

## **Student Right-to-Know**

*The following information can be found in this handbook. Paper copies of all information are available upon request from the Financial Aid Office.*

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school → Information on the school's admissions policy
- Cost of Attendance
- Information on financial aid, including eligibility, application, and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students' rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution's refund policy and Return to Title IV policy
- The institution's annual Campus Security Report
- Completion/Graduation, Retention, and Placement Rates
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures, Non-Discrimination Policy
- Copyright Infringement, Constitution Day, Voter Registration, & Vaccination Policies

## **Student Responsibilities:**

- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Be aware that grant or scholarship amounts received in excess of qualified educational expenses could be subject to taxation
- Report all outside aid to the Financial Aid Office
- Recognize that students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Counselors office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- Ask questions if you don't understand the financial aid process