



Students Rights and Responsibilities

You, the student, have the following RIGHTS:

1. To know what Financial Assistance is available including information on all Federal, State and Institutional Financial Aid Programs.
2. To know the cost of attending the institution and the schools refund and repayment policies.
3. To know the criteria used by the institution in awarding financial aid recipients and how the school determines you financial need.
4. To know what resources are considered in the calculation of your financial aid and personal obligation and to know how much of your need as determined by the institution has been met.
5. To request from the Financial Aid office an explanation of the various programs in your student aid package. If you believe you have been given inadequate consideration, you may request re-consideration of the award made to you.
6. To know what portion of your awards is grant aid and loan aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan and when repayment is to begin.
7. To know how the school determines Satisfactory Academic Progress and to know the consequences of not being in satisfactory progress.

You, the student, have the following RESPONSIBILITIES:

1. Review and consider all information about the programs of the school before you enroll. You should obtain information about attrition rates, placement rates, academic programs, and facilities. Remember that the final choice is yours.
2. Complete all application forms and submit them on time to the correct personnel. Errors or missing documents can result in long delays. Intentional mis-reporting, in most instances, of information on application forms for Federal Student Aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
3. Read and understand all forms that are requesting to be signed and retain a copy.
4. If receiving a loan, you must notify the lender of changes in enrollment status, in address and any other relevant change. Loan recipients are also required to complete Exit Counseling.
5. Sign a Statement of Educational purpose, before receiving aid, stating that you will use funds received for educational purposes only.
6. Know and comply with your schools refund policies and procedures.
7. Know that your eligibility for any Title IV Federal Student Aid may be suspended or terminated by the court as part of a conviction for possessing or distributing illegal drugs. If you are convicted of a drug related offense while on school property or at any school sponsored activity, you may be terminated from school and/or referred to a drug rehabilitation program.

Payment and Disbursement Procedures

Different programs require different methods of disbursement. In most cases FFELP loans are disbursed by the lender via electronic funds transfer (EFT). EFT funds are credited directly to the student account. Federal grant aid and Direct Loans are disbursed by crediting the students accounts with the funds received from the Department of Education. Funds are disbursed in two equal disbursements each academic year.

Your financial aid award is applied to your tuition and fees and any credit balance remaining will be disbursed to you with in 14 days from the date the credit balance was created.

Taxpayer Relief Act of 1997

New tax benefits became available for adults who want to return to school and for parents who are sending their children to college. There are also benefits for people who are repaying student loans. For additional information see the booklet entitled "Tax Benefits for Higher Education" found online at www.irs.gov

I have reviewed the rights and responsibilities and received a copy for my records.