

## **RIGHTS AND RESPONSIBILITIES OF NEED-BASED FINANCIAL AID RECIPIENTS**

1. You must make satisfactory academic progress. For award purposes and determination of normal academic progress, need-based financial aid status (full-time, three-quarter-time, half-time, or less than half-time) will be based on the number of credit hours in which you are enrolled and applicable to your degree requirements on the first day of classes for the academic term.
2. Need-based Financial Aid Award status is based only on credit hours for which you are enrolled at Central Wyoming College. The only exception is when an approved Consortium Agreement between CWC and another post-secondary institution in which you are concurrently enrolled has been submitted to the Financial Aid Office.
3. You must be enrolled in a degree, diploma or certificate program and have a declared major to receive this aid.
4. In the event of an overpayment, regardless of cause, you must repay the funds.
5. Federally provided student financial aid from the Pell, ACG, SEOG, LEAP, Subsidized and Unsubsidized Direct Loan programs is disbursed to students in two equal increments during the fall and spring semesters one month into each semester. Federal student aid awarded for the summer session is disbursed in full on the seventh week for enrollment over a 10 week-term or in the third week for enrollment over a five-week term. Federal work-study monies are disbursed as they are earned on the last working day of each month. All first-time borrowers at CWC are required to attend a financial literacy workshop prior to receipt of funds.

Charges incurred by students for tuition, fees, on-campus room and board, books, supplies, and emergency student loans are deducted from financial aid awards prior to the release of excess funds to students.

6. Recalculation of financial aid eligibility will be made only in cases where a significant change of circumstances has been documented. Students must provide a written request for recalculation explaining the extenuating circumstances with an estimation of expected income for the current academic year.
7. Adjustments to the total cost of attendance (tuition/fees, room/board, books/supplies, transportation, personal expenses) may be requested for additional expenses related to childcare, medical, disability, or program of study. The student must provide a request in writing, identifying and itemizing the appropriate expenses for the current academic year.
8. All Title IV federal aid offered is contingent upon institutional receipt of funds from the appropriate agencies and the laws and regulations which govern these programs and, is thus, subject to change.
9. Central Wyoming College is required to follow federal, state, and institutional regulations in the awarding of financial aid. Therefore, any changes in determination of need-based eligibility or aid amounts will be made in compliance with those regulations.
10. Students who officially withdraw or cease to attend classes at CWC may be entitled to a refund of charges **or** may be required to repay a portion of the federal aid they received. Please see the current academic year CWC catalog for the Return of Title IV Funds Policy.
11. Students must use any funds received under the Federal Pell Grant, ACG Grant, Leveraging Educational Assistance Partnership, Federal Supplemental Educational Opportunity Grant, Federal Work Study, or Federal Direct Student Loan Programs for expenses connected with attendance at Central Wyoming College. They must not owe a repayment on a Federal Pell Grant, ACG Grant, Leveraging Educational Assistance Partnership or Federal Supplemental Educational Opportunity Grant previously received for study. They must not be in default on a Federal Perkins Student Loan or any Federal Stafford/Direct Student Loan.