ST25 – Scholarships, Bursaries, and Awards

These records relate to the establishment of scholarships, bursaries, and awards.

Content & Scope
The records include donation agreements, award proposals, and eligibility requirements.

Related Records
- For records related to individuals receiving scholarships, bursaries, and awards, see ST28: Scholarships, Bursaries, and Awards Case Files
- For unsuccessful applications for scholarships, bursaries, and awards, see: ST35: Unsuccessful Financial Aid and Award Applications

Responsible Unit
Registrar’s Office (Student Awards & Financial Aid); Graduate Studies and Postdoctoral Affairs; units responsible for administering scholarship, bursaries, and awards

Information Steward
- Registrar, for undergraduate student scholarships, bursaries, and awards.
- Associate Vice-President, Graduate Studies and Postdoctoral Affairs, for graduate student scholarships, bursaries, and awards.
- Information steward responsible for the area of University administration, for other scholarships, bursaries and awards (consult the directory of information stewards for more information)

Privacy Classification
Restricted

Retention
Permanent

Authority
University of Waterloo Act, 1972

Retention Rationale
Income Tax Regulations, 5800 specify that records of donations which must be held for 10 years or more be retained until 2 years after charitable registration is revoked. These records have long-term value in documenting scholarships and awards made available to students.

Approval Date(s)
July 26, 2010