

Student Rights & Responsibilities

Oklahoma State University-Oklahoma City believes that no qualified student should be denied the right to pursue the post-secondary degree of his/her choice because of the lack of financial resources. The Office of Financial Aid and Scholarships operates to provide students of OSU-OKC a means of financing their educational goals. We are committed to total compliance with federal and state regulation, University policies and office procedures. Realizing that financial aid is a vital part of most students' education, we are dedicated to providing the highest level of service as it relates to information, timeliness, and accuracy.

OSU-Oklahoma City recognizes that students should understand that certain responsibilities are also a part of the application process. The following information describes the rights and responsibilities of students as they relate to the application and/or receipt of financial assistance programs and the Financial Aid Office.

A. Student Rights:

1. **Access to Consumer Information:** All students have the right to know what financial assistance programs are offered by OSU-Oklahoma City and the criteria used to determine eligibility. In addition, students have the right to the following information upon request:

- What need-based and non-need-based federal, state, local and private programs are available at OSU-Oklahoma City.
- For each program referred to in paragraph (a) of this section, the information must include the procedures and forms by which students apply, the eligibility requirements, the criteria for selecting recipients and the criteria for determining the amount of the student's award.
- The distribution of aid among students.
- The rights and responsibilities of the student receiving financial aid at OSU-Oklahoma City.
- The terms and conditions of any financial aid a student is receiving.
- How and when financial aid will be disbursed.
- The terms and conditions of any employment that is part of the financial aid award.
- The terms of, schedules for, and the necessity of loan repayment and required loan entrance and exit counseling, as well as access to student loan information published by the U.S. Department of Education.

- The criteria for determining whether or not a student is maintaining satisfactory academic progress and the procedure by which a student who has failed to meet satisfactory academic progress may re-establish eligibility for financial aid.
- The cost of attending OSU, including tuition and fees, books and supplies, room and board costs, typical commuting costs, and any additional costs associated with the program in which the student is enrolled.
- The policy regarding the return of Title IV Federal Student Aid funds when the student withdraws from OSU.
- The information relating to individual federal student and parent loan borrowers reported by OSU-Oklahoma City to the National Student Loan Data System (NSLDS) and which entitles will be authorized to access that information.
- Information to help students identify and prevent scholarship fraud.
- The Federal Student Financial Aid Penalties for Drug Law Violations.

2. **Access to the Financial Aid File:** The Financial Aid Office keeps all financial records collected in support of a student's application on file. This information is considered confidential since the documents can include copies of federal income tax returns of the student and/or parents.

Students have the right to review documentation in their files with the following exceptions:

Students who are dependent by federal definition are not permitted to review or request photocopies of their parent's financial records, i.e. federal income tax returns, social security statements, et al., without the written consent of their parent(s).

Students who are independent by federal definition are assured of not having their financial records, i.e. federal income tax returns, social security statements, et al. released to their parent(s) without their written consent.

Each student has the right to request, in writing, that financial information be released to governmental agencies, scholarship programs, etc.

The Financial Aid Office can, and in many cases must, release directly, upon request, financial information that is held in common by other agencies. For example, if a student applies for financial assistance through OSU-Oklahoma City and a state grant agency, it is legal for the agency and the Office to share and compare application data without the prior consent of the student or the parents where applicable.

3. **Access to a Financial Aid Counselor:** Each applicant has the right to speak with their financial aid counselor on a walk in or appointment basis, or by telephone.

4. **Financial Aid Appeals:** If a student does not meet the conditions of the academic progress policy and is determined to be ineligible, the student has the right to a written appeal. The appeal request is reviewed by members of the Appeal's Committee. Once a final decision is made, the Financial Aid Office will communicate the decision to the student by letter.

B. Student Responsibilities:

It is the responsibility of all student aid applicants to be responsive to requests made by the Financial Aid Office. Some of the responsibilities a student must assume to assure an efficient and timely reply to a request for financial assistance or information are:

1. **Compliance with Request for Information:** It is the responsibility of each student aid applicant to respond in a timely manner to all information requests. These requests could include: applicable federal income tax returns, documentation of independent status (independent applicants), and household size verification. Once a request for information is made, the processing does not continue until the information is received.

2. **Avoiding Submitting Fraudulent or Intentionally Misleading Information:** If upon review of a given student aid applicant's file, fraudulent or intentionally misleading information is found by the Office, the Financial Aid Office will take steps to contact the U.S. Inspector General's Office. The Inspector General's Office then determines if criminal investigation is warranted and follows up accordingly.

3. **Adherence to Application Priority Dates and Deadlines:** It is the responsibility of the student aid applicant to be aware of the application priority dates and deadlines specific to each aid program administered by OSU-Oklahoma City.

4. **Proper Use of Financial Assistance:** It is the student's responsibility to use all federal financial assistance received for educationally-related costs. Educationally-related costs include tuition, fees, room, board, books, supplies, transportation (this does not include car payments or the purchase of a car), and personal expenses (this does not include the accumulation or servicing of consumer debt). Students are encouraged to consult with the Financial Aid Office if they have questions regarding the use of federal student aid.

5. Responsibilities Specific to Student Borrowers: The majority of student aid recipients at OSU-Oklahoma City are funded by one or more federally insured and/or subsidized educational loan programs. It is the responsibility of all student borrowers to understand the payment provisions of the various loan programs as well as other requirements.

6. Student Behavior in the Office of Scholarships and Financial Aid: All students shall interact with Financial Aid Office personnel in a responsible, rational manner. Students who verbally abuse or physically threaten any office employee are either asked to leave the office by a supervisor or are removed from the office by the OSU-Oklahoma City Police. If called for, a complaint is filed with the Student Conduct Officer and disciplinary action may be taken.