

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

Subject

Confidentiality (B-3)

Office of Student Financial Aid/Scholarships

December 2004

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All records and conversations between an aid applicant, his/her family, and the financial aid staff are confidential and entitled to the protection ordinarily given a counseling relationship. Information will not be released to anyone other than the student without permission from that student. Each employee in the OSFA has signed a confidentiality statement including student employees. Original statements can be located in the personnel file of the employee.