

You may want your parents or a third party to have access to your MyEAP account and be able to make payments on your behalf. The UCEAP Release is separate from your home campus Release. Please read the information below and sign the electronic form in [MyEAP](#) if you choose to do so. If you have any questions, please email studentfinance@eap.ucop.edu.

Release of Financial Information to a Third Party Authorization/Restriction (Parent Access)

Federal and state laws limit UCEAP's ability to discuss personal information about a student with anyone other than the student, unless the student authorizes in writing the release of such information. The Family Educational Rights and Privacy Act (FERPA) assigns privacy rights to all students enrolled in UCEAP, regardless of age. Under University policy, parents or spouses have no inherent rights to access a student's records, including financial records, even if the student is financially dependent. In other words, even if your parents are paying for your participation in UCEAP, in most circumstances we cannot disclose financial information without your permission.

You can give your Parent or any Third Party this permission electronically.

There are two types of access that you can grant:

ONLINE PAYMENTS & INFORMATION RELEASE

Allows UCEAP to discuss your financial information with the third party on the phone or by e-mail **and** gives the third party access to your [MyEAP](#) Financial Account so that they can view or make payments on your behalf. They will also be able to sign up for e-refunds and have access to view or change any bank account information you may have entered.

To set this up, go to [MyEAP](#) and click on the Third Party Authorizations link. It is located in the Financial Information section on the blue bar on the left-hand side of the screen; choose "ONLINE PAYMENTS & INFORMATION RELEASE."

Once you have filled out the required information, an e-mail from noreply@eap.ucop.edu will be sent to the person you designate at the e-mail address you provide. If they cannot find the email from us, be sure to check your junk/spam mail folder as it can sometime go there depending on your email settings.

The e-mail will allow them to create a user ID and password so they can view your account, make payments on your behalf, **and** discuss your financial information with the Systemwide Office on the phone or by e-mail. Note that the email authentication to set up an additional user ID will expire after two weeks. At that point, the Third Party Authorization will have to be filled out again in order to be able to establish a user ID.

The Third Party you have authorized will be added to the e-mail notification sent prior to the payment due date. As the UCEAP agreement that you have signed states, it is your responsibility as the student to ensure that payments are made according to the UCEAP payment deadlines, which you can find on the UCEAP Program Budgets and Payment Schedule located on the Money Matters tab of your [program page](#).

INFORMATION RELEASE, ONLY

Allows UCEAP to discuss your financial information with the third party on the phone or by e-mail. This does not give the third party access to your online MyEAP account.

To set this up, go to [MyEAP](#) and click on the Third Party Authorizations link. It is located in the Financial Information section on the blue bar on the left-hand side of the screen.

If you are giving permission for UCEAP to only discuss your financial information with the third party on the phone or by e-mail, choose "INFORMATION RELEASE, ONLY." Once you have filled out the required information, the third party can call or e-mail the UCEAP Systemwide Office and we will be able to release your financial information.