



Release of Information Request  
For Inter-School Transfer

To: The Art Institute of \_\_\_\_\_

Please send the requested materials to The Art Institute of \_\_\_\_\_ within three business days. If there is a particular reason why these materials cannot be sent within that period of time, please call \_\_\_\_\_

I authorize The Art Institute of \_\_\_\_\_ to release copies and/or originals of my enrollment and financial aid applications, forms, materials and other requested information to The Art Institute of \_\_\_\_\_.

- Routing:**
1. Registrar: High school transcript/GED scores, official Art Institute transcripts, final acceptance letter, application for admissions, ASSET test scores, and transcripts from all schools previously attended.
  2. SFS: ISIR for the current financial aid year, and pertinent documents, such as those used for verification or professional judgment; most recent Financial Plan.
  3. Accounting: Account history including current balance due, if any.

Students Name: \_\_\_\_\_

Student School ID number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send all information to:

The Art Institute of \_\_\_\_\_

