



STUDENT RIGHTS AND RESPONSIBILITIES

College of the Mainland (COM) holds that the student, upon enrollment, neither loses the right nor escapes the duties of a citizen. The student-citizen has a responsibility to other students, to the state and to the institution in which, by choice, that student enrolls.

The rights and responsibilities of students include the following:

1. YOU HAVE THE RIGHT TO:

- a. Expect an educational program of the highest quality.
- b. Have the opportunity to develop your potential to the best of your ability.
- c. Know what financial aid programs are available at COM.
- d. Know the application deadlines for each program.
- e. Know how financial aid will be refunded and how the decisions on the timing of refunds are made.
- f. Know how your financial need was determined.
- g. Know which resources were used to determine your financial need.
- h. Know how much of your financial need has been met.
- i. Know the details of the programs that make up your financial aid award.
- j. Know COM's refund policy.
- k. Know what portion of your financial aid award is a loan and must be repaid and:
 - i. What the interest rate(s) of the loan(s) is (are).
 - ii. What repayment options are available.
 - iii. How long the repayment period is.
 - iv. When repayment of the loan begins.
- l. Know what portion of your financial aid award is a grant/gift.
- m. Know how COM determines whether you are making satisfactory academic progress towards completion of your certificate/associate degree and what happens if you are not making academic progress.
- n. Know how COM determines the amount of Title IV funds returned if you withdraw completely during a semester or fail to successfully complete any of your attempted classes during a semester.

2. STUDENT RESPONSIBILITIES INCLUDE:

- a. To become fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
- b. To respect the rights and property of others.
- c. To complete application forms for financial aid accurately and submit them on time.
 - i. In most cases, providing false or inaccurate information on financial aid applications is a violation of law and could be considered a criminal offense that could lead to prosecution.
- d. To provide all additional documentation requested by the Financial Aid Office for verification purposes.
- e. To understand all forms that you are asked to sign by reading them before signing them.
- f. To report changes in name, address, telephone numbers and enrollment status to the Financial Aid Office.
- g. To be aware of COM's refund policies and procedures.
- h. To perform the job requirements of any work-study position you accept.