Financial Aid Rights and Responsibilities

Students who receive financial assistance are agreeing that they have read, understood and will comply with the obligations and conditions listed below and all applicable institutional policies and federal regulations.

- You agree to use financial aid self-service functionality to accept and/or decline your aid electronically. You may contact the Financial Aid Office regarding alternative methods of communication; and you can rescind your permission at any time.

- You acknowledge that all financial aid matters will be communicated by email to your student email account.

- You understand that an offer of financial aid is for the 2020-2021 nine-month academic year or four-month academic term and that offers of financial aid are contingent on the availability of funds. Furthermore, you understand you must re-apply and reestablish eligibility for financial aid each award year.

- Your award is determined based on full-time enrollment for the nine-month academic year or four-month academic term. If you enroll for fewer units than estimated or drop classes which bring you below full-time enrollment, your award will be adjusted accordingly or withdrawn completely. Funding is not guaranteed for increased enrollment.

- You must provide accurate information. Intentionally misreporting information used to determine financial aid eligibility is a violation of federal law and could be a criminal offense, which may be subject to penalties that include fines, imprisonment, or both under the US Criminal Code and 20 U.S.C. 1097.

- An award will be made in accordance with all current laws, regulations and appropriations of the federal government and the institution in effect at the time of the calculation and the availability of funds. The Financial Aid Office reserves the right to modify, reduce or withdraw an award in the event of changes in your financial status and/or eligibility for aid, if institutional policies or federal laws are amended. Additionally, financial aid may be cancelled if the aid offered was based on any unintended error.

- You understand that you must report any additional financial assistance missing on your award notice, such as scholarships, vocational rehabilitation funds, AmeriCorps, fellowships and employer tuition assistance. Additional assistance received may result in an adjustment, cancellation or required repayment of an award if additional aid exceeds your demonstrated financial need or cost of attendance.

- You will inform the Financial Aid Office of any changes in your financial circumstances, favorable as well as unfavorable, that occur within the award period. You may request a recalculation of your financial need if there is a substantial change in your financial circumstances. However, this may not result in an increase in financial aid.

- If you are awarded a merit-based scholarship and fall below the scholarship criteria, you may be responsible for repayment of the scholarship.

- If required, you must provide verification documents requested within two weeks of the time of the request or your award will be subject to delay. An award will be adjusted or canceled if aid eligibility changes as a result of the process.

- You cannot receive financial aid from two schools at the same time for the same semester.

- If a Federal Work Study (FWS) award is included in your aid package, before beginning employment, a FWS Authorization form must be filed with the Financial Aid Office and employment documents must be completed with Human Resources. Work-study employment is contingent upon availability and is not guaranteed.

- Recipients of federal student loans must complete the online entrance counseling requirement before receiving any funds. Online counseling may be completed at www.studentloans.gov.

- You understand that once financial aid funds are available for payment, financial aid will be credited to your student account to pay for your mandatory tuition/fees and any other outstanding obligations related to your educational expenses for the 2019-20 award year. If your financial aid disbursement does not cover the balance due, you are responsible for payment.

- Recalculations of your financial aid may cause a balance due and you are responsible for reviewing your student account statements to determine if you owe a repayment of a federal Direct Loan or other type of financial aid.

- You acknowledge that a condition to receive financial aid requires that you maintain Satisfactory Academic Progress (SAP) standards according to policies established by the institution that are compliant with federal regulations.

- According to federal regulations, if you withdraw or stop attending all classes prior to completing 60% of any semester for which you have received a federal Direct Loan, any credit refund that you have received may be returned to the US Department of Education and your federal loan servicer(s) will be notified of your less than half-time student enrollment status. Federal regulations require active participation in courses in order to be eligible for federal funds. This may cause you to owe a balance.

- In cases of withdrawal or leave of absence prior to the end of a semester, awards may be adjusted in accordance with the refund policy and you may be required to repay all or a portion of any federal funds disbursed based on the Return to Title IV (R2T4) calculation as required by federal law.

- Recipients of federal student loans must complete mandatory exit counseling prior to separation either by graduation, less than half-time enrollment, leave of absence, withdrawal or termination.