



# JUDAH

BIBLE COLLEGE

## FERPA RELEASE & AUTHORIZATION

*Authorization to Disclose Education Records*

---

### FROM THE EXECUTIVE DIRECTOR

---

#### **Privacy, honor, and honest community.**

Your education record at Judah Bible College belongs to you. Federal law — the Family Educational Rights and Privacy Act (FERPA) — guards that record, and we take that guardrail seriously. We will not hand your grades, your hours, your standing, or your formation notes to anyone you have not authorized.

But there is a flip side that matters just as much. Ministry is not a private endeavor. You came here to be trained, formed, and sent — and somewhere along the way, somebody is going to ask the question that decides whether they trust you with souls: "What kind of student were they?" Your sending pastor, your spouse, the church that wants to license you, the ministry that wants to ordain you, the employer holding a tuition check — these are the people you walk with. They deserve the truth from us, on your terms.

*"Plans go wrong for lack of advice; many advisers bring success." — Proverbs 15:22 (NLT)*

This form is how you tell us, in writing, who gets to know what — and for how long. Read it carefully. Be specific. Don't sign it because somebody told you to. Sign it because you have decided who walks this season with you.

**Pastor Adam Aziz**

*Executive Director, Judah Bible College*

## 01 YOUR RIGHTS UNDER FERPA

---

FERPA — the Family Educational Rights and Privacy Act of 1974 — gives every eligible student four protections that JBC is required, and proud, to honor:

- The right to inspect and review your own education records within 45 days of a written request.
- The right to request amendment of records you believe are inaccurate, misleading, or in violation of your privacy rights.
- The right to provide written consent before personally identifiable information from your education records is disclosed to anyone outside the college (with limited exceptions allowed by law).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by JBC to comply with FERPA requirements.

Without a signed release on file, JBC will not discuss your academic standing, course performance, attendance, financial account, disciplinary status, or formation notes with anyone other than you — not your parent, not your spouse, not your pastor, not your employer, not your sending church.

## 02 WHY WE USE THIS RELEASE AT JBC

---

Most JBC students walk this journey alongside a sending pastor, a spouse, a parent footing the bill, a ministry overseer, or a board considering them for ordination. Those people often need to know real things — Are they showing up? Are they passing? Are they growing? Are they on probation? — to steward the assignment well.

This release lets you authorize specific people, for specific reasons, to receive specific information, for a specific length of time. You can name one person or several. You can authorize broad categories or limit it down to a single conversation. You decide.

**You may revoke this authorization at any time, in writing.** A revocation does not undo any disclosure that was already made in good faith before we received it.

## 03 STUDENT INFORMATION

---

<b>Full Legal Name</b>	_____
<b>Date of Birth</b>	_____
<b>Student ID #</b>	_____
<b>Program of Study</b>	_____
<b>Phone</b>	_____
<b>Email</b>	_____
<b>Mailing Address</b>	_____

## 04 AUTHORIZED RECIPIENTS

---

List every person you are authorizing to receive your education records. Be specific. If a person is not named here, JBC will not release information about you to them — no exceptions.

RECIPIENT 1		
FULL NAME	RELATIONSHIP TO STUDENT	PHONE
EMAIL & MAILING ADDRESS		
RECIPIENT 2		
FULL NAME	RELATIONSHIP TO STUDENT	PHONE
EMAIL & MAILING ADDRESS		
RECIPIENT 3		
FULL NAME	RELATIONSHIP TO STUDENT	PHONE
EMAIL & MAILING ADDRESS		

## 05 PURPOSE OF DISCLOSURE

---

I am authorizing release of my records for the following purpose(s). Check all that apply:

- Pastoral covering, accountability, or sending-church oversight.
- Spouse, parent, or family member who is supporting me through this season.
- Verification of enrollment, degree progress, or completion for a third party.
- Tuition assistance, scholarship, or financial sponsorship verification.
- Reference for ministry licensing, ordination, or credentialing.
- Reference for employment, internship, or placement.
- Reference for transfer to another institution.
- Other (describe below).

**Other purpose (if checked above)** \_\_\_\_\_

## 06 SPECIFIC RECORDS AUTHORIZED

---

Check the categories of information JBC is permitted to release. Anything you do not check remains protected.

- Enrollment status (currently enrolled, withdrawn, graduated, etc.).
- Course schedule and attendance.
- Grades, transcripts, GPA, and academic standing.
- Practicum performance, supervisor evaluations, and ministry formation notes.
- Disciplinary actions, academic probation, suspension, or dismissal.
- Tuition account balance, payment history, and financial holds.
- Degree progress, expected graduation date, and credits earned.
- Letters of reference, recommendation, and character endorsement on my behalf.
- All education records on file at JBC.

## 07 DURATION OF AUTHORIZATION

---

This authorization remains in effect (check one):

- For one academic term only — through the end of the current term.
- For the duration of my enrollment at Judah Bible College.
- Until a specific date:

**Specific end date (if checked above)** \_\_\_\_\_

- For a single, one-time disclosure described in Section 5.

## 08 RIGHT TO REVOKE

---

You may revoke this authorization at any time by submitting a signed, written notice to the Registrar at [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org) or by mail to PO Box 23527, Chattanooga, TN 37422. A revocation takes effect on the date JBC receives it and does not retroactively affect any disclosure already made in good-faith reliance on this form.

If you do not revoke this authorization, it expires automatically on the date or condition you marked in Section 7.

## 09 STUDENT ACKNOWLEDGMENT & SIGNATURE

---

By signing below, I confirm that:

- I have read and understand my rights under FERPA as described in Section 1.

- I am voluntarily authorizing the release of my education records to the people, for the purposes, and for the duration I have specified above.
- I understand that I may revoke this authorization at any time in writing, but that revocation does not undo prior disclosures.
- I am the student named in Section 3, and the information I have provided on this form is true and accurate.

---

**STUDENT SIGNATURE**

**DATE**

---

**PRINTED NAME**

**STUDENT ID #**

**10 OFFICE USE ONLY**

<b>DATE RECEIVED</b>	<b>RECEIVED BY</b>	<b>FILED IN STUDENT RECORD</b>
<b>REVOCAION DATE (IF ANY)</b>	<b>REVOCAION RECEIVED BY</b>	<b>NOTES / FOLLOW-UP</b>