STU 20

STUDENT TUITION AND FEES MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012

URIMC Revised:
November 19, 2014; May 27, 2019

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012; October 19, 2012; October 1, 2015; November 16, 2016; March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
STU20 User Information

Abbreviations & Definitions
- OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- RIM – Records and Information Management
- STU – Students
- URIMC – University Records and Information Management Committee

End of Year
- Unless otherwise noted, the default “year” is the fiscal year which commences on May 1 and ends on April 30. Retention timeframes will commence in the year following completion/date of last action that activates the retention period.
- All records are subject to archival appraisal once their stated retention period has been met.
- Contact your area’s Designated Records Officer before initiating disposition.

Managing Other Copies
- In instances in which more than one copy of a record exists, the Designated Records Officer for the responsible unit will identify one as the official record. All other copies of that record are to be destroyed as soon as the purpose for which the copy was created has been fulfilled. No other copy may be retained for a period exceeding the official record retention period. All copies (official and other copies) are subject to requests under The Local Authority Freedom of Information and Protection of Privacy Act and therefore put the University at risk if not managed appropriately.
STU 20 STUDENT TUITION AND FEES MANAGEMENT

The functional grouping of assessing, administering and documenting the receipt of tuition and fees related to both credit and non-credit courses and programs across the University.

STU 20 includes all administrative records created to manage and execute the function of tuition and fees assessment. All records that assign tuition and fees to individual students or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

100 Tuition and Fees Assessment
**STU 20 STUDENT TUITION AND FEES MANAGEMENT**

**FUNCTION 100 – TUITION AND FEES ASSESSMENT**

The function of administering and documenting the assessment of tuition and other fees. Records created as part of this function may include financial account statements, extraordinary fee assessments, cost analysis documentation and other records related to the assessment of student tuition and fees. Records may relate to the assessment of student fees for both credit and non-credit courses and programs.

STU20-100 includes all administrative records created to manage and execute the function of tuition and fees assessment. All records that assign tuition and fees to individual students or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU20-101 (Old #: STU20-100-10)</td>
<td>Appeals [SERIES DECOMMISSIONED May 27, 2019]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STU20-102 (Old #: STU20-100-20)</td>
<td>Assessment</td>
<td>Various</td>
<td>6 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
<td></td>
</tr>
</tbody>
</table>