STU 20

STUDENT TUITION AND FEES MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
November 19, 2014
RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012, October 19, 2012, October 1, 2015, November 15, 2016 and 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/
STU 20 STUDENT TUITION AND FEES MANAGEMENT

FUNCTIONAL GROUPING DESCRIPTION

The functional grouping of assessing, administering and documenting the receipt of tuition fees and other payments 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).

STU 20 FUNCTIONS LIST

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

FUNCTION 100 – TUITION AND FEES ASSESSMENT

FUNCTION DESCRIPTION

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).

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<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
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SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.

OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

Banner

*End of the year is April 30 unless otherwise specified. 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.

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