ST28 – Scholarships, Bursaries, and Awards Case Files

These records relate to the awarding of scholarships, bursaries, and awards to individual students.

_This records class is a Personal Information Bank._

**Content & Scope**

Scholarships, bursaries and awards include awards established by the University for its students and awards available from external agencies where the monies are disbursed by the University.

The records include lists of applicants, successful applications, operations of nominating/selection committees, lists and profiles of winners, financial activity reports, and related correspondence.

**Related Records**

- A record of scholarships, bursaries, and awards is maintained as part of the student record in the student information system (Quest).
- For unsuccessful scholarship, bursary, and award applications, 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 scholarships, 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**

Highly Restricted.

**Retention**

7 years after annual competition completed.

**Disposition**

Secure Destruction

**Authority**

University of Waterloo Act, 1972
Retention Rationale
The retention period is based on accounting and audit requirements.

Approval Date(s)
July 26, 2010