



Authorization to Release Future Professional Records

I, _____, hereby authorize NOVA Academy of Cosmetology, to release the following information:

To (Name/s): _____ Contact Phone/Address/Fax: _____

Student Signature: _____

Date: _____

This form needs to be completed each time permission is given to release Future Professional information. The student must sign giving the school permission. The school may only release the information designated on this form. It is highly recommended that students complete this from when they interview at salons and the salons contact the school about the student.

• FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

Pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), Nova Academy of Cosmetology has established a policy for the review, release and amendment of student records. As stipulated in the Privacy Act, Nova Academy of Cosmetology requires written authorization from the student, (or parents/ guardians if less than 18 years of age,) before we will release any information about the student to any agency or prospective employer. Student's records are protected under the Privacy Act and are treated with the utmost confidentiality by all personnel. Access to these records is available to the student or parents/ guardians if less than 18 years of age by appointment under supervision of the school. Governing and accrediting agencies have the right to review records. FERPA provides that "directory information" as defined by the school may be made available to the public unless within 10 business days after enrolling in a program at Nova Academy of Cosmetology, a student delivers a written request to the Director of Education that the Directory Information on that student not be made public. Nova Academy of Cosmetology defines directory information as a student's name, address, telephone numbers, program attended and dates attended.

Student Access to Files Policy

Students may request access to their files at anytime. Access to these records is available to the student or parents/ guardians if less than 18 years of age by appointment under supervision of the school. The school will respond to this request within 10 days.

Student Release of Information Policy

Each student may give access to their records in writing. Nova Academy of Cosmetology will accommodate within 10 days of the request from date of submission. Students may obtain a release of information form from the Student Services office. Students may also designate persons to whom to release financial information on their Application for Financial Services. The student must sign giving the school permission. The school may only release the information designated on this form. It is highly recommended that students complete this from when they interview at salons and the salons contact the school about the student.