

**Financial Services Access Code***Please Note:*

1. Student Financial Services staff and counselors WILL NOT provide ANY information to ANY individual not able to confirm this Access Code.  
**Please ensure that individuals you wish to have access to your financial information know your Access Code.**
2. In order to receive account information you must be able to provide the correct Access Code when inquiring about your account information.
3. This Access Code only grants access to financial information; Student Financial Services will never share grades.
4. You may change your Access Code at any time by submitting a new form to the Office of Student Financial Services
5. The Access Code is valid for the entirety of your academic career at Queens unless you choose to change it. This form does not have to be completed more than once.

Student Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Student ID: \_\_\_\_\_

**Desired Access Code:** \_\_\_\_\_

*\* The access code can be any combination of letters or numbers, limited to 15 characters and spaces. A suggested code would be an answer to a question. For example, where were you born?*

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

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

**Send Completed From to:**  
Office of Student Financial Services  
Queens University of Charlotte  
1900 Selwyn Avenue, Charlotte, NC 28274

-or-

**Scan and Email to:**  
[finaid@queens.edu](mailto:finaid@queens.edu)