



Student's Rights and Responsibilities 2022-2023

Student ID: W00 _____

Social Security #: _____ - _____ - _____

First Name: _____ MI: _____ Last Name: _____

Date of Birth: _____ Cell Phone: _____

Email Address: _____

Students who have applied for financial assistance must **READ AND COMPLY** with the information included in this document to remain eligible for federal assistance. Financial assistance includes Federal Pell Grant, Federal Direct Loan (subsidized and unsubsidized), Plus Direct Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Scholarships and any institutional aid. **Please check your WSU Tech email frequently for important information.**

The U.S. Department of Education believes that the responsibility of a student's education lies first with the student and/or the parent. Therefore, financial assistance is meant to "assist" a student, not to cover 100% of student expenses while attending school.

STUDENT RESPONSIBILITIES (Please acknowledge you have read and understand by checking each item below)

It is the student's responsibility to:

1. If you have not done so, please complete the Free Application for Federal Student Aid (**FAFSA**) www.fafsa.gov. For assistance please contact the Financial Aid Office. Be certain to include WSU Tech's school code, 005498, on your FAFSA in order for the information to be forwarded to WSU Tech. **Please remember the FAFSA must be completed each academic year.** Once application is submitted the processing of your application is approximately five business days. When WSU Tech receives the results an email and/or letter will be sent to you requesting documents needed to process your application. Students receiving financial aid must:
 - a. Be U.S. Citizen or an eligible non-citizen
 - b. Be a high school graduate or received a GED
 - c. Be enrolled in minimum of six credit hours to receive Direct Loan
 - d. Maintain Satisfactory Academic Progress requirements
 - e. Be enrolled in an eligible program at WSU Tech.
2. Provide the Financial Aid Office with all supporting documents requested in a timely fashion in order for file to be reviewed. This process is usually completed within two weeks of receiving the last document. Please remember when files are reviewed additional documents may be requested. Also submitting requested documents multiple times will delay the process.
3. Registrar's Office must have an official final high school or GED transcript on file. You will need to request this document be **mailed** to the Registrar's Office, 4004 N Webb Rd., Wichita, KS 67226.
4. When awarding of aid is complete an email will be sent to you with instructions to view your award on your myWSUTech under the Financial Aid tab. You can accept all or a portion of offered aid. If this option is not acceptable for you, a paper award letter is on file in the financial aid office for your signature
5. If you accept student loans you will need to complete two Department of Education requirements at www.studentloans.gov. The loan counseling entrance and master promissory note are required in order for funds to be

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paid to the school on your behalf. Upon graduation or withdrawing from school you will need to complete an exit counseling at www.studentloans.gov. Please remember students must pay back all student loans. There is a six-month grace period from the date of graduation or withdrawal from school before repayment begins.

6. If you have not received an award letter by the start of classes you will need to set up payment plan with the Business Office.

7. If you have completed all financial aid requirements by the start of class and have sufficient financial aid to cover tuition and fees with additional aid you will be allowed to charge books at the Bookstore.

8. Financial aid funds will not disburse to WSU Tech until 30 days after the start of credit hour classes. In order for loans to be received for you by the school, you must be attending a minimum of six credit hours. For example, if classes start August 15th, then funds can be received no earlier than September 15th if six credit hours have begun. If you have a three credit hour that starts August 15th and a three credit hour class beginning October 15 the funds will then be disbursed to the school after the October class starts. Pell grant funds are also disbursed 30 days after credit hour class begins and based on number of hours attending at that time. Pell grant will be reduced if not attending full time (12 credit hours). **Funds are usually disbursed on Monday's and Wednesday's therefore; if funds are due on Tuesday, Thursday or Friday you will receive your disbursement the following Monday or Wednesday.**

9. When funds are disbursed to the Business Office for you, the Business Office will post the funds to your myWSUTech account. If funds provide more aid than your charges a refund will be processed by the Business Office within 14 days of receiving aid. The most efficient way of receiving the refund is for you to initiate the e-refund process. If you do not utilize the e-refund a paper check will be mailed to your current address and this does take the full 14 days.

10. Students **must read and comply** with the information in this document.

SATISFACTORY ACADEMIC PROGRESS

The U.S. Department of Education requires institutions of higher education to establish standards of satisfactory progress for students receiving federal aid. Students must have declared a program of study and be working toward the completion of their program in order to continue receiving aid. Failure to maintain satisfactory academic progress will result in the loss of federal (Pell) and state grants, scholarships, and loans. **Please see SAP Policy.**

***I understand that financial aid may only be used to pay for a class two times. The third attempt will not be covered by federal financial aid, which includes federal grants and student loans.**

RETURN OF TITLE IV (R2T4) POLICY

Students who have received any financial aid and are considering withdrawing from courses at WSU Tech should contact the Financial Aid office, 316.677.9400, to complete the required paperwork. **Please refer to Return of Title IV Funds Policy.**

ATTENDANCE REQUIREMENT

Regular attendance is essential for college success. The instructor determines, for each course, the attendance requirements which should be included in the course syllabus. Failure to comply with the course attendance requirements as stated in the syllabus may result in a lowered grade or involuntary withdrawal from the course.

STUDENT FINANCIAL ASSISTANCE PROGRAMS

The student's financial aid package begins with their cost of attendance. Cost of attendance includes tuition and fees, room and board, transportation, books and supplies, and miscellaneous allowance. The Expected Family Contribution (EFC) is subtracted from the cost of attendance, leaving the student's need based aid eligibility. **Please refer to Types of Financial Aid.**

By signing below, I certify that I understand and will comply with each item I have checked above.

Student signature _____ Date _____

WSU Tech
Financial Aid
4004 N. Webb Rd. Wichita, KS 67226
316-677-9400

Revised 8.9.2020

If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.