



#101-102, 9486-120 St, Surrey, BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com

Archived Student Records
Name of Policy

December 20, 2019
Implementation Date

Senior Education Administrator
Positions(s) Responsible

December 20, 2019
Date of Last Revision

ACE Community College (ACC) has created this outline to establish the requirements to be followed regarding retention and access to archived student records at the College. This policy applies to all students enrolled at the College.

On-Site Student Records Storage

1.1. Student records are maintained for a period of eight (7) years in a secured storage room from the following applicable dates:

- ❖ The date the student completes their program;
- ❖ The date the College receives a Notice of Withdrawal from the student;
- ❖ The date the College provides a Notice of Dismissal to the student.

1.2. Short Course records are maintained for a period of three (3) years.

Part time courses and full time courses.

3. A student record must include (where applicable) the following items:

- ❖ Enrolment contract;
- ❖ Results of any entrance examinations;
- ❖ Evidence of having met admission requirements;

- ❖ Student transcripts;
- ❖ Financial records including payment details;
- ❖ Student loan documents and any applicable refund;
- ❖ Any applicable student Dispute and/or dismissal information;
- ❖ A copy of any applicable study permits.

Record Storage Procedure

2.1. The student record must include all applicable documents mentioned in 1.3, a transcript of marks and if issued, a copy of the certificate or diploma.

2.2. If a student's Program extends for longer than one (1) year, the securely stored student record must contain a copy of the transcript and student contract for each Program year.

2.3. Upon completion of a multi-year Program, the stored record must also include a copy of the certificate or diploma, if issued.

Record Storage Procedure

3.1. Current and former students are entitled to free and reasonable access to their archived student records if they have given written notice to Student Services at least five (5) business days prior to requiring access.

3.2. Current and former students are required to produce one (1) piece of photo identification prior to being given access to their student records.

3.3. If the student requests to view his/her student file, Student Services must be responsible for removing the records from the secured storage room and making them available during regular office hours under supervision.