

Hood Theological Seminary Work Study Confidentiality Form

CODE OF RESPONSIBILITY FOR STUDENT COLLEGE WORK STUDY EMPLOYEES

Hood Theological Seminary, Financial Aid Department is responsible for administering and maintaining the confidentiality of student records in compliance with federal and state laws. As a student employee of the Federal College Work Study Program, it is important for you to maintain the confidentiality of any information which you may have access to in the course of your employment.

I understand and will comply with the requirements to maintain confidentiality of all information, whether written, verbal, electronic, on-line, which I may come to know as a result of my employment in this department or work site. I understand that this includes but is not limited to, personal bio-demo records, academic records including grade point averages, majors; financial aid data files and or student account information.

Failure to comply with the above requirements will result in the dismissal from my job. **Signature of**

Work Study employee_____

Printed Name _____

Student ID _____

Date _____

Signature of Financial Aid Director _____

Date _____