



## **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 CIA of all resources (especially outside resources) you receive that are not listed on your award letter.**
- Keep 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 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.**