COASTAL CAROLINA UNIVERSITY

OFFICE OF THE REGISTRAR

16334 TUITION REFUND APPEALS

Description

Records created to determine the validity of tuition refunds. Information includes students’ name, identification number, and telephone numbers as well as registration, billing, and financial aid details pertinent to the appeal.

Retention

1 year, destroy

The approval and implementation of this records retention schedule should comply with the Department of Archives and History’s Guidelines for Understanding & Implementing Records Retention Schedules.

SCHEDULE APPROVED: 07/12/13