



Request to Prevent Disclosure of Directory Information or to Release Block on Disclosing Directory Information

Jones International University (JIU) is committed to protecting the privacy of your personal information in accordance with our Student Privacy Policy and the Family Educational Rights and Privacy Act (FERPA).

Under FERPA, JIU may release directory information without your consent, unless you specifically ask us not to. For example, we may publish directory information in a student directory, a yearbook or the program for a graduation ceremony or provide directory information in response to inquiries and requests. "Directory information" is defined as "information that would not generally be considered harmful or an invasion of privacy if disclosed." JIU considers the following information to be "directory information":

- Your name
- Your email address
- Your business and home addresses
- Your business and home telephone numbers
- Your program of study and degree specialization
- Your participation in officially recognized JIU activities
- Your dates of attendance
- Your enrollment status (part-time or full-time/current or inactive)
- Your class status (freshman, sophomore, junior, or senior/undergraduate or graduate)
- Your expected graduation date
- Your actual graduation date
- Degrees granted, including any honors or awards
- Previous schools or institutions you have attended
- Your photograph and/or audio or video clip

If you wish to prevent the disclosure of your directory information, please complete and submit the **Withhold Directory Information box** below. Please consider the consequences very carefully before making the decision to withhold your directory information. If you ask us to withhold directory information, we will refuse future requests for your directory information, unless a legal exception applies. For example, we will be unable to verify your enrollment, major, or degrees for future employment, tuition reimbursement, credit card applications, insurance applications, mortgage applications, lease applications, and other legitimate purposes without your express written permission.

If you ask us to withhold your directory information, you may cancel your request at any time by signing and submitting the **Release Block on Disclosing Directory Information box** below. Alternatively, you may authorize us in writing to release your directory information on a transaction-by-transaction basis, without removing the "withhold directory information" designation, by sending us a letter identifying the company to whom we may disclose your directory information, what specific directory information we may disclose and for what purpose. The letter should be signed by you and sent to the address set forth below. We will process your request as soon as reasonably possible.

JIU will honor your request to withhold your directory information, but we can not assume responsibility to contact you for subsequent permission to release directory information. JIU assumes no liability for honoring your request for information to be withheld.

Please note: Your request to withhold your directory information does not prevent JIU from disclosing personally identifiable information from your education records to authorized representatives of federal, state and local agencies in connection with financial aid for which you have applied or which you have received and for other purposes permitted by law.

Withhold Directory Information	Release Block on Disclosing Directory Information
I request that JIU withhold my directory information from the time this form is received in the Registrar's Office. I have read the notice provided above and understand the ramifications.	I no longer wish to prevent the disclosure of my directory information. I hereby authorize JIU to remove the block on disclosing my directory information and release JIU from any responsibility to withhold my directory information from the date this form is received in the Registrar's office.
Name (print):	Name (print):
Signature:	Signature:
Date:	Date:

**Return this form to: Registrar's Office, Jones International University
9697 East Mineral Avenue, Centennial, CO 80112 USA
Fax: 303-784-8547**