

### **Rights and responsibilities of the student to receive financial aid:**

- 1. To know about the financial aid available in the institution, including federal, state, and institutional programs based on the student's need.**
- 2. Know how to apply and the deadlines to file the application under the various financial assistance available.**
  - 1. Know the study costs, including tuition and other fees, books and supplies and other miscellaneous expenses.**
  - 2. Know the university's withdrawal process, the institutional refund policy and the federal funds refund process.**
- 3. Know the eligibility requirements of each financial aid program and the criteria used to determine the granting of aid.**
- 4. Know the requirements of the Satisfactory Academic Progress policy with which the student must comply to continue receiving financial aid. In addition, the procedure to restore eligibility to financial assistance programs, in case of non-compliance.**
- 5. Know the amount of financial assistance you will receive from Title IV, when and how they will be disbursed and what loan funds will be subsidized and not subsidized.**
- 6. Know the terms of any loan obtained by the student and / or the student's parent as part of the group of grants granted, including the interest rate, the amount of the loan to be paid, the time allowed for payment, when it begins the repayment period and what cancellation and deferral conditions apply.**
- 7. Know the general conditions and terms applicable to any employment hired by granting federal funds from study and work sources as part of the group of grants awarded.**
- 8. Request that the granting of financial assistance be reviewed, in case of understanding that there was an error in the computation of the aid, changes in its academic load or changes in the family's economic situation**

### **Responsibilities:**

- 1. Review and consider all the information of the study programs offered by the University before enrolling.**
- 2. Know and comply with all deadlines to request or file documentation related to the Financial Assistance Programs or to appear at the office.**
- 3. Read and understand all the documents or forms that you are asked to sign.**
- 4. Provide the information that may be required by the Financial Aid Officers and / or the agency to which you requested financial assistance. According to this information, if necessary, you must make the corresponding corrections in the requests.**



5. Notify the unit of any change in information that affects the one you provided when requesting financial assistance.
  
7. Certify that any financial aid received will be used to pay for the study expenses at the corresponding post-secondary institution.
  
8. Carry out a satisfactory academic work.
  
9. Pay the loans you have received. By signing the promissory note, you agree and force yourself to repay the loan.
  
10. Certify that you are not classified as delinquent or delinquent on a federal student loan, or that you have made satisfactory payment arrangements to fulfill the promise of payment of this.
  
11. Certify that you are not overpayment debtor on any federal grant.
  
12. Appear and / or complete an Entry Interview when requesting a student loan. Appear and / or complete an exit interview by lowering the academic load to less than  $\frac{1}{2}$  time, discontinue studies or finish the degree you aspired.
  
13. Notify the University Financial Aid Office of any change in your name, address, student enrollment status with full load, with  $\frac{3}{4}$  of charge,  $\frac{1}{2}$  of charge and less than half time.
  
14. Know the policy of reimbursement of tuition fees of the institution, as well as the return policy of Title IV funds.
  
15. You must know the consequences of giving Total Low. You may have to start paying the loan.
  
16. Know how and when the financial aid will be received.
  
17. Know the facilities and services for people with disabilities.