California State University Chico
Financial Aid & Scholarships

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Authorization to Release Information

The Family Educational Rights and Privacy Act (FERPA) exists to protect your right to confidentiality and limits our ability to release information about your financial aid. In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Chico State is prohibited from providing certain information from your student record to a third party, such as grades, billing, tuition and fee assessments, financial aid and other student record information. **This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.**

Students may grant the Financial Aid & Scholarship Office permission to release information about their financial aid to a third party (including parents, step-parents, spouse, etc.) by submitting an online Authorization to Release. To provide authorization, please follow these steps:

1. Log into Student Center via your Portal account
2. Go to the "Student Records" section
3. Click the 'Authorization to Release' link
4. Read the information and instructions provided on the page
5. If prompted, complete the 'Birth City' field and click 'Save Birth City'
6. Complete the information for each person that access should be given to. Check the appropriate box for each department to release information.
7. 4 digit access code instructions:
    a. Must be created and assigned by the student
    b. Cannot start with a zero
    c. Must be numeric
    d. Can be the same for all users
8. Click 'Save'. If any fields are highlighted, correct the errors and click 'Save'.
9. Check 'OK'
10. The student will need to share the access code with the person or persons they have authorized to receive information. Information cannot be provided to anyone except the student without this access code.