

# Request for Non-Disclosure

## Enrollment Services

Phone 626.396.2313  
Fax 626.396.2209  
enrollmentservices@artcenter.edu

### Student Information (Please Print)

\_\_\_\_\_  
Last Name First Name Student ID Major

Level  Undergraduate  Graduate

Current Term  Spring  Summer  Fall Year \_\_\_\_\_

### Mailing Address

\_\_\_\_\_  
Street Address Is this a new address? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
City State Zip Email

\_\_\_\_\_  
Home Phone Cell Phone

### Non-disclosure Information

The Family Educational Rights and Privacy Act (FERPA) governs access to, and release of, student data. FERPA has defined some items as "Directory Information" that can be released without the student's written approval.

ArtCenter College of Design may disclose any of the **(Bold)** listed items without the student's prior written consent, unless the Student completes a Non-Disclosure of Directory Information Form.

**Student's name, address\*, e-mail address, telephone number\*, date & place of birth, major field of study, enrollment status (full or part time), dates of attendance, participation in officially recognized activities, degrees and awards received, student's photograph, the most recent educational institution attended.**

\* Address and phone number will NOT be given out except to legitimate institutions.

Students may withhold Directory Information by completing this form; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request.

Please consider very carefully the consequences of any decision by you to withhold any category of Directory Information. Such designation will call for ArtCenter not to release Directory Information; any future requests for such information from non-ArtCenter persons or organizations will be refused. This exclusion includes insurance companies, potential employers, and internship sites.

ArtCenter will honor your request to withhold Directory Information but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, ArtCenter assumes no liability as a result of honoring your instructions that such information be withheld.

Note: Requests for non-disclosure will be honored by ArtCenter from the date of filing until the end of the academic year (the end of the summer semester).

### Student Signature

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

### Enrollment Services

Restriction Entered  Address Removed By \_\_\_\_\_ Date \_\_\_\_\_

ArtCenter College of Design  
1700 Lida Street, Pasadena, California 91103