

# Student Rights & Responsibilities

As a current or prospective Pennsylvania Western University student, you have many rights and responsibilities. This list is not exhaustive but highlights some of the key rights and responsibilities relevant to current policies and procedures. Due to federal, state, and institutional regulations, information contained in this website is subject to change. For comprehensive information regarding all university forms, policies, procedures, and programs, please visit [PennWest.edu](http://PennWest.edu).

## Student's rights

- You have the right to privacy (FERPA). All records and information submitted with your application for financial aid are confidential and subject to legal requirements concerning disclosure of such information. PennWest's [Confidentiality of Student Records policy](#) and more information on FERPA and release of student information is available on the [Registrar office's website](#).
- You have the right to know your educational costs. This includes costs for tuition and fees, living expenses (housing and food), as well as the estimates for books, supplies, course materials and equipment, transportation, federal student loan fees, personal miscellaneous expenses, and required licensure or first credential fees used in determining your financial aid cost of attendance. See [PennWest Tuition & Aid](#) (select undergraduate or graduate, select campus, estimated cost of attendance is at the bottom).
- You have the right to know what financial aid programs are available to you, including all federal, state and university financial aid programs, including the procedures and forms necessary to apply, student eligibility requirements, selection criteria and for determining the amount of a student's award for these programs. Information on PennWest's aid programs are accessible via the University's [undergraduate](#) and [graduate](#) catalogs.
- If you have returned your application materials by the priority filing date, you will be considered for every requested financial aid program for which you may be eligible and for which there are available funds. Students who do not meet the priority filing date may not be considered for university-administered funds, including scholarships, institutional grants, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS), unless there are funds remaining.
- You have the right to certain student consumer information. Federal regulations require that institutions provide specific consumer information about the school and about financial aid to enrolled and prospective students. Visit the consumer information section of PennWest's website to view the required disclosures.
- You have the right to know how to apply for financial aid. Information on how to apply is accessible via the University's [undergraduate](#) and [graduate](#) catalogs.
- Official notification will be sent to you (also to parents for PLUS loans) no earlier than ten days before the start of each term when loan funds have been credited to your university account. You have the right to cancel all or part of your federal loan disbursement. Submit a written request to [financialaid@pennwest.edu](mailto:financialaid@pennwest.edu) within 14 days from the date you receive official notification that loan funds have been credited to your university account. For more information contact Financial Aid at [financialaid@pennwest.edu](mailto:financialaid@pennwest.edu).
- You have a right to know the academic standards you must maintain in order to have continued financial aid eligibility. This is commonly known as [Satisfactory Academic Progress](#).
- Financial aid and scholarship awards are based on 1) maintaining the required level of enrollment necessary for each program, 2) meeting [Satisfactory Academic Progress](#) and 3) the information you supplied on the Free Application for Federal Student Aid (FAFSA) and/or the ScholarshipManager application. Financial aid and scholarship awards are subject to revision if your information should change and/or you receive additional aid that exceeds your demonstrated [financial need](#) and/or [cost of attendance COA](#).
- Financial aid and scholarship awards are subject to change based on available funding.

## Student's responsibilities

- It is your responsibility to obtain and complete any necessary financial aid application forms and submit them in a timely manner. You must read and understand all forms you are asked to sign and keep a copy of each.
- It is your responsibility to provide complete and correct information. You (and your parent or spouse, where appropriate) must confirm the accuracy of the information you provide. Information found to be incorrect may serve as the basis for increase, decrease or cancellation of aid. Information found to be knowingly falsified may result in disciplinary action or referral to the U.S. Department of Education, Office of Inspector General.
- It is your responsibility to report any additional financial aid such as scholarships, grants and loans, graduate or undergraduate assistantships or fellowships, and other educational or tuition assistance to the Financial Aid Office.
- It is your responsibility to ensure all PennWest University charges are covered by financial aid or paid by the beginning of each semester or session. For more information visit [Billing \(pennwest.edu\)](http://pennwest.edu/Billing).
- It is your responsibility to begin attendance in all of the classes for which you receive financial aid. If you withdraw from or fail a class you did not begin or stopped attending, your federal financial aid may be reduced or canceled. Academic attendance includes physically attending class, submitting an academic assignment, taking an exam or participating in an online discussion that is part of a course delivery.
- It is your responsibility to meet the [Satisfactory Academic Progress policies](#) and standards of Pennsylvania Western in order to maintain financial aid eligibility. Contact [financialaid@pennwest.edu](mailto:financialaid@pennwest.edu) for more information.
- It is your responsibility to repay all loans according to your repayment schedule. You are not eligible for financial aid if you are in default on any federal loans for attendance at any institution. Federal loans include National Direct or National Defense Student Loan, Federal Perkins Loan, Health Professions Student Loan, Nursing Student Loan, Federal Stafford Loan, Federal Direct Stafford Loans, Federal Graduate PLUS Loan and Federal Parent PLUS Loan.
- It is your responsibility to complete and return all required promissory notes and acceptance forms.
- It is your responsibility to regularly check your PennWest email account and regularly check your financial aid status for any requirements you may need to complete, via the [my.pennwest.edu](http://my.pennwest.edu) student portal.