



Date \_\_\_\_\_ Student Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ Phone Number \_\_\_\_\_

<p><b>Status (check one):</b></p> <p><input type="checkbox"/> FSTM Graduate</p> <p><input type="checkbox"/> Attended FSTM (non-grad)</p> <p><input type="checkbox"/> Current Student</p>
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**Records for Review  
(check all that apply):**

- Academic
- Clinical
- Financial

**Delivery Method  
(check one):**

- Paper copies - \$25
- Digital copies - \$12
- In-person review - free

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please email this completed form to Kerri Audette at [kaudette@midwiferyschool.org](mailto:kaudette@midwiferyschool.org)***

ADMINISTRATIVE USE ONLY	
Name _____	
Title _____	
Date Request Received _____	Date of Records Review _____
Signature _____	Date _____

Full policy, applicable forms and more information is available upon request in the Financial Aid Office.

## ADDITIONAL INFORMATION

Full policy, applicable forms and more information available upon request in the Financial Aid Office.

### Descriptions of Student Records

Education Records include any record maintained by FSTM that is related to the student, except for exemptions listed below.

- **Academic Information:** Grades/GPA, registrations, student identifications, academic Progress, enrollment Status.
- **Student Account Information:** Billing statements, charges, credits, payments, balances, collection information.
- **Financial Aid Information:** Aid eligibility, loan disbursements, awards, financial aid progress information, repayment history.

### Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.

These rights include:

- The right to inspect and review the student’s education records within 45 days after the day FSTM receives a request for access. A student should request and submit the completed form to the Financial Aid Department. Please indicate the record(s) the student wishes to inspect on the form. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Please note: no student education record is permitted to leave FSTM for any reason.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask to amend a record should request and submit the request form to the Financial Aid Department. Clearly identify the part of the record the student wants changed, and specify why it should be changed.

If FSTM decides not to amend the record as requested. The student will be notified in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.