

ILLINOIS STATE  
UNIVERSITY



Office of the Comptroller  
Student Accounts Office

607 W. Dry Grove St.  
Campus Box 1210  
Normal, IL 61790-1210

Telephone: (309) 438-5643  
Facsimile: (309) 438-8337

[www.IllinoisState.edu/studentaccounts](http://www.IllinoisState.edu/studentaccounts)

**Release of Information**

To Whom It May Concern:

I do hereby authorize the staff of Student Accounts at Illinois State University to release records/discuss information concerning my financial obligations, payments and/or refunds to the parties named below, which may include parents or their legal representatives, or any party who is helping to pay my college expenses. This release of information will remain valid until I notify Illinois State University, in writing, of any change.

\_\_\_\_\_  
Student Name (Printed)

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

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name / Relationship

\_\_\_\_\_  
Name / Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

Additional notes:

**\* Please note – This form should be presented to our office in person by the student. If it is mailed or faxed to our office, it MUST be notarized.**

\_\_\_\_\_  
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