Winthrop University Archives
Preliminary Descriptive Inventory

Unit: **Business Office**
Sub-Group: **Student Financial Services**
Series: **Correspondence and Memoranda**

Record Group no: **W408**
Sub-group no: **3C**
Series no: **1**

Description of series and its contents: **This series consists of the correspondence and memoranda related to Student Financial Services which is currently under the Division of Finance and Business Affairs (the successor of the Business Office and the Bursar before that). Student Financial Services aims to assist students and their families achieve their educational goals by providing financial information and resources in a professional and individualized manner through effective communication. The department is responsible for the preparing and distributing billing statements for tuition, fees, room, board and other related charges. Their staff processes payments, assists students in setting up payment plans, protecting student registrations, issuing refunds, and collecting on defaulted student accounts. This series is organized by calendar year and chronologically thereunder.**

*Note: Student Financial Services is a different department than the Office of Financial Aid which is under the Division of Access and Enrollment Management (W435).*

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