



Student Rights and Responsibilities

You have the right to be provided with information regarding:

- What financial aid counseling services are available for you.
- The federal, state, and institutional student financial assistance programs available, including both need-based and non-need-based programs.
- Procedures, forms, deadlines, and eligibility requirements to apply for assistance and the criteria for selecting aid recipients and determining the amount of aid awarded.
- The cost of attending the college, how those costs are determined, and how your student budget is developed.
- Resources considered in calculating your financial need, how the resources were calculated, and how much of your calculated need has been met.
- Standards required for maintaining satisfactory academic progress for financial aid eligibility.
- How and when disbursement of financial aid is made, the college's refund policy for costs paid to the college, and any refund due to Title IV student assistance programs.
- The terms and conditions of any loans, employment, scholarships, or grant aid you receive.
- Policies and procedures used to maintain confidentiality of financial aid records. Only those individuals who directly handle the application have a right to know or access the information. PAU complies with the Family Educational Rights and Privacy Act of 1974.
- The academic programs of the college, the facilities available, and the faculty and instructional personnel.
- The names of bodies that accredit, approve, or license the institution and its programs, and how their documents may be reviewed.
- The completion of graduation rate of students.
- Campus security policies and crime statistics.
- What facilities and services are available to students with disabilities.

It is your responsibility to:

- Keep your information updated with PAU at all times. This includes your name, address, phone number, email address, and program of study at PAU.
- Regularly check your assigned PAU email account for important information. For security purposes the financial aid office will primarily use the PAU email address for communication.
- Read and understand all forms or agreements you sign; know and adhere to any deadlines.
- Always keep a copy of any information you submit to PAU's Financial Aid Office.

- Read and understand all of PAU's financial aid policies and information provided to you, including financial aid and tuition/ fees due dates and Satisfactory Academic Progress (SAP) policy.
- Pursue an eligible program for federal aid, work with an Academic Advisor, and only take classes required to earn your degree or certificate.
- Understand you cannot receive Federal Financial Aid from two schools during the same quarter.
- Understand your financial aid calculation is based upon your [Cost of Attendance](#) (COA) and the number of credits hours of enrollment. Your aid may be recalculated if your COA or number of credit hours changes.
- Check your enrollment as of the Census Date (last day to add/drop courses and receive 100%). Federal Pell Grants are based upon enrollment as of the published Census Dates which are identified in PAU's [Academic Calendar](#) found on the website. Any changes made after the freeze date will not result in a recalculation of the Federal Pell Grant.
- Understand that you are responsible to repay any Federal Direct Student Loan you accept. It is your responsibility to read and understand all loan information and terms or conditions related to loans. You must complete a Master Promissory Note (MPN) and Loan Entrance/Exit Counseling as instructed by PAU's Financial Aid Office. You must be enrolled at least half-time in order for a Federal Student Loan to be disbursed.
- Use any federal aid refund only for educationally related expenses.
- Understand you may be required to repay a portion of your federal financial aid if you officially withdraw from, or if you stop attending all of your classes.
- Must perform the work agreed upon when you accept a Student Employment position.