OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

STUDENTS RIGHTS & RESPONSIBILITIES

Name: _____ Social Security #: _____
(Last) (First) (M)

IMPORTANT: Students receiving financial aid at Pasadena City College must be aware of their rights and responsibilities. All students must read, sign, and date this form before any funds can be released.

YOUR RESPONSIBILITIES:

YOU HAVE A RESPONSIBILITY TO (PLEASE CHECK):

- ☐ repay any federal aid disbursed to you, should you completely withdraw from PCC within the first 11 weeks (60%) of the term.
- ☐ complete the financial aid application accurately and adhere to all published deadlines.
- ☐ respond promptly and return all requested additional documentation, verification, corrections, or new information to the appropriate agency.
- ☐ report accurate financial and personal information to the Financial Aid Office.
- ☐ report to the Financial Aid Office any additional resources available to you.
- ☐ meet and maintain Satisfactory Academic Progress (SAP) standards set forth by the Financial Aid Office.
- ☐ enroll in a degree or certificate program, or take transferable courses leading to a Baccalaureate degree at a four-year college/university.
- ☐ repay PCC for any overpayment made to you through financial aid funds.
- ☐ repay student loan(s) borrowed promptly or to contact the College prior to the due date if loan payments cannot be made for any reason.

YOUR RIGHTS:

YOU HAVE THE RIGHT TO (PLEASE CHECK):

- ☐ receive information about Pasadena City College including: cost of attendance, refund policies, academic requirements and financial aid programs.
- ☐ receive information regarding how the Financial Aid Office determines whether you are maintaining Satisfactory Academic Progress (SAP) in order to maintain continued funding at PCC, and what happens if you are not.
- ☐ receive policies and procedures used by the Financial Aid Office to award/revise your financial aid package.
- ☐ petition to the Financial Aid Office any decision regarding your student aid eligibility and disqualification(s) of student financial aid due to a lack of satisfactory academic progress.
- ☐ request a re-evaluation of your financial aid eligibility based on reduced earnings or changes in family circumstances.

CERTIFICATION: I have read and understood the above requirements and the conditions for receiving financial aid at PCC.

Student's Signature: _____ Date: _____

RETURN TO: Pasadena City College, 1570 E. Colorado Blvd., Pasadena, CA 91106-2003