FN25 – Student Accounts

These records support the collection and administration of student fees.

*This records class is a Personal Information Bank.*

Content & Scope

Student fees include tuition, residence, and incidental fees.

The records include payment records, promissory notes, collection records, tuition benefit records, supporting documents, and related correspondence.

Related Records

- A record of fees for individual students is maintained in Quest
- For records related to refund payments, see FN12: Accounts Payable

Responsible Unit

Finance

Information Steward

Vice President, Administration & Finance

Privacy Classification

Highly Restricted

Retention

7 years

Disposition

Secure Destruction

Authority

University of Waterloo Act, 1972; Income Tax Act, 1985, s.230 (4)(b)

Retention Rationale

Income Tax Act, s. 230 (4)(b) specifies that records be kept for 6 years after the taxation year to which they relate.

Approval Date(s)

April 14, 2010