

Student Rights and Responsibilities

The student has the right to ask Macomb Community College...

- The names of Macomb Community College's accrediting or licensing organizations;
- About Macomb Community College's programs, instruction, laboratory, faculty and physical facilities;
- What the cost of attendance is and what the policy is on refunds to students who drop out;
- What financial aid is available, including information on all federal, state, local, private and institutional financial aid programs;
- What the procedures and deadlines are for submitting applications for each available financial aid program;
- What criteria are used to select financial aid recipients;
- How Macomb determines the student's financial need. This process includes how costs for tuition and fees, room, board, transportation, books, supplies, personal and miscellaneous expenses are considered in the cost of education. It also includes what resources (e.g. parental contribution, student contribution, other financial aid, assets, etc.) are considered in calculating the student's financial need;
- How much of the student's financial need, as determined by Macomb, has been met by financial aid funds;
- How and when the student will be paid financial aid;
- To explain each type and amount of the financial aid award;
- What the interest rate is on any student loan, the total amount of repayment, the length of time to repay, when the repayment must start and what cancellation or deferment provisions apply;
- If a work-study job is offered, what kind of job it is, the hours, duties, rate of pay and how/when pay will be distributed;
- To reconsider the aid award if the student believes a mistake has been made or if the student's financial circumstances change;
- How Macomb determines whether the student is making satisfactory academic progress and what happens if the student is not;
- What special facilities and services are available to students with special needs;
- Request a copy of the *Student Right to Know* document.

It is the student's responsibility to---

- Review all information about Macomb's program before enrolling;
- Read all financial aid information received from the Financial Aid Office;
- Pay special attention to the application for financial aid. Complete forms accurately and submit all documents requested in a timely manner;
- Know and comply with all deadlines for applying or reapplying for aid;
- Know and review all policies related to receiving financial aid;

- Provide all documentation, verification, corrections and/or new information requested by either the Financial Aid Office or other agency to which the student submitted the application;
- Read, understand and keep copies of all forms the student is asked to sign;
- Repay all student loans borrowed; when a promissory note is signed, it is an agreement to repay the loan;
- Participate in the entrance loan counseling (if applicable) and exit loan counseling as required for the Federal Direct Stafford Loan Program;
- Notify the school of any change in name or address. If the student has a student loan, he/she must also notify the lender of these changes;
- Satisfactorily perform the work agreed to in a college work-study job;
- Understand Macomb's refund policy;
- Understand Macomb's satisfactory academic progress policy as it applies to financial aid recipients;
- Drop classes he/she does not plan to attend;
- Know he/she can't receive financial aid from two schools during the same enrollment period.