

Student Information

Full Name:

Palomino ID:

Phone Number:

Email:

Student Rights

- You have the right to expect that information and records you provide to the Office of Financial Aid will be kept private, in accordance with requirements by the Family Educational Rights and Privacy Act (FERPA).
- You have the right to seek financial aid counseling/assistance.
- You have the right to know how to apply for financial aid. For more information visit <https://studentaid.gov/h/apply-for-aid/fafsa>.
- You have the right to know what financial assistance is available to you, including all federal, state, and institutional financial aid programs. An explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for those funds (if applicable).
- You have the right to know the deadlines for submitting applications for applicable financial aid programs and the process required.
- You have the right to know how your financial need, including the cost of attending Laredo College, is determined, as well as how cost of attendance (COA) budgets are developed. Know the method and frequency of financial aid disbursements.
- You have the right to know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress (SAP) as defined by the Department of Education.
- You have the right to know to submit a Special Circumstances Application, requesting reconsideration of your financial aid eligibility if you or your family's circumstances change.
- You have the right to submit an Academic Progress Appeal if you do not meet the Standards of Satisfactory Academic Progress.
- You have the right to know the terms of any employment program in which you participate, including the college work-study program's general conditions and terms. If the student is offered a Federal Work-Study job, he/she has the right to know the required work hours, the job duties, the rate of pay, and how and when paychecks are received.
- You have a right to know You have the right to learn Laredo College's attendance and refund policies, as well as the federal Return to Title IV policy.
- You have a right to know the amount of financial aid that must be repaid, to whom those funds are paid, if you withdraw from or stop attending all classes within the semester. For more information please contact the Bursar's Office at (956) 721-5112
- You have the right to access certain statistics, policies, and a description of campus safety programs.
- You have the right to know the success rate of LC's full-time, undergraduate students who graduate, complete a program of study, or transfer out to another institution

Student's Responsibilities

1.	It is your Responsibility to: Pay tuition and fees for the semester in which you are enrolled. Tuition is due before the start of each term. You are solely responsible for paying any remaining college charges beyond your financial aid payment
2.	It is your Responsibility to: Request personal assistance if you have questions or don't understand the information provided to you.
3.	It is your Responsibility to: Read, understand, and retain copies of all forms you are required to sign. Realize that you are legally responsible for all agreements that you sign.
4.	It is your Responsibility to: Know that financial aid payment may adjust as you drop and add classes at the beginning of the semester.
5.	It is your Responsibility to: Attend classes and completing the requirements for each course in which you enroll.
6.	It is your Responsibility to: Know and comply with all policies and procedures of Laredo College.
7.	It is your Responsibility to: Notify the Office of Financial Aid of any changes to your enrollment status.
8.	It is your Responsibility to: Maintain Satisfactory Academic Progress (SAP) requirements.
9.	It is your Responsibility to: Accurately complete all application documents and submit them on time.
10.	It is your Responsibility to: Reapply for financial aid each year by completing the FAFSA application accurately. If selected for verification, you will submit all materials in a timely manner and ensure that they are complete and accurate. Financial aid is not automatically renewed each year.
11.	It is your Responsibility to: Know that in accordance with the U.S. Criminal Code, falsifying information on The Free Application for Federal Student Aid (FAFSA) is a criminal offense punishable by fines or imprisonment.
12.	It is your Responsibility to: Notify the Office of Financial Aid and Office of Admissions of any changes to your name, address, or Social Security number.
13.	It is your Responsibility to: Be aware that the Office of Financial Aid will send official correspondence to my student LC email account. As a student, it is my responsibility to regularly check my email for important updates and notifications.
14.	It is your Responsibility to: Begin attendance (participating academically) in every class while receiving Federal Pell Grants. For online classes, academic participation means submitting assignments, quizzes, or tests. For federal aid purposes, logging into the course, and/or watching online content does not count as academic participation.
15.	It is your Responsibility to: You cannot receive Federal Pell Grants from more than one school during the same or overlapping periods of enrollment.
16.	It is your Responsibility to: Know that even if your aid as already been disbursed, federal financial aid is subject to adjustment, cancellation, proration, or immediate repayment for the reasons listed: Complete withdrawal, unofficial withdrawal (0.0 GPA), suspension from the college, or leave of absence during the term. Insufficient academic progress including low GPA, excessive credits, or frequent dropping, failing, or repeating classes. Notifications from the United States Department of Education about federal grant and student loan limits, default, overpayment, change or loss of eligibility, etc. Changes in residency, tuition costs, program costs, etc.
17.	It is your Responsibility to: Comply Laredo College's refund policy and Federal Return to Title IV Aid policy(R2T4), should you withdraw from the College (either officially or unofficially).
18.	It is your Responsibility to: Know if employed through Federal Work Study, report to your job according to the schedule you arranged with your supervisor, complete all work to the best of your ability and notify your supervisor in advance if you are unable to report to work for any reason.
19.	It is your Responsibility to: Enroll in the required number of credit hours per term for your degree or certificate program in order to graduate. Due to federal regulations, financial aid cannot be used to pay for courses that are not required for the completion of your degree or certificate.
20.	It is your Responsibility to: know that only 30 hours of developmental/remedial classes will be covered by my financial aid.
21.	It is your Responsibility to: Know that I am subjected to a State Policy regarding Differential Tuition of \$60.00 per credit hour for students who enrolled for certain courses taken for the third time or more or for students who enrolled for developmental/remedial courses and have already taken 18 or more semester of developmental coursework.

22.	It is your Responsibility to: Understand financial aid awards are authorized at the time of enrollment. Refunds will be processed after the official class day (Census day). Please note that any adjustments made to your course schedule may impact your financial aid eligibility. Any student receiving federal funding who withdraws from all classes before the 60% point of the semester must return the unearned portion of the aid disbursed. Failure to return the funds will result in a "HOLD" being placed on student records.
23.	It is your Responsibility to: Understand that if I am receiving financial aid and I am registered for classes I am considered to be officially enrolled. Any student on financial aid that decides not to be enrolled after registering must drop their courses online or by filling out a drop slip at the Office of the Registrar. Students will not be automatically cancelled; students must request to be dropped. I understand that it is my responsibility to ensure that a drop slip has been completed and processed whether it is student requested or faculty initiated.
24.	It is your Responsibility to: Understand that past-due student accounts will result in college registration and services being withheld by placing a "HOLD" on my student account in accordance with college regulations.
25.	It is your Responsibility to: Understand that Federal Pell and SEOG funds in excess of charges are disbursed onto student accounts within 14 days after the census date. Refunds will be issued to students on their BankMobile account
26.	Understand that a repeat course for a better grade counts toward financial aid eligibility. Once a course has been completed twice (Grade F, 'D' or better), student is no longer eligible to receive aid for that course.

Student Signature: _____

Date: _____

For Office of Financial Use Only

Received by: _____

Date: _____