



FINANCIAL AID ADMINISTRATIVE POLICY

Requests for student records 1.6.2

POLICY STATEMENT

NSC Financial Aid adheres to the policy of the NSC Registrar's Office regarding requests for review of FERPA protected student records, including any documentation submitted for the purpose of applying for financial aid.

Documents submitted to NSC become the property of NSC and will not be returned.

Upon written request, NSC will coordinate with the authorized student on a day/time they can appear in person to review their record under staff supervision. The student can review documents but will not be permitted to make any copies (paper or electronic), photographic images or other recording of the content.

REASON FOR POLICY

To insure FERPA protected records are properly handled.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Anthony Morrone	702-992-2156	Anthony.Morrone@nsc.edu
Subject	Jenna Eastman	702-992-2155	Jenna.Eastman@nsc.edu

HISTORY

Updated 2/1/2018