

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>FINANCIAL AID AND AWARDS REGULATIONS ON THE RELEASE OF INFORMATION</b>
<b>Effective Date:</b>	January 13, 1975
<b>Revised Date:</b>	January 7, 2015
<b>Review Date:</b>	January 7, 2025
<b>Approving Body:</b>	Senate
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	Executive Director, Enrolment Services
<b>Delegate:</b>	Director, Financial Aid and Awards
<b>Contact:</b>	Director, Financial Aid and Awards
<b>Application:</b>	All Faculty, Staff, Donors, Students, Organizations

### Part I Reason for Policy

- 1.1 To ensure that all information provided to the Financial Aid and Awards Office by students and their referees and all data collected by the Financial Aid and Awards Office respecting the financial resources of students is treated in strict confidence and adheres to the requirements of the University's Access and Privacy Policy and Procedures.

### Part II Policy Content

- 2.1 The names of recipients of awards shall be released only by the Financial Aid and Awards Office. Names of recipients of awards not administered by the Financial Aid and Awards Office (e.g. graduate fellowships) may be released by the selection committees for such awards.
- 2.2 The names of recipients of bursaries are only to be released to the donors of the awards by the Financial Aid and Awards Office. Recipient names cannot be used

in any form of advertising or receptions/events without the permission of the student.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Executive Director, Enrolment Services, that a formal review of this Policy is required.
- 3.2 The Director, Financial Aid and Awards, is responsible for the implementation, administration and review of this Policy.
- 3.3 All faculty and staff, donors, and organizational representatives are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Director, Financial Aid and Awards, may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is January 7, 2025.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the Executive Director, Enrolment Services, or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Access and Privacy Policy and Procedures](#)