

Students Rights and Responsibilities Receiving Financial Assistance

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

- 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 we select financial aid recipients.
- Information on how we determine your financial need.
- Information on how we determine 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 we determine whether you are making satisfactory academic progress (SAP) and what happens if you are not.
- Information on your federal work study job, if awarded, to include 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 appropriate information directly from the offices.

You have the following responsibilities when receiving financial aid:

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 the Free Application for Federal Student Aid (FAFSA).
- You must complete the FAFSA by the state deadline to be considered for the Oklahoma Tuition Aid Grant (OTAG).
- You must check your CASC student email for documents and information needed.
- You must submit accurate and complete information on your FAFSA application and on any other documents or forms requested. Reporting inaccurate and/or incomplete information will only delay the processing of your aid or result in a penalty assessed by the federal government.

- You must be making Satisfactory Academic Progress (SAP).
- You must complete a Student Loan Request Form to apply for a student loan.
- You must complete a separate application for a federal work-study position.
- You must be enrolled as a regular student (enrolled to obtain a degree as declared by the Registrar's Office).
- You are responsible for reading and understanding all applications, letters and forms that you are asked to sign, and keeping copies of them.
- You must accept responsibility for all agreements that you sign with the federal government and CASC.
- You must repay your student loan even if you do not complete your degree
- If you are unable to meet a scheduled loan payment, talk to your servicer. There are options available. Your servicer cannot help you if you fail to communicate.
- You must perform the work that is agreed upon in the contract if you sign a work study contract.
- You must be aware of the 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 for an unpaid balance or having to repay federal funds refunded to you.
- You must have all academic transcripts from previously attended schools submitted to the Registrar's Office and transcribed on your CASC transcript.