



Office of the Registrar  
4210 Harding Pike  
Nashville, TN 37205  
p. (615) 297-7545 f. (615) 279-3890

### Request for Non-Release of Directory Information

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_

Student ID/SSN: \_\_\_\_\_

I request that my name, address, phone number or email address **not** be listed in the Aquinas College Student Directory or any other public listing on campus; furthermore, I do not want this information released to anyone other than a school official at Aquinas College. Filing of this form will not cause Aquinas College to discontinue verification of enrollment to lending agencies.

Aquinas College assumes no liability for honoring your instructions to release no information. Please allow one week for processing of this form.

I understand that this request is valid until such time that I notify the College in writing to release directory information.

**\*\*Your name will be printed in all graduation-related materials unless you notify the Office of Academics specifically not to print your name.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Privacy Hold Release**

If you would like the privacy hold released, please sign and date below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### **OFFICE USE ONLY**

For Withhold: Date Entered: \_\_\_\_\_ Initial OTR: \_\_\_\_\_

For Release: Date Entered: \_\_\_\_\_ Initial OTR: \_\_\_\_\_