



## **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**