

235-HIGHER EDUCATIONAL AIDS BOARD

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

/235/ HIGHER EDUCATIONAL AIDS BOARD

00001000. WHEAL ACCOUNT HISTORIES **EVT+0/2** **DEST** **N**

WHEAL ACCOUNT HISTORIES FROM COMPUTER SYSTEM WHICH WAS DISCONTINUED ON 07/01/88. DATA IS NEEDED FOR COMPLETE ACCOUNT HISTORY.

RETAIN 2 MONTHS AFTER MICROFILMED AND DESTROY.

00001A00. WHEAL ACCOUNT HISTORIES **EVT+22** **DEST** **N**

WHEAL ACCOUNT HISTORIES FROM COMPUTER SYSTEM WHICH WAS DISCONTINUED ON 07/01/88. DATA IS NEEDED FOR COMPLETE ACCOUNT HISTORY.

RETAIN 22 YEARS AFTER CLOSED AND DESTROY PROVIDED CLOSED.

00002000. PAUL DOUGLAS TEACHER SCHOLARSHIP (CONGRESS SCHOLARSHIP PRO **EVT+10** **DEST** **N**

Congressional Scholarships Are Open To Wisconsin High School Graduates Who Are Us Citizens Or Who Have Eligible Noncitizen Status, Attending A Four Year Eligible Collegiate Institution, And Who Are Enrolled In A Course Of Study Leading To A Bachelor Of Education Degree In Preschool, Elementary Or Secondary Education And Teacher Certification In One Of These Fields. All Recipients Must Have Been In The Upper 10% Of Their Graduating Class, Fields. All Recipients Must Have Been In The Upper 10% Of Their Graduating Class, Present Letters Of Recommendation And A Verifiable Interest To Train For And Enter The Teaching Profession.

Heab Administers This Program Which Was Set Up By Congress Under Section 438 (B)(4) Of The Higher Education Act Of 1965.

Record Series Consists Of Application, Letters Of Recommendation, Status Information Forms And Correspondence To And From Recipient.

Student Case File Is Active For Up To 10 Years After Graduation From College Until Teacher Has Paid In Full Or Worked Two Years For Every Year They Received The Scholarship.

Retain 10 Years.

Closed When Paid In Full Or Forgiven.

00003000. MINNESOTA-WISCONSIN RECIPROCITY FEE STATUS **EVT+4** **DEST** **N**

Section 39.47, Wisconsin Statutes, Established A Minnesota- Wisconsin Student Reciprocity Agreement And Program Administered By Heab. The Program Provides For A Waiver Of Non- Resident Tuition For A Resident Of Either State Who Is En- Rrolled In Public Colleges And Universities Located In The Other State..

Record Series Consists Of Application And Other Necessary Information Needed To Document Student Eligibility For The Program. Heab Personnel Review Each Application, Determine Residency And Eligibility Status Of Each Wisconsin Applicant And Certify To The Minnesota Institutions That The Student Is Eligible. Application Also Services As Source Document. Data From The Document Is Entered Into The Heab Student Database.

Retain Case File For Four (4) Years After Closed And Destroy.

Closed = Student Graduates Or Ceases To Participate In The Program.

00004000. INDIAN STUDENT ASSISTANCE PROGRAM **EVT+6** **DEST** **N**

Section 39.38, Wisconsin Statutes, Established A Grant Program To Assist American Indian Students Who Are Wisconsin Residents To Receive A Higher Education. The Program Is Administered By Heab. Grants, Up To A Maximum Of \$2,200 Per Year, Are Based On Financial Need As Determined By The Board. They Are Awarded To Students For Full-Time Or Part- Time Attendance At Any Accredited Institution Of Higher Education In The State, And Grants May Be Renewable For Up To Five (5) Years If The Recipient Remains In Good Academic Standing.

Record Series Consists Of The Indian Scholarship Application Completed By The Tribe, The Indian Grant Financial Review Form Completed By The Institution'S Financial Aid Officer, And Other Information Needed To Document Eligibility And Student Standing. Heab Review The Forms And Makes The Grant Award.

Retain Case File For Six (6) Years And Destroy Provided Closed.

Closed = Student Graduates Or Student Does Not Apply For A Subsequent Grant.

00005000. WHEAL (WISCONSIN HEALTH EDUCATION ASSISTANCE LOAN) **EVT+6** **DEST** **N**

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Section 39.325, Wisconsin Statutes, Established A Wisconsin Health Education Loan Program Under Public Law 94-484. The Program Is Administered By Heab And It Is To Provide Financi Al Aid To Medical And Dental Students Enrolled In The Uni Versity Of Wisconsin Medical School, The Medical College Of Wisconsin Or Marquette University School Of Dentistry.

The HEAB Services The Loans By Monitoring Periods Of Enrollment And Deferment. Repayment Schedules Are Produced And Borrowers Are Monitored For Any Delinquency In Repayment. Borrowers Who Default Are Litigated And Claim For Reimbursement Is Filed With The Federal Government.

This Record Series Consists Of Case File By Individual Student. The Heab Services The Loans, Collects Interest During The Student'S Schooling And Residency Training And Litigates Against The Individual In Case Of Default.

Retain Case File For Six (6) Years After Close And Destroy.

Closed = Date Of Final Payment.

00006000. MEDICAL AND DENTAL STUDENT LOAN PROGRAM **EVT+6** **DEST** **N**

Section 39.155, Wisconsin Statutes, Established An Undergraduate Medical Student Loan Program For Residents Enrolled In The University Of Wisconsin Medical School Or The Medical College Of Wisconsin. Section 39.46, Wisconsin Statutes, Established An Undergraduate Dental Student Loan Program For Residents Enrolled In An Accredited School Of Dentistry In The State Of Wisconsin.

Heab Checks On The Residency Of These Scholars Only On The Facts Of Residency And Notifies Schools Of Same. All Application Forms From Both Programs Are Kept In One File. On-Site Audits Are Performed Twice A Year. There Are No Monies In Either Of These Programs - No Funding Goes To Student. Check Is Sent To College Or School.

Retain Applications For Six (6) Years And Destroy.

00007000. NURSING STUDENT STIPEND LOAN **EVT+6** **DEST** **N**

Section 39.39, Wisconsin Statutes, Established A Stipend Loan Program For Resident Students, Including Registered Nurses Who Meet The Conditions Specified In The Statutes And By The Board. Under This Program, Loans May Be Forgiven In Full Or In Part, Based On The Number Of Years That The Individual Works As A Nurse In Wisconsin After Completion Of Nursing School.

HEAB Monitors Nssl Recipients Through Their Enrollment And Forgiveness Period.

This Record Series Consists Of The Nursing Student Stipend Loan Recipient Agreement And All Necessary Information To Document The Student'S Compliance With The Terms And Conditions Of The Agreement. File May Also Document Student Payments Of Loan Amounts Or Work As A Nurse In Wisconsin, Loan Repayments Of Litigation.

Retain Case File For Six (6) Years After Close And Destroy.

Closed = Date Of Final Payment Or Forgiveness Of The Loan.

00008000. MINORITY TEACHER LOAN PROGRAM **EVT+6** **DEST** **N**

This Record Series Consists Of The minority student loan Recipient Agreement And All Necessary Information To Document The Student'S Compliance With The Terms And Conditions Of The Agreement. File May Also Document Student Payments Of Loan Amounts Or Work As A teacher in Wisconsin, Loan Repayments Of Litigation.

Retain Case File For Six (6) Years After Close And Destroy.

Closed = Date Of Final Payment Or Forgiveness Of The Loan.

00009000. WISCONSIN HIGHER EDUCATION GRANT **EVT+6** **DEST** **N**

Whieg Was Established In Wisconsin Under S. 39.435 And Is Administered By Heab. This Is An Undergraduate Grant Program Open To Wisconsin Residents Enrolled At Least Half-Time At The University Of Wisconsin Or Vocational/Technical Institutions. All Whieg Awards Are Based On Student Financial Need.

Record Series For This Program Consists Of A Tape Received From Federal Central Processing, Loaded Onto Our Data Base, And Original Tape Returned To Federal Central Processing. A Tape Is Received Every Two Weeks And Returned. A Back-Up Tape Is Run Once A Year.

Tape Is Maintained For A Period Of Six (6) Years And Then Destroyed - Confidential.

00010000. TUITION GRANT (TG) **EVT+6** **DEST** **N**

Tg Was Established Under S. 39.309 And Is Administered By Heab. It Is An Undergraduate Grant Program Open To Wisconsin Residents Enrolled At Least Half-Time At The Private Non-Profit Colleges And Universities In The State Of Wisconsin.

All Tg Awards Are Determined By Student Financial Need And The Difference Between Tuition Actually Paid By The Student And The Tuition Which Would Have Been Paid If The Student Attended The University Of Wisconsin-Madison.

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Tape Is Maintained For A Period Of Six (6) Years And Then Destroyed - Confidential.

00011000. INDEPENDENT STUDENT GRANT **EVT+6** **DEST** **N**

The Independent Student Grant Program Was Established Under S.39.45 And Is Administered By Heab. This Is An Undergraduate Program Open To Wisconsin Residents And Based On Financial Need.

Record Series For This Program Consists Of A Tape Received From Federal Central Processing. It'S Then Loaded Onto Our Database And The Original Tape Is Returned To Federal Central Processing. A Back Up Tape Is Run Once A Year.

Tape Is Maintained For A Period Of Six (6) Years And Then Destroyed - Confidential.

00012000. TALENT INCENTIVE PROGRAM (TIP) **EVT+6** **DEST** **N**

The Talent Incentive Program Which Was Established Under S.39.435 Is To Provide Grants To Severely Needy Nontraditional Students. The Program Is Open To Freshmen And To Upperclassmen Who Continue To Be Enrolled And Have Financial Need. Students Are Referred By Either WEOP Or The Schools.

Record Series For This Program Consists Of A Tape Received From Federal Central Processing. It'S Then Loaded Onto Our Database And The Original Tape Is Returned To Federal Central Processing. A Back Up Tape Is Run Once A Year.

Tape Is Maintained For A Period Of Six (6) Years And Then Destroyed - Confidential.

00013000. MEETING PACKETS **CR+40** **SHSW** **N**

The Higher Educational Aids Board, As Established In 2.39.26 Administers State And Federal Programs Relating To Higher Education.

HEAB Is The Agency Responsible For Administering Aid Programs Offered By The State Of Wisconsin, Including Whieg, Tip, Visual- And Hearing Impaired Program,, Wtg, Minority Retention Grant, Native American Student Grant, Academic Scholarship And The Forgiveness Loan Programs. Federal Program Would Be Ssig.

This Record Series Consists Of Official Minutes Of Meetings, Reports And Charts Depicting The Past, Present And Future Status Of The Programs Adminstered, And Would Also Include The Biennial Budget Report.

Retain For 40 Years And Transfer To Historical Society.

00014000. MINORITY RETENTION GRANT **EVT+6** **DEST** **N**

The Statutory Intent Of This Program, S.39.44, Is To Provide Financial Assistance To Black,Hispanic And Native American Students To Improve Their Opportunities For Retention And Graduation. This Grant Also Includes Students Who Were Admitted To The United States After December 31, 1975, And Who Are Either A Former Citizen Of Laos, Vietnam Or Cambodia. Heab Has The Responsibility For The Undergraduate Program On Behalf Of Minority Students Enrolled In Private, Nonprofit Institutions And Public Vtae Institutions Of Higher Education In Wisconsin.

Record Series For This Program Consists Of A Tape Received From Federal Central Processing. It'S Then Loaded Onto Our Database And The Original Tape Is Returned To Federal Central Processing. A Back Up Tape Is Run Once A Year.

Tape Is Maintained For A Period Of Six (6) Years And Then Destroyed - Confidential.

00015000. HANDICAPPED-DEAF/BLIND **EVT+6** **DEST** **N**

The Purpose Of This Program Is To Provide Grants For Under- Graduate Study To Wisconsin Residents Who Are Legally Deaf Or Blind. The Program Established By S. 39.435 Is For Wisconsin Residents Who Have Financial Need As Determined By The Institution The Student Attends. If The Impairment Prevents The Student From Studying In A Wisconsin Institution, He Or She May Attend An Out-Of-State Institution That Specializes In Teaching The Blind Or Deaf.

Record Series For The Program Consists Of A Tape Received From Federal Central Processing. After Being Loaded Onto Our Database, The Original Tape Is Returned To Federal Central Processing. A Back Up Tape Is Run Once A Year.

Tape Is Maintained For A Period Of Six (6) Years And Then Destroyed - Confidential.

00016000. ACADEMIC EXCELLENCE SCHOLARSHIP **EVT+4** **DEST** **N**

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The School Board Of Each School District Operating One Or Igh Schools And The Governing Body Of Each Private High School May Name The 12Th Grade Pupil With The Highest Grade Point Average In All Subjects To Receive An Academic Excellence Higher Education Scholarship, As Provided Ins.39.41 Wisconsin Statutes.

Records In This Series Include The Academic Excellence Scholarship Program Notification Form From Dpi, Correspondence From The School Board Or Private High School Governing Body, Other Information Documenting Student Grade Average And Program Eligibility, And Notification From Student Of The Institution That He/She Will Be Attending In The Next Academic Year.

Maintain Student Case File For 4 Years After Closed And Destroy Confidential.

Closed = End Of Student Program Eligibility Through Graduation Or Student To Maintain 3.0 Grade Point Average Or Change Of Student Status From Full- Time Student.