

Student Rights and Responsibilities

Students have the right to ask Central Alabama Community College:

- The name of its accrediting and licensing organizations;
- About its programs, its institutional laboratories and other physical facilities, and its faculty;
- About the cost of attending and its policy on refunds to students who withdraw;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- What are the procedures and deadlines for submitting applications for each financial aid program;
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- What criteria are used to select financial aid recipients;
- How financial need is determined;
- How and when students on financial aid will receive a disbursement;
- How the school determines whether a student is making satisfactory progress and what happens if the student is not; and
- What special facilities and services are available to persons with disabilities.

It is the student's responsibility to:

- review all information about the College programs before enrolling;
- pay special attention to the Free Application for Federal Student Financial Aid (FAFSA), complete it accurately, and submit it timely to the proper office;
- know and comply with all deadlines for applying and reapplying for financial aid;
- provide all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office or the agency to which application was made;
- read, understand, and keep copies of all forms the student is asked to sign;
- repay any student loan obligations and/or request deferment information from the lending agency;

- notify the Office of Enrollment Services of any change in the student's name, address, program of study, or attendance status;
- understand the refund policy;
- call the Financial Aid Office and request that the SAR be pulled down electronically or bring in his/her copy; notify the Financial Aid Office of a change of program and request a transfer evaluation.

NOTE: Specific information about eligibility and current procedures for applying for financial aid can be obtained from the Financial Aid Offices at the Alexander City campus, the Childersburg campus or the Talladega Center and the Millbrook CACC office.