

**KALAMAZOO VALLEY COMMUNITY COLLEGE**  
**Financial Aid Office**  
**P.O. Box 4070 6767 West O Ave. Kalamazoo, MI 49003-4070**  
**Phone: (269) 488-4340 Fax: (269) 488-4120**

**RELEASE OF FINANCIAL AID INFORMATION**

In Accordance with the Family Educational Rights and Privacy Act of 1974 as amended, it is necessary for Kalamazoo Valley Community College officials to have written consent from a student prior to releasing information from the student's financial aid record to most sources outside the College. The exception to this situation is directory information.

Use this form **only** if you want the named individual(s) to be able to inquire about your financial aid and receivable accounts on your behalf. Other than the Financial Aid Office, only you, the student, can make requests for changes to your financial aid eligibility and awards. Completion of this form is **not** required to be eligible for financial aid.

I, \_\_\_\_\_ Valley ID # \_\_\_\_\_ Hereby consent to the release by Kalamazoo Valley Community College of all information concerning my financial aid, financial aid obligations, and account information (including holds, student account, and other receivable accounts).

**Parties to Whom Such Records May Be Released**

- |    |      |              |  |
|----|------|--------------|--|
| 1. |      |              |  |
|    | Name | Relationship | Purpose of Disclosure<br>(why you are requesting this information be released) |
| 2. |      |              |  |
|    | Name | Relationship | Purpose of Disclosure<br>(why you are requesting this information be released) |

I understand that such records may not be released except on the condition that the party to which the information is being released will not permit any other party to have access to such information without my written consent.

*This consent for release will remain in effect from the date indicated below  
until I submit written authorization to remove it.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**We encourage you to become familiar with KVCC's Valley Information Portal (VIP) system. This will enable you to check your financial aid information periodically through VIP for any changes to your financial aid eligibility.**

Please return or fax this form to the Texas Township Campus Financial Aid Office.