



REQUEST TO WITHHOLD/RELEASE DISCLOSURE OF DIRECTORY INFORMATION

Student Information Services

112 Lamar Drive, Hillsboro, TX 76645

254-659-7600 + Fax 254-582-7591

2112 Mayfield Parkway, Cleburne, TX 76033

817-760-5601 + Fax 817-556-2142

enrollmentinfo@hillcollege.edu

Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Hill College Student Information Services is notified in writing by the student before the census date in the term.

Your request may be accepted after these deadlines, but Hill College will not be responsible for the release of Directory Information prior to receiving the Request to Withhold Directory Information in Student Information Services. It is important that you understand the ramifications of requesting that Directory Information be withheld. Any future requests for such information from non-institutional persons or organizations will be refused. For example, Hill College will not be able to verify a degree earned or your enrollment for possible employment, insurance purposes without a signed and dated release of information accompanying the request. If you graduate, the withhold directory flag will remain on your records after graduation.

This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. Should you request directory information withheld, you may at any time rescind the release of directory or non-directory information.

Directory Information

Hill College designates the following as Directory Information:

- Name
Address
Telephone listing
Classification
Field of study (major)
Dates of attendance and enrollment verification
Degrees, date awarded, honors/designations
Most recent previous institution attended

Please complete the following information.

Table with 2 columns: Withhold Directory Information, Release Directory Information. Includes checkboxes for withholding or releasing information and fields for Name, HC ID #, Signature, and Date.

Your request to Release Directory Information will become effective on the date received in the Office of Student Information Services.

I hereby give permission for Hill College personnel to provide information concerning all aspects of my academic record as well as business office payment information to the person(s) identified below—either orally, in writing, or in person. (This waiver allows us to communicate to a parent or guardian.)

PERSON(S) TO WHOM INFORMATION MAY BE RELEASED:

Printed Name: Relationship to Student:

Telephone: Email Address:

Student's Signature: Date:

This waiver will be in effect until rescinded in writing by the student.