ST30 – Student Financial Aid Case Files

These records relate to financial aid and advice offered to individual students.

*This records class is a Personal Information Bank.*

**Content & Scope**

The records include documents related to emergency financial aid, work-study and work-placement programs, and supporting documentation for loan programs, other than OSAP, where the monies are disbursed by the University.

**Related Records**

- For supporting documentation related to OSAP, see ST20: Ontario Student Assistance Program 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); Graduate Studies and Postdoctoral Affairs

**Information Steward**

- Registrar, for undergraduate student case files.
- Associate Vice-President, Graduate Studies and Postdoctoral Affairs, for graduate student case files.

**Privacy Classification**

Highly Restricted.

**Retention**

7 years

**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