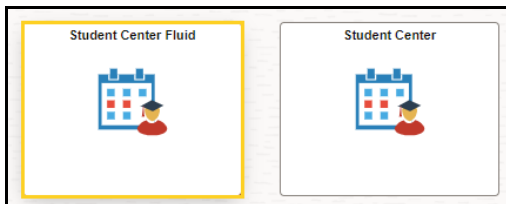


Scholarship Data Release/Revoke (New Orleans Only)

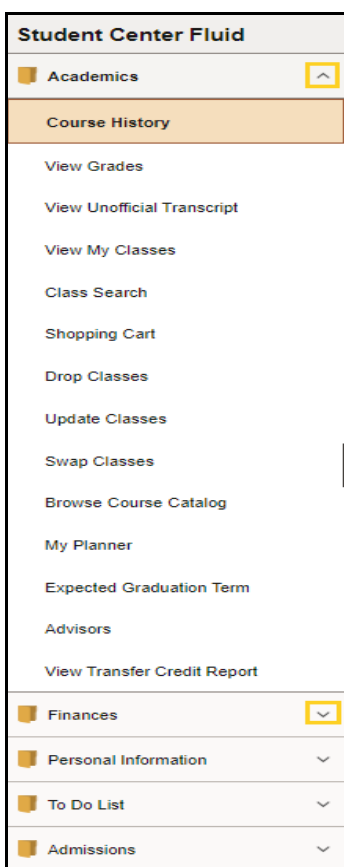
1. Click the **Student Center Fluid** tile.



2. The system defaults you into the **Academics Course History** option.

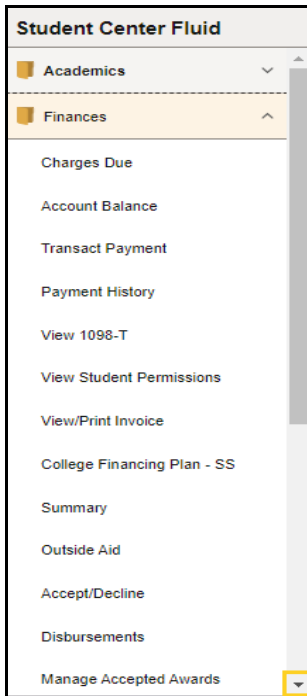
Click the drop-down button to the right of the **Academics** button to close the menu.

Click the drop-down button to the right of the **Finances** button to open the menu.

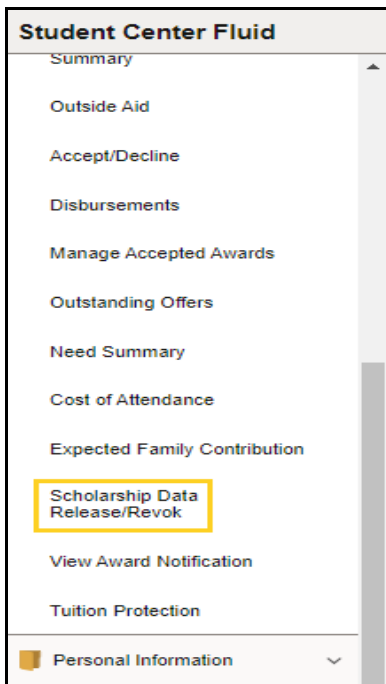


Job Aid

3. Click the **Down scrollbar** inside the **Finances** menu..



4. Click the **Scholarship Data Release/Revok** menu item.



5. The **Scholarship Data Release/Revoke** form displays.

The form explains a student’s right under the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, as well as the additional limits the **Higher Education Act (HEA)** for disclosing a student’s federal **Free Application for Federal Student Aid (FAFSA)**.

A student must consent to allow *LSUHSC-NO* to release biographical, demographic, enrollment, academic and financial aid data, including, but not limited to, the data and results of his/her FAFSA to the *LSU Health Sciences Center New Orleans Foundation (Foundation)* for determining eligibility for scholarships and grants administered by the Foundation.

John Doe

The Family Educational Rights and Privacy Act of 1974 ("FERPA") is a federal statute designed to protect the privacy of a student's educational records. All schools receiving funds from an application program with the U.S. Department of Education must comply with FERPA. FERPA prohibits schools from releasing certain information contained in your educational record without your express consent. Examples of this protected data include: your grades, billing and payment records, financial aid awards, and other student record information as defined by statute. For further information on FERPA, see <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

The Higher Education Act ("HEA") places additional limits on the information that can be disclosed from your federal Free Application for Federal Student Aid ("FAFSA"). Schools may share a student's FAFSA information with scholarship granting organizations only with the student's express written consent. For these reasons, it is necessary for LSU Health Science Center – New Orleans ("LSUHSC-NO") to obtain your permission to release your financial information with the LSU Health Sciences Center Foundation ("Foundation").

The authorization below must be completed for each award year. You may revoke the authorization at any time.

By selecting the Provide Consent button, I hereby authorize LSUHSC-NO to release my biographical, demographic, enrollment, academic and financial aid data, including, but not limited to, the data and results of my FAFSA, to the Foundation for the purpose of determining my eligibility for scholarships and grants administered by the Foundation.

By selecting the Revoke/Decline Consent button, I revoke my previous authorization to LSUHSC-NO, which had allowed for the release of my student data to the Foundation for the purpose of determining my eligibility for scholarships and grants administered by the Foundation.

Provide Consent Revoke/Decline Consent

6. Click the **Provide Consent** button to give permission to release data.

NOTE: Consent must be completed for each award year.

Click the **Revoke/Decline Consent** if you do not wish to give permission.

NOTE: Consent many be revoked at any time.

Click the **Save** button.

By selecting the Provide Consent button, I hereby authorize LSUHSC-NO to release my biographical, demographic, enrollment, academic and financial aid data, including, but not limited to, the data and results of my FAFSA, to the Foundation for the purpose of determining my eligibility for scholarships and grants administered by the Foundation.

By selecting the Revoke/Decline Consent button, I revoke my previous authorization to LSUHSC-NO, which had allowed for the release of my student data to the Foundation for the purpose of determining my eligibility for scholarships and grants administered by the Foundation.

Provide Consent Revoke/Decline Consent

7. This completes **Scholarship Date Release/Revoke**.