

## Fees – Paper Records

Information held by Planning (PLN)

Activity	Record Group	Retention Period	Authority	Notes
Fees Administration	Credit Notes	2 Academic Years (current year + previous year)	NA	Paperwork relating as to why the credit note was issued
Fees Administration	Fees Working Files	2 Academic Years (current year + previous year)	NA	Faculty requests for modular fees billing Fieldwork fee reduction requests Individual fees issues (on going and resolved)
Fees Administration	CCE Fees	2 Academic Years (current year + previous year)	NA	Modular fees billing requests Modular fees cancellation and reduction requests
Fees Administration	Staff Fees (UEA, Affiliated Institutes and Partner Colleges)	5 Academic Years (current year + four years)	NA	UEA staff HR Eligibility Annual Review Affiliated Institutes and Partner Colleges individual cases
Fees Administration	Continuation Fees	5 Academic Years (current year + four years)	NA	Information for quarterly reviews in each academic year Paperwork for raising/cancelling fee invoices
Fees Administration	Financial Suspensions (Home/EU students only)	4 weeks following the date of suspension	NA	Holding file. If student remains suspended beyond 4 weeks fees are adjusted and the paperwork is moved to relevant Fees Working File.
Fees Administration	Fees Status Files	5 Academic Years (current year + four years)	NA	Paperwork for individual cases
Fees Administration	Fees Paper	5 Academic Years (current year + four years)	NA	Paperwork for UEA Fees Policy and annual review of fees to be charged (no student data held in these files)