



Youth With A Mission - University of the Nations

KEEPING U OF N COURSE DOCUMENTATION AT A YWAM/U OF N OPERATING LOCATION POLICY AND PROCEDURE

POLICY STATEMENT:

All U OF N FORMS A-D are to be kept on file at the local YWAM/U of N operating location at which the U OF N Course was run.

PROCEDURE:

U OF N COURSE AND STUDENT DOCUMENTATION:

Form A's - A copy is to be kept by the school leader/base leader until it is time to re-register. After a school is re-registered the old one can be thrown away and the new one kept on file until the next U of N Catalogue re-registration is completed.

Form B's - The information on the Form B needs to be kept along with the students application forms on file until the appropriate International Registrar confirms in writing that the Form B information has been received and entered into the U of N International Records System.

Forms C1 & C2 - Is to be kept on file at the YWAM operating location at which the course is offered **FOREVER**. These are the documentation forms that have the beginning and ending dates of the U of N course, a list of students who attended the course and the grade each student received for the U of N course.

BEFORE ANY FORMS B's ARE DESTROYED OR THROWN OUT, THE YWAM OPERATING LOCATION MUST CONSULT THE APPROPRIATE U OF N INTERNATIONAL REGISTRAR'S OFFICE AND RECEIVE WRITTEN CONFIRMATION THAT NO MISSING RECORDS FOR THE PAST SCHOOLS TO A CERTAIN DATE