



RELEASE AUTHORIZATION FORM FOR LOAN ADMINISTRATION

Dear Student Loan Borrowers:

Upon entrance to the University you may have completed a FERPA form. The information you gave is stored at the Registrar Office. Due to the privacy act we are requesting your assistance in updating our records so this information will be used solely for managing your loans at the USD Loan Administration Office. If you would like to grant permission for someone other than yourself to obtain information regarding your student loan account(s), please list the information requested of that person(s) in the space provided below. If you name a person(s) on this form, the Loan Administration Office will be able to answer questions regarding all aspects of your student loan(s). You may include as many people as you wish.

If you do not want anyone to have access to your information, sign and return this form with no names listed. Note: anyone listed on this form that requests information must be able to provide this office with the requested identification when asked. If the form is not returned, you, the borrower, will be the only person to whom we can speak to regarding your student loan(s).

I do hereby consent to have information regarding my student loan(s) discussed with and/or released to the following people as listed below.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City, St, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City, St, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City, St, Zip: \_\_\_\_\_

\_\_\_\_\_  
Name of Borrower (Print/Type)

\_\_\_\_\_  
Account No (student ID)

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

Please use the back of this form for any additional names.
RETURN BY MAIL TO:
University of San Diego
Loan Administration-HC 204
5998 Alcalá Park
San Diego, CA 92110-2492