



## Columbia College Financial Aid Office Students Rights and Responsibilities

Columbia College ~ 11600 Columbia College Drive ~ Sonoma, CA 95370 ~ (209) 588-5105

### **You have the right to:**

- You have the right to know what financial aid programs are available.
- You have the right to know the deadlines for submitting applications for each of the programs available.
- You have the right to know how financial aid will be distributed, how decisions on distribution are made, and the basis for these decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know how much of your financial need has been met.
- You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
- You have the right to request an explanation of the various programs in your student aid award.
- You have the right to know the schools refund and repayment policy.
- You have the right to know what portion of the financial aid you received must be repaid, the payback procedures, and when repayment is to begin.
- You have the right to know how the school determines whether or not you are making satisfactory progress, and what happens if you are not.

### **Your responsibilities are:**

- You are responsible for completion all application forms accurately and submitting them on time.
- You are responsible for providing correct information. In most instances, misreporting information on financial aid applications is a violation of law and may be considered a criminal offense.
- You are responsible for returning all additional documentation, verification, corrections, and/or new information requested to the Columbia College Financial Aid Office.
- You are responsible for regularly checking your assigned student e-mail and to respond to any request from the Financial aid Office.
- You are responsible for reading and understanding all forms that you were asked to sign and keep copies of them.
- You are responsible for performing the work that is agreed upon in accepting a Federal Work-Study award in a satisfactory manner.
- You are responsible for being aware of refund and repayment procedures.
- You are responsible for reporting any changes in the information used to determine your eligibility, including name and financial recourses.
- You are responsible for making sure your personal information (including address) is current at all times with the Admissions and Records Office. Failure to comply may delay receipt of your financial aid.
- You are responsible for notifying the Financial Aid Office immediately if you withdraw from school.