

# Student Rights and Responsibilities

## Student Rights -

### General Information

- To know how to apply for Financial Aid Assistance.
- To know all the federal, state, institutional and private student financial assistance programs available, including both need-based and non-need-based programs.
- To know the procedures, forms, deadlines, and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.
- To know the terms and conditions of any loans, employment, scholarships, or grant aid the student receives.
- To know whom to contact and how to contact financial aid office regarding information on student financial aid.
- To know what resources, we have considered in calculating the student's financial need, how the Student Aid Index was determined, and how much of the student's financial need has been met.

### Eligibility and Enrollment Information

- To know the standards required for maintaining satisfactory academic progress for financial aid eligibility.
- To know how drug convictions, affect your financial aid eligibility.
- To know that if a student can no longer graduate by the time they have attempted 150% of the published credits for their program, as listed on their program requirement sheet, they will immediately become ineligible for financial aid for that program.

### Disbursement Information

- To know how and when disbursement of financial aid is made.
- To know the institution's refund policy for costs paid to the institution.
- To know the Federal Student Aid Return of Funds Policy

### Loan Information

- To know the current interest rates for Direct Loans.
- To know where to access a loan repayment calculator.

- To know that you will not be assessed any penalties if you prepay your loans in whole or in part.
- To know that you have the right to defer repayment or request a forbearance of your loans if you are eligible.
- To know you may obtain a deferral on the repayment of the principal and/or the interest of a loan for being enrolled half time in school, for military service deferment, for active duty student deferment, for economic hardships, for disability, for family related events, for service under the Peace Corps Act, for service under the Domestic Volunteer Service Act and for comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. Contact your servicer for specific information on qualifying for one of these deferments.
- To know that under certain programs loans may be forgiven:
  - Teacher Loan Forgiveness Program
  - Public Service Employees Forgiveness Program
- To know any refund due to Title IV student aid programs.
- To know Ohio Business College's Code of Conduct
- To know the yearly cohort default rate.

### Ohio Business College Information

- To know the cost of attending the institution, how those costs are determined, and how the student's estimated expenses are developed.
- To know the requirements and procedures for officially withdrawing.
- To know campus security policies and crime statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Ohio Business College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.
- To know the academic programs of the institution.
- To know the facilities available.
- To know the faculty and instructional personnel.
- To know the names of bodies that accredit, approve, or license the institution and its programs and how their documents may be reviewed.
- To know the completion or graduation rate of students.
- To know what facilities and services are available to students with disabilities.

## Student Responsibilities -

### It is the Student's Responsibility:

- To read and consider all information about the institution before the student enrolls.
- To complete all institution application forms thoroughly and accurately and submit them to the appropriate office(s) by required deadlines.
- To read, understand, and accept responsibility for all forms or agreements the student signs. We recommend the student keeps copies for their records.
- To keep the student's address and phone number current with the Registrar.

### General Information

- To accurately and honestly complete the Free Application for Federal Student Aid (FAFSA) . Errors can result in delays. False or misleading information is a criminal offense and is subject to a \$20,000 fine, imprisonment, or both.
- To use any federal, state-appropriated, or institutional financial aid received during the award year solely for expenses related to attendance at the institution.
- To comply with Verification procedures (if the student is selected), provide verification or additional information as requested by the institution, and submit corrections or new information, as appropriate.
- To notify the financial aid office if the student attends two schools at the same time. **The student can only receive federal or state aid at one school at a time.**
- To perform the work agreed upon when the student accepts a work-study award.
- To know and to comply with the following institution policies and procedures as they relate to financial aid: enrollment status for aid disbursement, satisfactory academic progress, withdrawal, refund/repayment, and debt management and general schools' policies such as the Student Code of Conduct.
- To know which programs are covered by financial aid.

### Loan Information

- To report to the financial aid office if the student is in default on a student loan or if the student owes a refund or repayment on any educational grant received from any school.
- To repay your loans according to the terms and conditions of your loan agreement.
- To complete loan entrance and loan exit counseling.
- To make payments on your loans on time, inform your servicer if you are unable to make your payment on time and/or to make other arrangements with your servicer.
- To notify the student's loan servicer of changes in the student's name, address, and school status.