



Florida Gulf Coast University  
Office of Financial Aid & Scholarships  
Fax: (239) 590-7923

**STUDENT REQUEST TO INSPECT AND REVIEW FINANCIAL AID RECORDS**

\_\_\_\_\_  
**UIN**

\_\_\_\_\_  
**Student Name**

In accordance with FERPA (Family Educational and Privacy Act, 1974), I wish to inspect my Financial Aid records on file in the Office of Financial Aid. I understand that documents pertaining to my student discipline/conduct, medical, counseling, testing, career counseling, or police records are not considered Financial Aid records. Review of these records must be sought through a separate request with the appropriate custodian.

The purpose of my review is to:

\_\_\_\_\_  
\_\_\_\_\_

The records to be reviewed are:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Financial Aid Office Use Only**

Date Received: \_\_\_\_\_ Date Review Scheduled: \_\_\_\_\_

Date Student Notification Mails: \_\_\_\_\_ Initials: \_\_\_\_\_

I have inspected and/or have been informed of the contents of my Financial Aid records.

- I am satisfied with its accuracy and completeness
- I wish to be informed of the process to amend my Financial Aid record.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Student advised of amendment rights and procedures \_\_\_\_\_  
Processor's Initials/Date