

## **Student Rights**

### **You have the right to ask Crafton Hills College Student Financial Aid Services about:**

- Completing the FAFSA (Free Application for Federal Student Aid) or California Dream Act Application (CADAA) application. To apply for FAFSA go to: [www.fafsa.gov](http://www.fafsa.gov) to apply. To apply for the CADAA, go to <http://dream.csac.ca.gov>.
- Our policy towards confidentiality: Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records.
- Policies on refunds, dropping classes and what it costs to attend Crafton Hills College.
- How CHC determines Satisfactory Academic Progress (SAP) and what happens if you don't meet the standard.
- Various financial aid programs available such as scholarships, federal, state and college financial aid programs.
- The deadlines for submitting applications for various financial aid programs and how recipients are selected.
- How your financial need is determined and how the costs for tuition, fees, room, board, transportation, books, and supplies, personal and miscellaneous expenses are considered in your cost of attendance.
- What resources (parental contribution, other financial aid, personal assets) are considered in the financial need calculation, and how much of your financial need, as determined by CHC is met.
- The various programs in your financial aid package and when and how you will receive your funds.
- How to appeal a denied financial aid application, if you believe you have extenuating circumstances.
- How you may be able to get additional aid if your financial circumstance changes.
- How outside resources, such as scholarships, may impact your financial aid award.
- How much of your financial aid must be paid back and what portion is grant or gift aid.
- How to decline any financial aid awards.
- How to close or re-open your financial aid file at CHC.
- Which disbursement options are available to you with BankMobile Disbursements, a technology solution, powered by BMTX, Inc.
- How to select your refund preference with BankMobile Disbursements, a technology solution, powered by BMTX, Inc.
- Remaining Pell Eligibility (Lifetime Eligibility Used, 600%)

## **Student Responsibilities**

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

- Complete the financial aid application and all required financial aid forms/actions accurately, and in a timely manner. (Intentional misrepresentation on an application or form for financial aid is a violation of the law and a criminal offense subject to penalties.)
- Review and consider all information about CHC's programs before enrolling.
- Read and keep copies of all forms and agreements given to you and that you have signed.
- Activate your CHC student email account and check it regularly for updates and requests.
- Promptly respond to all requests and return all required documentation such as verification forms, additional documents, corrections to submitted documents, or new information needed to complete your financial aid file.
- Report any changes to your situation to the Student Financial Services counter at CHC immediately.
- Ensure all classes you take will fulfill your educational goal requirements.
- Be aware of and comply with all deadlines and understand the school's refund policy.
- Be aware of the Satisfactory Academic Progress (SAP) Standard as defined by the CHC office and maintain your SAP in order to continue receiving financial aid.
- Secure your FSA ID and know that your FSA ID serves as your electronic signature and has the same legal status as a written signature. You should not share this information with anyone.
- Report in writing all additional financial aid resources you receive to the CHC SFS counter.
- **Abide by all rules and regulations as outlined in the Crafton Hills College Student Handbook, Catalog and course schedule.**

Updating and maintaining accurate student information is a shared responsibility between the student and CHC. If at any time, an error or conflicting information on the FAFSA/CA Dream Application is determined, it is the responsibility of both CHC and the student to correct/resolve the adjustment in aid and/or award amounts. In some cases, the student and/or CHC may be responsible for the immediate repayment of funds already disbursed.

Please be advised that if you have submitted documentation that contains errors to the F.A. office in support of your financial aid file, it is imperative that you notify our office immediately. Failure to notify our office of any changes, such as application corrections or a change in student information will result in a delay in determining your eligibility for

aid as well as a delay in the disbursement of funds. It is our primary goal to assist CHC students in receiving their financial aid in a timely manner.