

CASHIER OFFICE - Student Account Proxy* Authorization

- ◆ This proxy authorization can be used only once. ***A new, completed, signed, and dated proxy is required each time you allow a person to act as your proxy.***
- ◆ Form must have original signatures of Proxy and Student.
- ◆ This authorization form is valid **only** at the ACC Cashier office.
- ◆ The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, payments, and deadlines.
- ◆ **Attach to this form a photocopy of the student's legal photo ID and a photocopy of the proxy's photo ID**
- ◆ This form will be kept by the cashier office.
- ◆ This proxy is valid for a period of 10 business days from date of student signature.
- ◆ All proxy forms must be presented in person by the authorized proxy.

I, _____, (print student's name) hereby give consent to Austin Community College Cashier Office to release information TO THIS PROXY regarding my student account balance **WHICH COULD INCLUDE** charges, adjustments, payments and other payment information covered by the Family Rights and Privacy act of 1974 (FERPA).

Check here if you are giving consent to have a tuition installment plan set up on your behalf.

Signature of Student

Date

ACC Student ID #

The Cashier Office may release student account information to the following individual.

PRINTED NAME

RELATIONSHIP TO STUDENT

SIGNATURE OF PROXY

DATE

Cashier office use only:

Received by: _____ Date: _____ Campus: _____

Cashier retain original and send to SVC Cashier office