

Board of Directors. In addition, the Board of Directors reserves the right to inspect individual student files. Students will be notified when the Board of Directors requests student file.

- Student must complete the portion outlined on the application for “release of information” for the Higher Education Department to release any information regarding documents and/or checks to any person other than the student.

Documentation Requirements for students:

- Tuition
  - Proof of Registration and/or class schedule
- Books/ Supplies
  - Class schedule and/ or receipts (as applicable)
- Scholarship
  - Grades returned from previous classes taken
- Room/ Board
  - Copy of lease agreement and W-9 from landlord
  - Checks are payable to the landlord only

**NO FUNDING WILL BE DISBURSED UNTIL ALL DOCUMENTS ARE PROVIDED**

I understand and agree to this Higher Education Policy outlining my requirements and obligations as a student and the requirements and obligations of the Higher Education Department provided to me as a student.

\_\_\_\_\_  
Student Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Higher Education Printed Name

\_\_\_\_\_  
Higher Education Signature

\_\_\_\_\_  
Date