

## Rights & Responsibilities for All Students

### As a student, you have the right to:

- know the names of the institution's accrediting or licensing organizations.
- know special facilities and services available to the disabled.
- know what financial assistance is available, including all federal, state, and institutional financial aid programs.
- know the deadlines and procedures associated with applying for financial aid.
- know how your financial need is determined, including the components of the cost of attendance.
- know what resources are included in the calculation of financial need and how much of your financial need has been met.
- an explanation of the types of aid awarded in your financial aid package as well as how to retain eligibility for those funds.
- know what portion of your financial aid package is gift aid, and what portion must be repaid. For loans, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay the loan.
- request a review (Professional Judgment) of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- know what happens if you withdraw, drop a class, or stop attending classes.
- know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress (SAP).
- know the policies and procedures used to maintain confidentiality in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).
- know how and when financial aid disbursements are made.

### As a student, it is your responsibility to:

- be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- read and consider all information about the University before you enroll.
- regularly check your student email account for information.
- review and understand the terms and conditions of your financial aid award package.
- inform the financial aid office if you intend to enroll less than full time for any given term so that your aid can be prorated accordingly.
- inform the financial aid office of any outside scholarships, assistantships, or additional resources that you receive.
- fill out the FAFSA application completely and accurately. Falsification of information on application forms for federal financial assistance is considered a criminal offense.
- read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign. Complete all forms in a timely manner and ensure that all deadlines are met.
- comply with all policies and procedures of the University.
- notify the University of any changes to your name or address. If a loan is part of your financial aid, you must also notify your lender.
- report to your Federal Work-Study job during times scheduled with your supervisor, complete work to the best of your ability, and notify your supervisor in advance if you are unable to report to work.
  - maintain Satisfactory Academic Progress (SAP) in order to retain financial aid eligibility.
  - complete Exit Counseling when you graduate, withdraw, or drop below half-time enrollment if receiving a Federal Direct Loan.
  - use federal, state, and institutional financial aid for educational purposes and to pay the cost of attending Lincoln Memorial University.
  - repay funds you are no longer eligible for (ex: funds that exceed the cost of attendance, funds awarded erroneously, or funds you failed to maintain eligibility for).
  - complete a FERPA form through the Registrar's Office if you wish for other persons to have access to your student and financial information.