

**UNIVERSITY OF SPA & COSMETOLOGY ARTS**  
**UNIVERSITY OF SPA & MASSAGE THERAPY**  
**POLICY REGARDING A STUDENT'S RIGHT TO PRIVACY**  
**A STUDENT'S RIGHT TO PRIVACY IS VERY IMPORTANT!**

1. Any requests for information about a student, whether for enrollment information, or any other information about a student, should be given to the School Director.
2. **Before any information is released, the student must give written permission on the appropriate permission form, in the Director's office, for the specific information and for the person who is requesting the information.** Under current regulations, **all rights of parents** under the Family Educational Rights and Privacy Act of 1974 (FERPA), including the right to inspect and review education records, to seek to have education records amended in certain circumstances, and to consent to the disclosure of education records, **transfer to the student once the student has reached 18 years of age or attends a postsecondary institution** and thereby becomes an "eligible student." Current regulations also provide that even after a student has become an "eligible student" under FERPA, **postsecondary institutions may allow parents to have access to their child's education records, without the student's consent, in the following circumstances:** **1)** the disclosure is in connection with a health or safety emergency under the conditions specified in § 99.36 (i.e., if knowledge of the information is necessary to protect the health or safety of the student or other individuals (§ 99.31(a)(10))); and **2)** for postsecondary students, the student has violated any Federal, State or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding that use or possession and the student is under 21 at the time of the disclosure (§ 9.31(a)(15)).
3. In addition, a student's educational records may be disclosed, without their consent, to certain parties including, but not limited to, schools to which a student is transferring, colleges and universities with which we have credit-hour agreements, certain government officials, accrediting organizations and others as listed in FERPA. These information requests are to be handled by the School Director only.
4. From time to time, the school may disclose, without consent, directory-type information such as a student's name, address, telephone number, email address, photograph, date and place of birth, honors and awards, enrollment status, dates of attendance, availability for a clinic floor appointment and student identification number (an i.d. number that only the student and school officials recognize). Social security numbers are not considered directory-type information. It has been the practice of USCA/USMT to use only the following items as directory-type information: name, photograph, honors and awards, enrollment status, dates of attendance, availability for a clinic floor appointment and student identification number. **The student (or eligible parent) may request that this information not be disclosed. This is our notice to you, the student, to advise us within ten days (of the date you are provided with this notice) if you do not want to have this disclosed.**

**AUTHORIZATION BY STUDENT (OR ELIGIBLE PARENT) TO RELEASE INFORMATION.**

Person Requesting Information: \_\_\_\_\_

Information Requested: \_\_\_\_\_

Signature of Student or Parent: \_\_\_\_\_

Date: \_\_\_\_\_