BATES TECHNICAL COLLEGE

Student Release of Information (ROI)

Bates Technical College student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA). Bates Technical College does not release information contained in your educational record to family members, other people or agencies without your written consent. If you wish to give permission for another person or agency to have access to your records, please complete this form and submit it to the Registration Office at any campus or email registration@batestech.edu. Use one form for each person or agency.

Student Full Name (print clearly)	ctcLink ID Number
Email	Please provide a security question and answer. This will be used to verify identify.

I authorize Bates Technical College to release information to the following person/agency:

Name of Person or Agency			
Street Address	City	State	Zip code

I authorize Bates Technical College to release the records indicated below:

❑ Financial Aid ❑ Registration records ❑ Cashiering/Billing/Tuition Information

❑ Other: _____

Expiration date for ROI (choose only one option):

❑ Until date: _____

❑ Until I cancel this ROI.

❑ Until I graduate or am no longer enrolled or leave Bates Technical College.

If expiration information is left blank, the permission will expire on June 30 of the calendar year following the date the release was signed.

My signature below authorizes this release.

Student Signature	Date

FOR STAFF USE ONLY

Financial Aid _____

Cashiering _____

Bates Technical College is an equal opportunity institution. Learn more at www.batestech.edu/nondiscrimination.

Updated: 8/2024