

**Policies for the
Office of
Student Financial
Aid**

Subject

Student Files (C-3)

Office of Student Financial Aid/Scholarships

January 2023

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Hard copy of student files are kept on each student who applies for Title IV financial assistance at Northwestern State University. Student files must be returned to the secured file-room immediately upon completion of task. Student files should not be kept in the office for an extended period of time. Files will be maintained throughout the time of enrollment and purged after the enrollment period has ended. Inactive files are kept for a minimum of three (3) years as an inactive file.

Student files will contain all necessary information pertaining to the financial assistance programs and the student information needed to award financial assistance for each award year. Files may include items such as a ...

1. Student Aid Report (SAR) (ISIR) – when necessary
2. Title IV Authorization, if completed prior to online process beginning with the 2122 award year
3. NSLDS print out when necessary
4. Verification Information when necessary
5. Professional Judgment documentation when necessary.
6. Appeal Form when necessary
7. Aid Adjustment Form when necessary

Student files and paperwork are not permitted outside of the Office of Student Financial Aid/Scholarships (OSFA)