

SHASTA COLLEGE ADMISSIONS AND RECORDS

PROXY: TO REQUEST PROCESSING OF TRANSACTIONS

Students unable to process transactions in person or via MyShasta, may designate another person to process transactions on their behalf by proxy. In compliance with, the federal Family Educational Rights and Privacy Act of 1974 also known as FERPA or the Buckley Amendment, the student must sign a release authorizing processing of transactions by proxy.

The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.

I hereby authorize the person named below to serve as my proxy to process transactions at Shasta College. My proxy may have access to any and all of my records that they request for the purpose of processing transactions. I understand that I am responsible for any decisions made by my proxy on my behalf. I also understand that I remain responsible for complying with all applicable requirements, policies, deadlines, and for the timely payment of tuition and fees, etc...

Student Signature Date

Name of Proxy (please print or type)

Proxy Signature Date