

## OP4820 ADMINISTRATION OF STUDENT LINE OF CREDIT PROGRAM

Records documenting application and issuing of the RBC/Queen's Student Line of Credit for students studying at the University.

Includes the submission of application material and decisions on the issuing of the RBC/Queen's Student Line of Credit.

Also includes contracts made among Queen's University, the RBC Royal Bank and students in specific circumstances where the student requires the university to act as a co-signer for a Line of Credit.

Used for the RBC/Queen's Student Line of Credit.

Not used for scholarships and bursaries. See OP4700.

Not used for government student loans. See OP4810.

Not used for short-term loans. See OP4830.

Example documents: Application form, proof of registration, on-line consent authorization, proof of financial need, guarantee of application by Queen's University, contracts, correspondence etc.

*University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.*

### OPR - University Registrar

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	<b>Student Line of Credit Files (Successful Applicants)</b>	ET + 1	2	D	PIB
<i>ET Definition: Student graduates and/or line of credit paid in full.</i>					
31	<b>Student Line of Credit Files (Unsuccessful Applicants)</b>	ET + 0	2	D	PIB
<i>ET Definition: Decision not to extend guarantee for a line of credit made.</i>					

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi- Active	Dis- position	Personal Info
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This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

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OP4820 was approved on 08/01/2007.