



Dear Student:

Below, you will find instruction on how to complete the Student Financial Services Communication Consent Form. Please read the instructions in their entirety and then use the link provided to proceed to the SFS Communication Consent Form and create your password. Please note that the password that you create should be different from the one that you create for your UC log in. If you prefer, the Student Financial Services Communication Consent form can be completed in person or via mail. Just contact the Office of Student Financial Services to schedule an appointment or request a paper form. The Offices of Student Financial Services and Graduate and Extended Studies will ask you to provide your password before discussing any information concerning offered aid, eligibility for aid and/or account information.

**To create your own Student Financial Services Password:**

1. **Online.** You will need to use your Banner log-in to access the Consent Form at [www.utica.edu/finance/sfs/forms/consent.cfm](http://www.utica.edu/finance/sfs/forms/consent.cfm). Once you gain access, you will need to follow the prompts to create a password.
2. **In person.** You will need to appear at the Office of Student Financial Services with two forms photograph identification (one must contain a signature) and fill out the form to create a password.
3. **By mail.** You will need to fill out the form and have it notarized in order to create a password.

Additionally, there may be times where you would like other individuals to speak with the Office of Student Financial Services. A newly created Consent Form will permit the Office of Student Financial Services to discuss matters of financial aid, eligibility for aid and student accounts with you and the individuals you choose to list. The Consent may be terminated for any individual or topic, at any time. Routes of communication for these select parties will be restricted to phone conversations, email and in person meetings. Each party for which you provide an email address will receive a secure link contained in an email from Utica College which will allow them to create a unique password as well as select a series of security questions that will allow us to verify their identity.

**Information provided on the FAFSA can only be discussed with the student and or parent listed on the FAFSA, regardless of the student's consent.**

When you come in person to the Office of Student Financial Services, you will be asked to verify your identity to receive a password prior to any information being released to you.

If, however, you choose to communicate with the Office of Student Financial Services in another manner, you, and anyone you authorize us to discuss certain matters with, will additionally be required to verify their identities to receive a password.

- To authorize the Office of Student Financial Services to communicate with others, you must fill out that portion of the Consent Form.
- You must provide us with an email address for the individuals you are authorizing us to speak with. The Office of Student Financial Services will send a secure link email to the authorized individual who will then be prompted to create their own password.
- Anyone contacting the Office of Student Financial Services by email, telephone or in person will have to provide a password prior to the Office of Student Financial Services speaking with them.

**PLEASE BE ADVISED UTICA COLLEGE IS NOT REQUIRED TO SHARE ANY INFORMATION WITH THE INDIVIDUALS YOU PROVIDE AUTHORIZATION FOR US TO COMMUNICATE WITH. UTICA COLLEGE WILL NOT SHARE ANY INFORMATION WHICH VIOLATES ITS OWN POLICIES, OR VIOLATES STATE AND FEDERAL LAWS AND REGULATIONS. UTICA COLLEGE IS SPECIFICALLY RESTRICTED FROM DISCUSSING OR DISCLOSING ANY INFORMATION PROVIDED ON THE FAFSA TO ANY PARTY OTHER THAN THE STUDENT AND/OR PARENT LISTED ON THE FAFSA.**

If you have any further questions, please contact the Office of Student Financial Services.