

## **Rights and Responsibilities of Hodges University Students**

The following list of Student Rights and Responsibilities clarifies the freedoms and responsibilities afforded to all students at Hodges University:

The **right** to have a copy of the institution's annual security report. This is posted right outside the Registrar's Office. Upon request to the Registrar's Office, students are entitled to a copy.

The **right** to have a copy of the institution's accreditation letter. You may receive a copy from the Office of Academic Affairs.

The **right** to know the institution's graduation and transfer out rate. You may receive a copy from the Registrar's Office.

The **right** to know your rights as a student under FERPA (Family Education Rights and Privacy Act). You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the specific facilities and services available to disabled students. This information can be obtained from the institution's ADA Coordinator.

The **right** to know the requirements for withdrawing from school. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the degree programs, training, and other education offered at Hodges University. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the instructional, laboratory, and other physical plant facilities associated with Hodges University. Contact the Registrar's Office for this information.

The **right** to know the criteria for measuring Satisfactory Academic Progress. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to obtain a list of faculty and instructional personnel. You can find this information in Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know how students apply for financial aid and how eligibility is determined. Contact the Office of Student Financial Aid for this information.

The **right** to know the types of need based and non-need based Financial Aid available to students. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know how the Office of Student Financial Aid distributes aid among students and how and when Financial Aid will be disbursed. Contact the Office of Student Financial Aid for this information.

The **right** to know the terms and conditions of any employment that is part of the Financial Aid Package. Contact the Office of Student Financial Aid for this information.

The **right** to know the terms of, the schedules for, and necessity of loan repayment and required exit counseling and the right to know the terms and conditions under which students receiving Federal Education Loans may obtain deferments. Contact the Office of Student Financial Aid for this information.

The **right** to choose your own lender. Contact the Office of Student Financial Aid about how to do this.

The **right** to know you may decline all or part of your Financial Aid Award and that this must be done in writing. Contact the Office of Student Financial Aid about how to do this.

The **right** to know that you have up to 30 days to decline your loan, and that any resulting balance owed must be paid in full immediately to the Office of Student Account Services. Contact the Office of Student Financial Aid about how to do this.

The **right** to know the costs of attending Hodges University and any additional costs of the program in which the student is enrolled. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

You have a **right** to know the requirements for the return of Federal Student Aid Program funds when a student withdraws from school and information about the refund policy. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to file a complaint with:

U.S. Department of Education  
FSA Ombudsman  
830 First Street, NE  
Fourth Floor  
Washington, DC 20202-5144

Commission for Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL. 32399-0400

You have a **responsibility** to complete all application forms accurately and submit them on time.

You have a **responsibility** to know how much you are being charged for tuition and fees and how much Financial Aid you are receiving.

You have a **responsibility** to submit all forms to the Office of Student Financial Aid required for verification.

You have the **responsibility** to know that early withdrawal may result in loss of Financial Aid eligibility.

You have the **responsibility** to report changes of name, address, and phone number to the Registrar's Office.