

Student Rights and Responsibilities

Listed below are some rights and responsibilities that you, as a financial aid recipient, have as you partner with the College of Joseph in utilizing federal, state and institutional resources in funding your college education.

You have the right to:

- Have an explanation of the award process which includes how to apply, the cost of attendance for your program of study, how your financial aid eligibility was determined, the types and amount of aid available to you, and when the funds will disburse onto your student account.
- Be notified of changes in your financial aid status and the reason why.
- Know the conditions of any loan you accept.
- Know the terms, conditions, and pay rate for any student job you accept through work study.
- Know how academic progress is determined and what you need to do to continue with your financial aid eligibility.
- Request a re-evaluation of your financial aid eligibility due to extenuating circumstances
- Have all records and data with your application for financial aid treated as confidential information as prescribed by the Family Education Rights and Privacy Act (FERPA) and available to you to view upon request.

It is your responsibility to:

- Submit completed application materials to the appropriate agencies prior to any deadline dates.
- Provide accurate information when applying for financial aid and understand that false information could be cause for denial, reduction, withdrawal or repayment of disbursed financial aid.
- Read all information you receive and respond promptly to document requests from CSJ Financial Aid Office as well as other agencies. Keep copies for your own record.
- Know and comply with the rules governing aid you receive. You must not be in default on any prior education loan nor owe a refund on any Federal grant. You must comply with the provisions of any promissory note and all other agreements you sign.
- Understand financial aid eligibility is subject to adjustment based on changes to: funding availability; any information reported on the Free Application for Federal Student Aid (FAFSA); enrollment status; program of study; academic standing as well as notification of additional financial assistance. You must report private sources of financial assistance to CSJ Financial Aid Office in writing.
- Register each term. Know the impact of dropping a course, not attending or withdrawing from the College of St. Joseph.
- Use student financial aid proceeds solely for direct educational costs and related living expenses.
- Must maintain satisfactory academic progress toward your program of study.
- Report any changes in your name, address, living arrangements and enrollment to CSJ Financial Aid Office.