

Your Financial Aid Responsibilities

As a financial aid applicant you have a responsibility to:

- be aware of all eligibility requirements and application procedures
- maintain your correct Social Security number, name and address with the records office
- prepare your applications for financial aid accurately
- review the information on your Student Aid Report (SAR) to ensure accuracy
- follow up with any directions given to you on your SAR
- be aware of all priority dates and final processing deadlines for the submission of forms
- comply with all requests for additional information in a timely manner
- keep copies of all financial aid information and all financial aid application forms (Any forms sent to the Office of Financial Aid become the property of the office and are not returned for the student to use elsewhere.)
- keep copies of all financial aid award letters, and other correspondence regarding your financial assistance
- make payment arrangements with the business office if you apply late for financial aid

As a financial aid recipient, you have a responsibility to:

- comply with the terms and conditions of all awards that you receive
- notify the Office of Financial Aid if your enrollment status changes after you apply for or receive financial aid
- notify the Office of Financial Aid if you receive scholarships, fee waivers, fee remissions, grants, or other benefits other than those awarded by the Office of Financial Aid
- use your financial aid awards to pay only educationally related costs incurred during the current award period

If you receive Federal Work-Study, you have a responsibility to:

- obtain a Federal Work-Study job, perform your work responsibilities satisfactorily and monitor your work-study hours to prevent exceeding your award
- notify your employer if you wish to resign