



Department of Financial Aid
 115 Aycock Hall
 Carrollton, Georgia 30118-4420
 Division of Student Affairs and Enrollment Management

RELEASE OF INFORMATION

Name _____ UWG ID# _____

The Department of Financial Aid scans and then destroys all documents and forms submitted to us, original documents are not available.

I am requesting a copy of the following:

___ Student's 200__ tax return ___ W-2 ___ Social Security Card ___ Birth certificate ___ Death certificate
 ___ Parent(s) 200 ___ tax return ___ W-2 ___ Marriage certificate ___ Appeal documentation ___ DD214
 ___ Other: _____

Tax Information Guidelines

- Student tax forms will be mailed to the permanent home address on file with UWG or available for pickup by the student only. UWG ID is required.
- Parent's tax forms will be mailed to the address on their tax return or Parent's can pickup. A valid picture ID. (Note: returns will not be released to student)
- I understand that student must sign this release, and signatures must match that which is on file before their tax returns will be released.
- Parent signature is only required when requesting documents pertaining to the parent, signatures must match that which is on file before their tax returns will be released.

All Other Information Guidelines

- All other documents requested will be processed and available for pick up by the student within 48 hours of the request. UWG ID is required.
- Information will only be released to the parent whose information was used to complete the FAFSA. A valid picture ID is required.
- Please note: The items listed above are types of documents financial aid may request from students. However, it does not mean that we have that particular document on record for each student.

I hereby grant permission to the Financial Aid Office to speak with the following person(s) concerning my eligibility for federal financial aid. (This can be information such as forms needed to complete the process or aid awarded). We will not release information regarding student's grades or income of a parent).

Name: _____ SSN/DOB (to confirm their Identity) _____ / _____

Name: _____ SSN/DOB (to confirm their Identity) _____ / _____

Student Signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____

Students now have access to the following documents on-line:

- Student Aid Report: www.fafsa.ed.gov
- Student Loan History: www.nsls.ed.gov
- Award Letter Information: <http://banweb.westga.edu/>
- Copy of class schedule/bill: https://uwgsis.westga.edu/pls/UWGP_DAD/hwwkschd.P_SchedMenu