

# Student Authorization to Release Financial Information

for the UF Office for Student Financial Affairs, University Bursar and Business Services

In accordance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) (20.U.S.C. 1232g), also known as the Buckley Amendment, and Section 228.093 of the Florida Statutes, the Office for Student Financial Affairs (SFA), University Bursar (UB), and Business Services are prohibited from releasing information concerning a student's financial aid status and any financial records without the written consent of the student.

Therefore, if a student would like SFA (the Financial Aid Office) and/or UB (the University Bursar) and/or Business Services (UF Bookstore, Gator Dining) to discuss their financial records with third parties (such as parents or scholarship donors), the student will need to complete the "Student Authorization to Release Financial Information" form found at ONE.UF (<https://one.uf.edu/>).

**1** Visit <https://one.uf.edu/> and select "Log In" in the upper right hand corner of the screen. Select "Login with Gatorlink" from the drop down menu.

**2** Login to ONE.UF with your Gatorlink Username and Password.

**3** From the menu in the upper left hand corner, select "Financial Info Release."

**4** The "Student Authorization to Release Financial Information" page will appear. Read it carefully.

Actions	Agency or Person	Relationship (if Person)	Student Financial Affairs	University Bursar	Business Services	Date
7 8 9	Albert Alligator	Father	✓	✓	✓	1/16/2018
5	+ ADD PERSON OR AGENCY					

**5** If you wish to authorize the offices selected to release any and all information concerning your financial record, click on the plus sign at the bottom left to add a person or agency.

**6** List the person or agency (such as parents or scholarship donors) and their relationship to you in the window that appears. Then select the UF offices that you authorize to release any and all information concerning your financial record. When complete, select "SUBMIT."

**7** At any time, you can change the UF offices authorized to release any and all information concerning your financial record by clicking on the pencil icon under "Actions" on the "Student Authorization to Release Financial Information" page.

**8** To add additional persons or agencies, click on the plus sign to add another person or agency.

Fill out the form again as directed with the additional name/agency and relationship. Select the UF offices that you authorize to release any and all information concerning your financial record. When complete, select "SUBMIT."

**9** To remove a person or agency, go to the "Student Authorization to Release Financial Information" page and click on the "delete" icon under "Actions." A menu will appear that will confirm that you would like to remove that person or agency. Select "CONFIRM."

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STUDENT FINANCIAL AFFAIRS  
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