**Financial Aid Office**

Financial Aid operates under the Vice President and Dean of Admission and

Financial. The office is responsible for assigning all need-based awards and serves

as a clearinghouse for any other funds assigned to students receiving need-based

financial aid. The office also assists with the disbursement and verifying of

eligibility requirements for student financial awards, such as athletic and merit

scholarships and oversees international students in conjunction with the Assistant

Dean of International Students/Bonner Program.

**Retention Schedule**

**Agreements.** Copies of signed agreements required by funding agencies, such

workplace conditions, lobbying statements, etc.

Disposition Instructions: Destroy in office when superseded or obsolete.

**Federal and State Regulations.** Manuals, guidebooks and memorandum

issued by federal and state agencies that monitor and regulate financial aid

programs.

Disposition Instructions: Destroy in office when superseded or obsolete.

**Prospective Students.** Files for individual students applying for admission and

financial aid but who do not matriculate. Files contain confidential information.

Disposition Instructions: Destroy in office 2 years after date of receipt if

student has not enrolled.

**Rosters.** Printouts listing each financial aid account and students receiving aid.

Printouts are issued monthly and there is an annual summary providing a detailed

history of account activity. Files contain confidential information.

Disposition Instructions: Retain in office until reference value ceases.

NOTE: These files are eligible for inactive storage, with 10 year renewal

options.

**Scholarship and Endowments.** Files concerning specific scholarship and

endowment funds. Files contain reference materials.

Disposition Instructions: Destroy in office when reference value ends.

**Student Files.** Records concerning financial aid awarded to students. Files may

include applications, approvals, accounting records and other related records.

Files contain confidential information.

Disposition Instructions: Destroy in office 5 years after graduation or

student terminates enrollment and when released from all audits,

whichever is later.