

### *The Office of Financial Aid*

Emory University maintains detailed financial aid records for federal and university student aid recipients. Student and parent financial aid application data exist electronically within the secure People Soft software system. Paper documents are retained within a student's financial aid file in secure locked offices. Federal regulations require schools to maintain certain aspects of financial aid records for different periods of time. The Office of Financial Aid retains confidential paper documents for the duration stipulated by the laws governing federal student aid records. Paper documents are subsequently shredded by confidential destruction after the prescribed retention period. The Federal Recordkeeping and Disclosure regulations are presented as a separate PDF file and are located in Volume 2, Chapter 7 of the 2010-2011 Student Aid Handbook at <http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol2Ch7.pdf>

The University's policy related to financial aid retention schedules may be viewed at: <http://records.emory.edu/category/record-category/university/student-records?page=2>

Access to sensitive information is restricted to University employees with a legitimate need- to- know to properly perform their duties. Employees who have approved access to the administrative information database and confidential documents understand that they are restricted in using the information obtained only in the conduct of their official duties.

As a condition of accepting financial aid funds from Emory University, you automatically give permission for Emory to share certain information about you with the donor(s) of your awards. Specifically, you give authorization to release donors your full name, birthplace and major(s).

The Office of Financial Aid will not provide copies of application documents to anyone other than the signatory of the requested document unless compelled by law. Parent financial data may not be discussed with the student without written authorization. The Office of Financial Aid protects the security, confidentiality, and integrity of all student financial aid records.

Emory University adheres to federal laws that protect the privacy of student records. The University's Policy regarding the Confidentiality and Release of Information about students and the General Guidelines for the Family Educational Rights and Privacy Act (FERPA) regulations are located on the Registrar's webpage at the following web address: <http://www.registrar.emory.edu/students/ferpa.html>