

# **Students Rights and Responsibilities**

## **Student Rights**

Students have the right to obtain from the College the following:

- The types of financial assistance available, including information on all federal, state, local, and institutional financial aid programs.
- The criteria used to select financial aid recipients.
- How to apply for financial aid and the deadlines.
- The type of financial assistance received and how the amounts of each were determined.
- How the cost of attendance budget was developed at CVCC (tuition/fees, books and supplies, room and board, personal and miscellaneous, transportation etc.).
- What resources (such as parental contribution, other financial aid, your assets etc.) are considered in the calculation of your need.
- How and when the financial aid will be distributed.
- What portion of the financial aid you received must be repaid and what portion is grant aid.
- How CVCC's Office of Scholarships and Financial Aid determines whether or not you are making satisfactory academic progress for financial aid and the consequences if you are not.
- The policy for withdrawals and refunds for students who drop out.

## **Student Responsibilities**

It is the responsibility of students to:

- Notify the school/Office of Scholarships and Financial Aid of any change in name, address, telephone number, or major.
- Complete financial aid applications completely and accurately and submit them by the deadlines.
- Supply all additional documentation, verification, corrections, and/or new information requested by the Office of Scholarships and Financial Aid.
- To notify the Office of Scholarships and Financial Aid of any financial assistance received from sources outside of the college to prevent over awards of financial aid.
- Read, understand and keep copies of all forms which they are asked to sign.
- Understand the college's withdrawal and refund policy.
- Understand the Office of Scholarships and Financial Aid's Return to Title IV refund policy and the consequences of withdrawing.