(s) to register me for classes and to obtain balance information in order to make tuition payments towards my account.

<i>Print Name</i>	<i>Print Name</i>
<i>Print Name</i>	<i>Print Name</i>

Student Signature: _____ Date: _____

Please return this form to: St. Charles Community College
Office of the Registrar
ADMIN BLDG. 1113
4601 Mid Rivers Mall Drive
Cottleville, MO 63376
FAX: 636-922-8236

Please note: 'Authorized individuals' registering on a student's behalf will need to provide a valid photo ID card.

FOR OFFICE USE ONLY: FRPRP