

*Per federal and state regulations on the right to privacy, bills are in the student's name. Therefore, the student bears the responsibility for payment. For this reason, bills for each semester are sent to the student's address. Parents/guardians (or anyone else) may not receive specific information about a student's bill, credit balance, or excess (refund) checks. If a parent or other third party is accepting responsibility for making payments on a student's behalf, it is the responsibility of the student to share all correspondence, including billing statements, with those individuals.*

*A student can allow access to billing information by completing this waiver.*

## Waiver of Confidentiality

(You only need to file this form once. It remains in effect until you notify us otherwise in writing.)

**Student Number:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
(Print)

I hereby notify the Bursar's Office at Greenfield Community College that I give permission for the person(s) listed below to have full access to any information contained in my billing records at the College.

Person(s) to have access to my records: \_\_\_\_\_  
(Please print )

\_\_\_\_\_

Password to ID person(s) on telephone: \_\_\_\_\_  
(Any word, number, or phrase that can easily be remembered...)

**\* Note here any restrictions as to what we can discuss, if any:**

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Date)