

Student Rights and Responsibilities

STUDENT RESPONSIBILITIES

It is the **responsibility** of the **student** to:

1. Review and consider all information about a school's program BEFORE enrolling.
2. Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent receiving aid.
3. Know all the deadlines for applying or reapplying for aid and meet them.
4. Provide all documentation, corrections, and/or new information requested by either the Student Financial Aid or the agency to which the application was submitted.
5. Notify the university of any information that has changed since the application was made for financial aid.
6. Read, understand, and keep copies of all forms requiring a signature.
7. Repay any student loans he/she has. When a student signs a promissory note, he/she is agreeing to repay the loan.
8. Attend an entrance and exit interview at the university if you have a Federal Direct Student Loan.
9. Notify the university of any change in name, address, or attendance status. If a student has a loan, the student must also notify the lender of any changes.
10. Satisfactorily perform the work agreed upon, if employed for a federal work-study job.
11. Understand the university's refund policy as outlined in this publication.

STUDENT RIGHTS

The **student has the right** to ask a university:

1. The names of the university's accrediting and licensing organizations.
2. A copy of the documents describing the institution's accreditation or licensing.
3. About its programs, its instructional, laboratory, and other physical facilities, and its faculty.
4. What the cost of attending is, and what its policy is on refunds to students who drop out.
5. What financial assistance is available, including information on all Federal, state, local, private, and institutional financial aid programs.
6. Who its financial aid personnel is, where they're located, and how to contact them for information.
7. What the procedures and deadlines are for submitting applications for each available financial aid program.
8. How it selects financial aid recipients.



9. How it determines the financial need, including the cost of education and resources available.
10. How much of one's need, as determined by the university, had been met.
11. How and when one receives financial aid.
12. To explain each type and amount of assistance in the financial aid package.
13. What the interest rate is on any student loan, the total amount to be repaid, when the length of time for repayment and when
14. Repayment must start, and what cancellation or deferment provisions apply.
15. If offered a federal work-study job – what kind of job it is, what hours are to be worked, what the duties will be, what the rate of pay will be, and how and when wages will be paid.
16. To reconsider an aid package, if the student believes a mistake has been made, or if enrollment or financial circumstances have changed.
17. How the university determines whether a student is making satisfactory progress, and outcomes of unsatisfactory progress.
18. What special facilities and services are available to persons with disabilities.