

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

**Subject**

**Student Files (C-3)**

*Office of Student Financial Aid/Scholarships*

August 2012

Page 1 of 1

Hard copy cumulative student files are kept on each student who applies for Title IV financial assistance at Northwestern State University. 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) – if submitted by student
2. Title IV Authorization
3. NSLDS print out
4. Verification Information when necessary
5. Professional Judgment documentation when necessary.
6. Appeal Form when necessary

It is understood that all students who receive TITLE IV monies will have a student file and the Coordinator of Verification and State Scholarships will oversee the maintenance of the files.