
STUDENT ACCOUNT ADJUSTMENTS

Description: Consists of records relating to differential fee waiver requests from students to adjust tuition rates applied to accounts, requests for tuition and fees charged to students, correspondence regarding retroactive adjustments, etc.

Filing Guidelines: Records must be securely stored until final disposition.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Current year file closed + 7 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

Version 01

Approved: October 26, 2020: RS 2020-015
