



FINANCIAL AID OFFICE
PO BOX 277~SCOTTVILLE, MI 49454-0277
PHONE 231-843-5518~FAX 231-845-3944
finaid@westshore.edu

Financial Aid Recipients Rights and Responsibilities

Rights of Financial Aid Applicants

1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for the decisions.
4. You have the right to know how your financial need was determined and what resources were considered, such as parental contribution, other financial aid, your assets, etc., in the calculation of your financial need.
5. You have the right to know how much of your financial need, as determined by the education institution, has been met.
6. You have the right to request an explanation of the awards in your student financial aid award package.
7. You have the right to know the WSCC refund policy.
8. You have the right to know what portion of the financial aid you received must be repaid, the payback procedures, the length of time you have to repay, and when repayment begins.
9. You have the right to know how WSCC determines whether you are making Satisfactory Academic Progress and what happens if you do not.

Responsibilities of Financial Aid Applicants

1. You must complete all financial aid application forms accurately and submit them on time to the correct location.
2. You must provide correct information. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.
3. You must submit all documentation and information requested by the WSCC Financial Aid Office.
4. You are responsible for keeping copies of forms and reading and understanding all forms that you sign.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed if accepting a Work Study position.
7. You must meet Standards of Academic Progress to continue to receive financial aid.
8. You are responsible for reporting the type and amount of any assistance you have received from any source outside of sources already known to the WSCC Financial Aid Office.
9. You must attend your classes to be eligible for federal student financial aid.

For an explanation of any of the above rights and responsibilities, please contact the WSCC Financial Aid Office.