ST20 – Ontario Student Assistance Program (OSAP) Case Files

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

This records class is a Personal Information Bank.

Content & Scope
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.

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
Registrar's Office (Student Awards & Financial Aid)

Information Steward
Registrar

Privacy Classification
Highly Restricted.

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

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

Authority
University of Waterloo Act, 1972; Ministry of Training, Colleges, and Universities Act and related regulations; Canada Student Financial Assistance Act and related regulations
Retention Rationale
The Ministry of Training, Colleges, and Universities requires that the University maintain documents in support of OSAP applications for 2 years. Once transferred to the Ministry, they are retained for 20 years and then destroyed.

Approval Date(s)
July 26, 2010