



Office of Bursar & Student Accounts
Electronic Consent Form

I hereby give my consent receive and submit information electronically regarding student accounts including forms and communications provided or made available in electronic form through the Student Portal, Centra College email and Online Course Platforms.

Student consent is valid until student access to Centra College student portal including any other online resource/platforms expires or until student revokes their consent. Categories of information and/or records to be provided electronically may include:

- Registration Documents: including by not limited to FERPA Release Requests, Graduation Applications, ordering Official Transcripts, release of information to third parties, Student Information Update Form, Student Alert Notification Form, Computer/Confidentiality Agreement and Education Verification Request Forms.
- Student Accounts Documents: including but not limited to student account payment plan, viewing Student Account Balances, View and Pay Tuition Bill, 1098-T Statements.
- Miscellaneous Documents: including but not limited to receipt of consumer information about the College, any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation

Only the Centra College student is to enter the student portal and college email account to conduct business or communication. Any other use is unlawful and, if you are a student, is considered a serious violation of the College’s Acceptable Use of IT Resources Policy. You must also keep your contact information up-to-date. To update your name, address, or email address, log into student portals.

Centra College reserves the right to provide records in paper format at any time. By consenting to electronically conduct business, however, you agree that Centra College is not required to provide you with records in paper format. If you want to retain a paper copy of any records provided electronically, you should print a copy from the computer.

This consent also includes consent to receive your 1098T statement electronically. If you want to retain a paper copy of any record provided electronically you should print a copy.

By signing my name below, I understand that I have given consent to Centra College receive and submit student account information electronically.

Signature: _____ Date: _____

Print Student Name: _____ SSN (last 4 digits) _____

I understand that if I choose not to give electronic consent, I am responsible for staying updated on my student account status and student information. I understand declining electronic consent may significantly increase the time it takes to receive information and/or process request. I am responsible for printing, completing, and submitting all required forms to the appropriate college offices (Student Accounts, Records, etc.).

This form contains personally identifiable information.

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