

## STUDENT RIGHTS AND RESPONSIBILITIES

FERPA - Family Education Rights and Privacy Act of 1974 applies to the education records of persons who are, or have been in attendance in postsecondary institutions. The Peralta Community Colleges will not release student information without the written consent of the student unless specifically allowed according to FERPA regulations. Please refer to your home campus catalog for the complete FERPA policy.

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

- Know what financial aid programs are available;
- Know the deadline for submitting applications for the programs available;
- Be informed of financial aid policies and procedures;
- Know how your financial need was determined and what resources (such as your income, assets, parental contribution and other financial aid) were considered in the calculation of need;
- Know how much of your financial aid eligibility has been met as determined by the Financial Aid Office;
- Know what portion of your financial aid must be repaid, and what portion is gift or aid received from work;
- Know how the Financial Aid Office determines whether you are making satisfactory academic progress and the consequences are if you are not;
- Access student right-to-know information consisting of campus security statistic, graduation and completion rates, and institutional demographic statistics.

- Request an explanation of the various programs in your financial aid package;
- Know the terms of any loans you receive, your deferment, cancellation, and forbearance rights;

***You have the responsibility to:***

- Complete all application forms accurately and submit them on time;
- Provide correct information. Misrepresentation of information on financial aid applications is a violation of federal law and may be a criminal offense;
- Return all documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application in a timely manner;
- Read and understand all forms that you are asked to sign and keep copies of them;
- Accept responsibility for all agreements that you sign;
- Repay all loans including the interest on those loans;
- Perform the work that is agreed upon in accepting a Federal Work-Study award in a satisfactory manner;
- Be aware of refund and repayment procedures;
- If you are a recipient of a student loan, notify your lender, the Financial Aid of changes to name, address, or school enrollment status
- If you have a loan, attend a loan Entrance Interview prior to receiving the first disbursement of your loan(s) and an Exit Interview prior to graduation or prior to leaving your college for any other reason;
- File all required student loan deferment or cancellation forms on time;
- Report any change in the information used to determine your eligibility, including name, family size, or financial resources;
- Notify the Financial Aid Office immediately if you withdraw from school or reduce enrollment.