

# **FINANCIAL AID/SCHOLARSHIPS/VETERANS ASSISTANCE**

## **Federal Postsecondary Education Surveys**

### **Schedule GS5 Item #65**

This record series consists of surveys completed as required for participation in federal student financial aid programs such as Pell Grants and other federal student loan programs. The surveys report such data as enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. Surveys may be part of the Integrated Postsecondary Education Data System (IPEDS) Series, its predecessor the Higher Education General Information Survey (HEGIS) Series, or any other required federal data collection effort.

**Retention Period:** 5 fiscal years after final report provided applicable audits have been released.

## **Financial Aid Records**

### **Schedule GS5 Item #60**

This record series documents financial aid awards to enrolled students and may include, but is not limited to, student applications, award computations, acceptance letters, student assignments, and evaluations. See also "FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."

**Retention Period:** 5 fiscal years after last enrollment provided applicable audits have been released.

## **Financial Aid Records: Student Never Enrolled**

### **Schedule GS5 Item #102**

This record series documents financial aid awards that were never paid because the students did not enroll or were denied admission. The series may include, but is not limited to, correspondence, applications, award computations, and other related records. See also "FINANCIAL AID RECORDS," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."

**Retention Period:** 1 fiscal year after financial aid awarded without enrollment or admission denied.

## **Scholarship/Grant-In-Aid Records: Athletic**

### **Schedule GS5 Item #105**

This record series consists of information pertaining to the eligibility of players and receipts of financial aid in the form of scholarships, including grant-in-aid scholarships, maintained to monitor accounts and to assist in complying with National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and conference rules and regulations. The series may include, but is not limited to, squad lists containing summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; Student-Athlete Health Insurance Portability and Accountability Act (HIPAA) Authorization/Buckley Amendment Consent-Disclosure of Protected Health Information forms; and other related documentation and correspondence. See also "FINANCIAL AID RECORDS" and "SCHOLARSHIP/LOAN RECORDS."

**Retention Period:** 6 anniversary years after graduation, last date of attendance, leaving program, or eligibility is exhausted.

## **Scholarship/Loan Records**

### **Schedule GS5 Item #83**

This record series consists of complete files on scholarship recipients and student loans. These files may include, but are not limited to, applications, award letters, letters of acceptance, renewal applications, correspondence, deferment forms, cash payment receipts, certificate of service receipts, terms of the loan or scholarship stipulating how the funds are to be used, account cards, and other related records. File established to maintain complete record of scholarship from application until all notes are satisfied. See also "FINANCIAL AID RECORDS" and "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC."

**Retention Period:** 5 fiscal years after paid or declared uncollectable provided applicable audits have been released.

**Veterans Records: Educational Assistance**

**Schedule GS5 Item #94**

This record series consists of files for each veteran and eligible person certified to receive Veterans Administration educational assistance. The series may include, but is not limited to, records of tuition and fees charged, previous education and training, grades and progress, and other related materials. Retention pursuant to Section 38CFR21.4209, Department of Veterans Affairs, Vocational Rehabilitation and Education, Examination of records.

**Retention Period:** 3 fiscal years provided applicable audits have been released.

**Withdrawal Records**

**Schedule GS5 Item #35**

This record series consists of requests submitted by students to withdraw from a class or classes. See also "DROP/ADD RECORDS."

**Retention Period:** 5 fiscal years after withdrawal.