FERPA Procedures for Student Accounts Services & Cashiering

Information About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The JBU FERPA Notification Statement is available thru the Registrar’s Office web page. The JBU Catalogs also contain FERPA policy statements.

How does FERPA impact paying tuition and fees, obtaining student account information or receiving refund checks?

When conducting business with Student Accounts and Cashiering Services, a student should be prepared to present photo identification. Written consent is required for release of billing information. The written consent must be signed by the student.

Do parents or other family members have access to a student's billing records?

A parent or guardian does not have access to a student’s billing records without written consent, unless the student is under the age of 24 and was claimed as a dependent on their parent’s or guardian’s most recent tax return. To authorize a person access to those records, a PARENTS CERTIFICATION OF DEPENDENCY form must be filed with Student Accounts Services. This form is effective until the end of the calendar year and must be renewed annually to remain in effect. All parents or guardians that are to have access must be listed on the form.

To authorize a person for access to their records, a student must file a THIRD PARTY RELEASE OF INFORMATION form. This form would be used if the student wants to authorize a parent or other third party to their student account billing records. The original form must be signed by the student. This authorization is a valid release of information to a specified third party until the release is revoked in writing.