



RELEASE OF INFORMATION
Office of the Controller

Student Name: _____

UWG ID/SSN: _____
(SSN required for tax or Perkins loan information)

I request the Controller's Office at UWG release the requested information to the party below:

Name: _____

Relationship to student: [] Parent
[] Guardian [] Spouse
[] Other: _____

Address: _____

Phone: _____

Purpose of Request:

- [] Issue involving payment of tuition, fees or related charges. (Current Term students)
[] Issue involving collection of student account (Prior Term students)
[] Tax information
[] Other: _____

Information Requested: (Please check all that apply)

- [] Student Account Information (may include payments, charges, refunds and 1098t information).
Note: SSN is required if tax information is needed/requested.
[] Information required to re-issue a lost/damaged check (may include but not limited to address information and check amount). Written authorization for requesting a check be re-issued must be submitted by the student.

Repayment Information: (Please check all that apply)

- [] Short Term Loan Information (may include but not limited to past-due/default status, principal, interest, late fees and collection amounts and information, address information, copies of promissory notes and due-diligence information).
[] Perkins Loan Information (SSN # required at the top - may include but not limited to past-due/default status, principal, interest, late fees and collection amounts and information, address information, copies of promissory notes and due diligence information).
[] Returned Check Information (may include but not limited to amount and penalties).

I hereby grant the Controller's Office permission to speak/send information to the above listed party at the address listed.

Student Signature

Date

Witness (Controller Staff)

Date

To be completed by Witness
Type of ID: [] Student ID

[] Drivers License: _____(ST)

[] Other: _____