



The Rights and Responsibilities of Financial Aid Recipients

As a student, you have the right to know:

- What financial aid programs are available and how to apply for them
- Procedures and deadlines for submitting application(s) for financial aid
- Cost of attendance and how financial need is determined
- The type and amount of assistance you will receive, and how and when you will be paid
- That all application information is treated with the highest level of confidentiality
- The eligibility criteria for awarding aid
- The conditions of any loan you accept
- The job description and starting pay rate for any student job you accept
- How the standard of academic progress is determined
- Requirements in the case of withdrawal, refunds, and repayment of financial aid
- The contents of your financial aid file, in accordance with the Family Educational Rights and Privacy Act (FERPA)—you may request an appeal if you believe a mistake has been made
- That your financial aid package will be reviewed upon your request if family and/or financial circumstances have changed
- Campus security and crime statistics—available through the Campus Safety Department

As a student, you have the responsibility to:

- Establish plans to meet your educational and living expenses
- Submit all forms required to complete the application process in a timely and accurate manner
- Read, understand, and retain copies of all information and/or forms that are sent to you and all other documents you sign
- Comply with the provisions of any aid received, as well as any promissory note(s) and all other agreements you sign
- Notify the CIA of all resources (especially outside resources) you receive that are not listed on your award letter
- Keep the CIA informed of any change of your address, name, or marital status while you are a student, and until all loans have been repaid in full
- Use aid only for educational expenses related to attending the CIA
- Maintain satisfactory academic progress
- Register and attend classes for the number of hours required
- Perform satisfactorily in any work assignments accepted through student employment programs