



Office of the Registrar FERPA Non-Disclosure Form

TRUTH. TRAINING. TRANSFORMATION.

Request to Withhold Directory Information

The College of Biblical Studies – Houston has designated the following categories of personally identifiable information as “Directory Information” under the Family Education Right to Privacy Act (FERPA, 1974 and as amended). This information will be released without prior consent of the student as permitted by law. However, within the first two weeks of an academic term the student may file written notification with the Office of the Registrar if directory information should not be released. Under the terms of FERPA, College of Biblical Studies - Houston defines “Directory Information” to include the following:

- Name**
- Address**
- Telephone number**
- E-mail address**
- Date of Birth**
- Dates of Attendance**
- Full-Time/Part-Time Status**
- Major**
- Degree(s) conferred**

I hereby request the Office of the Registrar to withhold from the public “Directory Information” as defined above. I understand that my request regarding the release of “Directory Information” may be adjusted only at the beginning of an academic term. Whatever decision I have made regarding the release of directory information will remain in effect permanently, since all rights under FERPA regarding non-disclosure expire once I am no longer a student.

Student Name (please print) _____ Student ID Number _____

Statement of Understanding

I understand this request will remain in effect until I submit a written request to cancel. To cancel this request, send a written notice to the Office of the Registrar at registrar@cbsouston.edu, include your name and student identification number in the communication.

Student Signature _____ Date: _____