

SMCC Financial Aid Rights & Responsibilities of Students

As a recipient of financial aid, you are responsible for:

1. Completing and submitting application materials to the appropriate agencies within required or recommended time frames. All students in a degree or certificate program should [visit StudentAid.gov to complete the Free Application for Federal Student Aid \("FAFSA"\)](#) as soon as possible beginning October 1st of the preceding year.
2. Reading all electronic and paper communications sent to you from the Financial Aid Office and other agencies awarding you aid. Read, understand, and keep copies of all forms you sign. Your SMCC e-mail account is the official means of communication, so you should check your e-mail account often for announcements. Regularly monitor the financial aid section of the SMCC student portal and MySMCC-FA for award changes and announcements.
3. Understanding that “financial aid” refers to grants and scholarships, loans, and work-study employment.
4. Meeting the “Basic Eligibility Criteria” to receive federal student aid. [Visit StudentAid.gov](#) to learn more.
5. Providing additional documentation, federal tax documents, and any additional information requested by the Financial Aid Office for the purpose of determining your eligibility for aid.
6. Complying with the provisions of any promissory note and all other agreements you sign.
7. Completing the registration process each semester by the end of the drop/add period to ensure availability of all student aid funds you have been awarded.
Note: Some student aid funds are limited and may be canceled if you are not registered by the end of the drop/add period.
8. Using student financial aid proceeds solely for direct educational costs and related living expenses.
9. Checking with the financial aid office *before* dropping or withdrawing from a course to understand the financial implications of dropping or withdrawing.
10. Maintaining Satisfactory Academic Progress towards completing your degree program in a timely manner.
11. Reporting any and all outside sources of financial aid to the Financial Aid Office.

12. Keeping your local and permanent addresses current with the Registrar's Office and the Financial Aid Office

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

1. Know the correct procedures for applying for student financial aid, your cost of attendance, and the types of aid available.
2. Know how financial need is determined, what the criteria are for awarding aid, how academic progress is determined, and what you have to do to continue receiving aid.
3. Know the type and amount of assistance you will receive, how much of your need has been met, and how and when you will receive your aid funds.
4. View the contents of your student financial aid file, in accordance with the Family Educational Rights and Privacy Act.
5. Know the conditions of any loan you accept.
6. Know the terms, conditions, and pay rate for any student job you accept as a student employee.
7. Appeal any decision with the Financial Aid Office in regard to your application.