

## **Student Rights and Responsibilities**

**Pell is disbursed after the mid-point of each semester. Once tuition, fees, bookstore charges, and childcare costs are paid, checks will be released. Checks will be mailed to students.**

**Student loan funds are sent electronically to McHenry County College. MCC will pay outstanding tuition and fees, and then mail the balance of the loan to the student.**

**As a recipient of federal student aid, you have certain rights you should exercise, and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals and how you can best achieve them.**

### **Student Rights**

1. You have the right to know what financial aid programs are available at your school.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know what resources were considered in the calculation of your need.
5. You have the right to know how much of your financial need as determined by the institution has been met.
6. You have the right to request an explanation of the various programs in your student aid package.
7. You have the right to know your school's refund policy and cost of attendance.
8. You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.
9. You have the right to know the names of the organizations that accredit or license your school.
10. You have the right to know about your school's programs, physical facilities, security, and faculty.
11. You have the right to know about the college work-study job you have been offered including what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you'll be paid.
12. You have the right to know that you may reconsider your aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
13. You have the right to know what special facilities and services are available to the handicapped.

### **Student Responsibilities**

1. You must complete all application forms accurately and submit them on time to the right addresses.
2. You must provide correct information. Misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid and Veteran Services or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and to for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a Federal Work-Study position.
7. You should be aware of your school's refund policy.
8. You should be aware of MCC's programs and performance.
9. You **must** repay any student loans you have.
10. You must notify the Office of Financial Aid and Veteran Services of a change in your name, address, or attendance status.