

**Release of Information**

<b>First Name•Last Name(please print)</b>	<b>WCCC E-mail /</b>	<b>SSN</b>
•	<a href="mailto:">@wccc.me.edu/</a>	

The Financial Aid Office at Washington County Community College currently recommends that students process the Free Application for Federal Student Aid (FAFSA) electronically through U.S. Department of Education Software. While this process is secure there may be instances that require information to be transmitted through e-mail, which is not a secure environment.

If you should receive assistance electronically filing your FAFSA from members of WCCC's Financial Aid Office, you must acknowledge that all information put on the FAFSA forms are your own words and not of the Financial Aid Officer.

Correspondence regarding a student's file and contents therein is limited to the student and the Financial Aid Office. However, there could be the need for a student's information to be shared with one of the following agencies/areas electronically, verbally, and/or by paper mail:

- Other College/University-if student is enrolled con-currently
- Parent/Guardian
- Third Party Agency (Career Center, DHS, Tribal Agency, etc.)
- College department correspondence (i.e., Financial Aid to Business Office, Financial Aid to Student Support Services, etc.)

Information relayed with other agencies/areas may include the following:

- Social Security Number / WCCC ID number
- Taxable income information, W-2 information, Untaxed income information
- Satisfactory Academic Progress standing
- Award information
- Semester in which the student is enrolled / time period of enrollment
- Number of credit hours enrolled
- Major declared
- Number of credit hours earned at a previous college
- Most current address / phone number on financial aid documentation
- Documents on file in WCCC's Financial Aid Office
- Account Balances

The purpose for disclosing this information to one or more of the agencies/areas listed above would be to clear any discrepancies with the student's file. By processing this information through e-mail, it may expedite the process. However this is not a guarantee.

