

BURRELL COLLEGE *of* HEALTH SCIENCES

Office of Financial Aid Students Rights and Responsibilities

Students have the right to:

- Have confidential protection of your financial aid records as mandated by the Family Educational Rights and Privacy Act (FERPA), <https://burrell.edu/policy-b9040/>.
- Know what financial aid programs are available at the College: <https://burrell.edu/students/office-of-financial-aid/>.
- Know the deadlines and processes for submitting the appropriate applications for each financial aid program that is available.
- Request an explanation of the programs in your financial aid package.
- Accept or decline your financial aid award(s), [Student Portal Login](#)
- Consult with the Office of Financial Aid staff concerning your financial aid application, cost of attendance and/or financial problems, which might arise.
- Know the Office of Financial Aid policies concerning satisfactory academic progress: <https://burrell.edu/policy-b9520/>.

Students Responsibilities:

- Using all financial aid for educational expenses while attending the college.
- Reporting to the Office of Financial Aid any additional assistance from non-college sources, such as scholarships.
- Notifying the Office of Financial of a change in enrollment status, ex: leave of absence, withdrawal.
- Maintaining the number of enrollment credit hours required
- Maintaining satisfactory academic progress
- Reading, understanding, and retaining copies of all forms submitted or provided.
- Re-applying for financial aid each year.
- Completing all application forms accurately and submitting them on time.
- Providing correct information as wrongful reporting can be a violation of federal law.
- Reading and understanding all materials sent to you from the Office of Financial and other financial aid agencies.
- Keeping the Office of Financial informed of changes in address, name, marital status, and financial situation.
- Completing exit counseling if you received a loan from the Office of Financial prior to your separation from the college, including when a student takes a leave of absence, withdraws or graduates.
- Repaying any financial aid funds as a result of a withdrawal or over award to the lender/holder of the

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loan and the institution, if applicable.

- Requesting personal assistance from the staff in the Office of Financial Aid if question(s) exist or information is not decipherable and understandable.

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