



The Responsibilities and Rights of Financial Aid Recipients

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 Financial Aid Office or the agency to which the application was submitted.
5. Notify the college of outside scholarship awards and any information that has changed since application was made for financial aid.
6. Read, understand and keep copies of all forms requiring signature.
7. Commit yourself to the repayment of student loans according to the terms of your Promissory Note. A student loan is a serious legal responsibility. Participate in entrance and exit interviews following instructions provided by the Financial Aid Office.
8. 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.
9. Satisfactorily perform the work agreed upon, if employed for a federal work-study job.
10. Understand McDaniel College's standards for Satisfactory Academic Progress as outlined on the college's website and catalog.
11. If you consider withdrawing from classes during a semester make sure you understand both the college's institutional refund policy for tuition, room, and board and the federal policy for Title IV refunds.

STUDENT RIGHTS

The **student has the right** to ask for the information listed below:

1. The names of the college's accrediting and licensing organizations. You may request a copy of the documents describing the institution's accreditation or licensing.
2. About McDaniel's programs, its instructional, laboratory, and other physical facilities, and its faculty.
3. What the cost of attending is, and what is the policy on refunds to students who drop out.
4. What financial assistance is available, including information on all Federal, state, local, private and institutional financial aid programs.
5. How to contact personnel responsible for the administration of financial aid.
6. What the procedures and deadlines are for submitting applications for each available financial aid program.
7. How the college determines financial need, including cost of education and resources available.
8. How and when one receives disbursements of financial aid.
9. To explain each type and amount of assistance in the financial aid package.
10. What the interest rate is on any student loan, the total amount to be repaid, when length of time for repayment and when repayment must start, and what cancellation or deferment provisions apply.
11. 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.
12. To reconsider an aid package, if the student believes a mistake has been made, or if enrollment or financial circumstances have changed.
13. How the college determines whether a student is making satisfactory progress, and outcomes of unsatisfactory progress.
14. What special facilities and services are available to persons with disabilities.