

Davis Applied Technology College

Student Financial Assistance: Records Retention

Effective Date: July 1, 1995

President's Council Approval: September 1, 2005

Rev: August 19, 2005

1. Purpose

To comply with federal mandated regulations regarding the retention of Federal Financial Aid records.

2. References

2004-05 Federal Student Aid Handbook Volume 2 page 2-152

Code of Federal Regulations 34.668.27

Davis Applied Technology College Financial Assistance Policy Manual, Verification

3. Policy

3.1 All financial aid records will be maintained on campus using the following schedule:

3.1.1 Campus Based Programs: Three years after the submission of the FISAP for that award year.

3.1.2 Federal Pell Grant Program: Four years after the award year ends.

3.1.3 Federal Loan Programs: Four years after the end of the loan period. This information is kept for reference purposes. DATC does not currently participate in the loan programs.

3.1.4 Records involved in audit, program review and/or exception questions: until all questions are resolved or the retention period has been reached whichever comes last.