### Student Rights and Responsibilities

#### General Information

This rights and responsibilities page is for your benefit, and should be kept for reference. If you have any questions about your financial aid, or anything on this list, please feel free to talk to your Financial Aid Office.

- You are aware that federal law prohibits you from receiving Federal Pell Grants at more than one college at the same time.
- You are aware that falsifying information regarding the requirements for federal financial assistance could result in a $20,000 fine, a prison sentence or both.
- You understand you cannot receive more than what is **equal to one MCC institutional scholarship** to cover in-district tuition costs. (For example, if you have been selected to receive a scholarship for $200 and your in-district tuition is $500, you may receive another MCC institutional scholarship for **no more than $300**.)
- You agree to pay any balance on your student account that is not covered by financial aid (grants or loans); these balances could include tuition, fees, bookstore charges and/or other miscellaneous charges.
- To receive financial aid, you are expected to attend all classes on which your financial aid award is based. Award funds may be delayed if you do not attend the first class. If you stop attending all of your classes before completing 60% of the semester, you will owe money back to federal aid programs.

### Student’s Responsibilities

The student’s responsibilities are to:

- Check your official MCC email account on a regular basis for notices from the financial aid office.
- Check myMCCKC student account for financial aid awards and fee payment dates.
- Review and consider all information about the college’s programs before enrolling.
- Pay special attention to applications for student financial aid. KNOW ALL DEADLINES FOR APPLYING ON TIME! Complete applications thoroughly and accurately AND submit forms to the correct place, within specified deadlines. These can be found on the mcckc.edu website. Submit new or corrected information requested by the financial aid office in a timely fashion.
- Students MUST submit new or corrected information requested by the financial aid office promptly. This includes: paperwork; names changes; address changes; enrollment changes; or changes to previously submitted information on your Free Application for Federal Student Aid (FAFSA). Failure to respond or incorrect information can result in the loss of financial aid.
- Read and understand and keep copies of all forms that you have signed.
- Make and maintain satisfactory academic and continuous progress toward your certificate or degree.
- If you have lost your financial aid due to not meeting the satisfactory academic progress requirements, you may submit a written appeal to the financial aid office along with supporting documentation.
● Attend an on-line entrance interview before submitting an application for a federally insured loan.

● Attend an on-line exit interview after applying for a federally insured loan (or before leaving the college).

● Repay any student loans borrowed while attending the college.

● Understand the college’s tuition and fee refund policy.

● Satisfactorily perform the work agreed upon in a college work study job, if offered one.

Students’ Rights

The student has the right to ask the college:

● The names of its accrediting and licensing organizations and to see copies of the documents describing the accreditation or licensing.

● For a list of faculty and other instructional personnel.

● About instructional, laboratory and other physical facilities associated with the academic program.

● What the cost of attendance is and what the policy is on refunds to students who reduce hours or withdraw completely from classes.

● What types of financial assistance are available, including information on federal, state and institutional aid programs.

● Whom to contact for information on student financial assistance.

● What policies and procedures are concerning deadlines for submitting applications.

● How financial aid recipients are selected for awards.

● How financial need is determined.

● How much financial need the college attempts to meet.

● For an explanation of each award shown on the award letter.

● What the interest rate is on any student loan, the total amount the student can expect to borrow, the length of time to repay, and approximately when repayment will begin.

● About the Federal Work-Study award (if offered one), what the job is, what the hours will be, what the rate of pay will be, and how and when you will be paid.

● To reconsider the financial aid package, if the student believes a mistake was made or if enrollment changes prior to the first day of classes.

● How the college determines whether students are making satisfactory academic and continuous progress, and what happens when financial aid recipients do not make satisfactory progress.

● About the special facilities and services available to disabled students.