



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