

Student Rights

You have the right to know:

- The names of the institutions accrediting or licensing organizations.
- The cost of attendance and the institutional policy on refunds to students who withdraw or stop attending.
- What financial aid programs are available.
- What are the deadlines are in place.
- What criteria is used to select financial aid recipients and how need is determined.
- What portion of your financial aid must be repaid.
- How the institution determines satisfactory academic progress and what happens if you are not in compliance.
- What special facilities and services are available to the disabled.

Student Responsibilities

It is your responsibility to:

- Review and consider all information about the institution's program before you enroll.
- Complete all application forms correctly and submit them on time to the right place.
- Submit all documentation, corrections or new information requested.
- Read, understand and keep copies of all forms you are asked to sign.
- Comply with the provisions of any promissory note and all other agreements you sign.
- Comply with deadlines for the payment of tuition.
- Notify the institution of a change in your name or address. If you have a loan, you must also notify your lender of these changes.
- Understand the institutions refund policy
- Report to the Financial Aid Office any outside scholarship or other assistance you are receiving that is not listed on your financial aid award letter.
- Provide written permission before personal information can be released to outside parties.