



**Tennessee Higher Education Commission (THEC)
 Division of Postsecondary State Authorization (DPSA)
 Tuition Guaranty Fund (TGF) Information Release Authorization**

For purposes of applying to recover under the TGF, DPSA will attempt to assist students in securing the necessary supporting documentation, including official transcripts and account ledgers, that are not held by DPSA after an institution's closure. Please complete and return this form to DPSA with your Tennessee Tuition Guaranty Fund (TGF) Claim Application.

Last Name Middle Name First Name

Other Names Used

Student ID Number (Optional) Last 4 Digits of SSN

Date of Birth (MM/DD/YYYY)

Address 1

Address 2

City State Zip Code

Phone Number Email

Institution Name

Institution City State

RELEASE AUTHORIZATION

Please check that you have read and understand the following:

I hereby authorize DPSA to request and process any information on file related to my attendance at the above-listed institution from the entity currently holding the institution's records for the limited purpose of processing my claim for recovery under the TGF. This includes, but is not limited to, my official transcript and account ledger.

Signature Date

Signature Authorizes Release of Records

Hard copies of this form may be mailed to:
 Attn: Stephanie Bellard Chase
 Tennessee Higher Education Commission
 Parkway Towers, Suite 1900
 404 James Robertson Parkway
 Nashville, TN 37243-0830

PDF copies of this form may be e-mailed to:
 thec.dpsa-application@tn.gov
 with the subject:
 Information Release Authorization Form