
STUDENT FINANCIAL AID

Description: These records relate to provincial, federal, and international student financial aid programs and authorization or requirements for the University to be considered an eligible institution under student financial aid programs. The records include documents and correspondence concerning registration as an eligible institution for interprovincial Canadian, Provincial, or U.S. student/financial aid programs for Memorial University students; and student eligibility, reporting, and verification guidelines and conditions, as well as records related to financial aid advice and support offered to individual students. This class also includes records of emergency financial aid administered by the University and registration as an eligible institution for interprovincial Canadian, Provincial, or U.S. student/financial aid programs.

Filing Guidelines: Destroy paper documents once in electronic form.

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar, Student Life or Unit(s)
Retention:	Current Year file closed + 7 years Exception: <i>U.S. Student records:</i> Current Year file closed + 7 years or once student has left the University or 3 years from the end of the award year for which the aid was awarded, whichever is longer.
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, <i>U.S. Federal Student Aid Handbook (Vol2, Ch7):</i> https://ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol2Ch7.pdf