ST35 – Unsuccessful Financial Aid and Award Applications

These records relate to applications or nominations for scholarships, bursaries, awards, loans, work-study or work-placement jobs, or other financial aid programs which do not receive the award or aid applied for.

*This records class is a Personal Information Bank.*

**Content & Scope**

The records include application or nomination forms, supporting documents, and related correspondence.

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

**Privacy Classification**

Highly Restricted.

**Retention**

1 year after the decision process has been completed

**Disposition**

Secure Destruction

**Authority**

University of Waterloo Act, 1972

**Retention Rationale**

The Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 460, s. 5(1) requires that personal information collected about individuals be retained for a minimum of 1 year after last use.

**Approval Date(s)**

July 26, 2010