

**Instructions**  
**Student Release of Financial Information Form**

1. The form is completed by the student.
2. The form is reviewed for accuracy by HCC staff. This includes verifying the ID number and birth date provided on the form match HCC records. This also includes verifying the identification of the student by picture ID.
3. The HCC staff member completes the staff section of the form indicating the type of picture ID that was verified.
4. If the student does not return the form directly to HCC staff where ID can be verified in person, the "Notary Public" section is required to be completed. (For example: If the student requests the form by mail and returns the form by mail, the notary stamp is required.)
5. Completed forms are forwarded to the Financial Services Department where they are filed for future reference.
6. The release information is stored in Datatel ST, screen ARAC. The code RFI is entered into Field 2: Misc2 indicating a release form is on file. The name and relationship of the approved third party is entered into Field 7: Comments.
7. A student's account with a release form on file should look like this:

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05/25/05   10:36           AR ACCOUNTHOLDERS           ARAC
Marshall, Mr. Phillip E.      ID: 0392548 SSN: 216-38-4357
5124 E. Serena Dr           Tampa           FL33617           PH813-610-5660
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1 Misc1.....: 1:
                  2:
2 Misc2.....: 1: RFI           Release Financial Information
                  2:
3 Misc3.....: 1:
                  2:
4 Misc4.....: 1:
                  2:
5 Misc5.....: 1:
                  2:

6 Tax Status           Start Date End Date Tax Exempt No
1:
2:

7 * Comments...: 1: Betty Ford - grandmother

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