STUDENT MANAGEMENT
Records relating to the management of students within the university

ST20: Ontario Student Assistance Program (OSAP) Case Files
This is a Personal Information Bank

These records support applications for financial assistance through the Ontario Student Assistance Program (OSAP).

OSAP provides federally and provincially funded financial assistance to students in Ontario in the form of loans, grants, bursaries, and scholarships.

The records include documents related to immigration status, marital status, forms, and related correspondence.

Authority: University of Waterloo Act, 1972; Ministry of Training, Colleges, and Universities Act and related regulations; Canada Student Financial Assistance Act and related regulations

Media: The official records are paper.

Related Records: A record of financial aid received is maintained as part of the student record in Quest as of 2001.
For supporting documentation relating to non-OSAP financial aid, see ST30: Student Financial Aid Case Files.
For supporting documentation related to scholarships, bursaries, and awards, see ST28: Scholarships, Bursaries, and Awards Case Files.

Responsible Unit(s): Registrar's Office (Student Awards & Financial Aid)

Retention: 2 years after the end of the annual loan cycle.

Disposition: Other: records transferred to Ministry of Training, Colleges, and Universities

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