

## **Your rights and responsibilities**

### **You have the right to ask a school:**

- The names of its accrediting or licensing organizations.
- About its programs and facilities.
- What the cost of attendance is and its policy on refunds for students who drop classes or withdraw.
- What financial assistance is available, including all federal, state, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting a financial aid application.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need has been met by financial aid.
- How and why you will be paid financial aid.
- To explain the types and amount of aid in your award letter.
- What the interest rate is on any student loans, the amount you must repay, the length of time you have to repay, when repayment begins and what cancellation or deferment options you have.
- If you are offered work-study, what kind of job, what hours you must work, what your duties will be, the rate of pay and how and when you will be paid.
- To reconsider your award if you believe a mistake has been made, if your enrollment or financial circumstances change.
- How they determine satisfactory academic progress and the consequences if you don't meet the standard.
- What facilities and services are available to disabled students.
- Information on campus safety and crime.

### **You have the responsibility to:**

- Review all information about a school before you enroll.
- Pay attention to your application for financial aid. Complete it as completely and totally as possible. Submit it on time and to the right place. Errors can delay or even prevent you from receiving financial aid.
- Know and comply with all deadlines for applying or reapplying for aid.
- Provide all additional documentation, verification, corrections and/or new information requested by Financial Aid.
- Read, understand and keep copies of all forms that you are required to sign.
- Repay any student loans that you have. When you sign a promissory note, you have made a contractual agreement to repay your loan.
- Participate in the entrance and exit loan counseling processes at your school if you have any federal student loans.
- Notify your school of a change in your name, address or attendance status. If you have a loan, you must also notify all current and prior lenders of these changes.
- Satisfactorily perform the work agreed upon in a work-study job.
- Understand important school policies that effect you: refund policy, satisfactory academic progress policy, and changes to financial aid if you drop classes or withdraw (officially or unofficially).