



# Student Rights and Responsibilities

The Business Services Office at Trinity College of Nursing & Health Sciences provides federal, state, and institutional funds to help offset the cost of tuition and fees. Student financial aid recipients have several responsibilities and rights.

As a student financial aid recipient, you have the right to:

- know the different types of aid available and the correct procedures for applying for student financial aid.
- know your cost of attendance and how financial need is determined.
- know what the criteria are for awarding financial aid and what you have to do to continue receiving aid.
- know how satisfactory academic progress is determined.
- know the type and amount of assistance you will receive, how much of your financial need has been met, and how and when you will receive your financial aid funds.
- view the contents of your student financial aid file, in accordance with FERPA.
- know the conditions of any loan you accept.
- know the terms, conditions, and pay rate for any student job you accept.
- appeal any decision with the Business Services Office at Trinity College of Nursing & Health Sciences regarding your financial aid application.

As a student financial aid recipient, it is your responsibility to:

- reapply for financial aid each year by filing the Free Application for Federal Student Aid (FAFSA) and submitting all required documents to the Financial Aid Specialist.
- know that financial aid is not automatically renewed each year.
- complete and submit application materials within required timeframes.
- provide any additional documentation or information as requested by the Business Services Office.
- read and understand all materials sent to you from the Trinity College of Nursing & Health Sciences Business Services Office and keep copies of all forms you sign.
- comply with the provisions of any promissory notes and all other agreements you sign.
- know and comply with the federal, state, and institutional rules governing the financial aid you receive.
- report other sources of student aid received to the Financial Aid Specialist at Trinity College.
- use student financial aid proceeds solely for direct educational costs and related living expenses.
- complete the class registration process each semester by the end of the official last day to late register or add courses in order to ensure availability of all student financial aid funds you have been awarded. Some aid programs may be subject to cancellation or reduction if your registration process is not completed by the official last day to late register or add courses.
- know the implications that dropping a course/withdrawing from all courses will have on your student aid.
- keep your current and permanent addresses up to date with the Student Services Office.
- check your Trinity College-assigned email account daily.
- pay all previous semester charges prior to the start of the new semester.

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Student Signature

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Date

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Print Name