Office of Financial Aid
50 Sunset Lane
Paxton, MA 01612
Phone: (508) 849-3366 *Fax:*(508) 849-3735
Email: financialaid@annamaria.edu

FERPA Form Instructions

The FERPA (*Federal Education Rights and Privacy Act*) form is to be completed by the student and electronically submitted to Anna Maria College. This form is required by the federal government for privacy regulations and authorizes both the Student Accounts Office and the Financial Aid Office to discuss your financial aid, your student account, and your student bill with the person(s) listed on the form. There is also an academic FERPA form that needs to be completed as well, which goes only to the Registrar's Office. Please make sure you complete **BOTH** FERPA forms.

Please note you will not be able to complete this form until after the Admissions Office has received your deposit and the IT Department has set up your account.

Once you complete this form, the names will remain on file from year to year unless and until you change the information in writing.

To fill out the FERPA form, follow the instructions below:
1. Go to: https://webamc.annamaria.edu
2. Login with your credentials:
   Username is your AMC Student ID # (i.e. 100123456)
   Password (default) is your date of birth: (mmddyy)
3. Click on the red "Financials" tab at the top
4. Click on "Student Authorization – FERPA"
5. Fill out the form
6. Submit