

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL ASSISTANCE

You have the right to receive the following information from the College:

- Information on financial assistance that is available, including information on all federal, state, local, private and institutional financial aid programs.
- Information on the procedures and deadlines for submitting applications for each available program, grant and/or scholarship.
- Information on how the College selects financial aid recipients.
- Information on how the College determines your financial need.
- Information on how the College determines each type and amount of assistance in your financial aid package (award letter).
- Information on how and when you will receive your aid.
- Information on how the College determines whether you are making satisfactory academic progress (SAP), and the consequences if you are not.
- Information on your federal work study job, including the job description, hours of work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
- Information on the location, hours, and counseling procedures of the financial aid office.
- You may gain access to any of the above information online via the college web site or by requesting the information directly from the offices.

As a financial aid student, you must accept the following responsibilities to ensure that your aid is processed correctly and that you know what consequences may arise if you fail to complete your course work or withdraw from school or classes:

- You must complete your admissions application and the Free Application for Federal Student Aid (FAFSA) and submit them on time to the correct addresses.
- The FAFSA must be completed online and be received no later than March 1 (our priority deadline date) if you wish to receive your maximum eligible aid package.
- We will continue to process aid applications after April 1, however, Supplemental Educational Opportunity Grant (SEOG), and Federal Work Study funds may be exhausted by the time late applications are received.
- New students should complete and submit admissions applications in the November/December time frame so that when their information is received, their aid package (award letter) can be processed in a timely manner.
- You will not receive a financial aid award letter until you are admitted to the College.
- You must be making satisfactory academic progress (SAP) toward a degree objective in order to be eligible to receive financial aid at NEO A & M College.
- You must submit accurate and complete information in your FAFSA application and in any other documents or forms requested. Reporting inaccurate and/or incomplete information will delay the processing of your aid or result in a penalty assessed by the federal government.
- You must complete and return all other documents, verification forms, and reports requested by the financial aid office with corrections and/or new information.
- You are responsible for reading and understanding all applications, reports, letters and forms that you are asked to sign, and to keep copies of them.
- You must accept responsibility for all agreements that you sign with the federal government and the College.

- You must perform the work that is agreed upon if you are awarded Federal Work Study.
- You must be aware of the College's withdrawal and refund policies and procedures and know the consequences of withdrawing from classes or school. This information is extremely important as, under certain circumstances, you could find yourself owing the College for an unpaid balance or having to repay federal funds refunded to you.