

**OKLAHOMA CITY COMMUNITY COLLEGE  
FINANCIAL AID OFFICE FACT SHEET  
FEDERAL TITLE IV FINANCIAL AID RECIPIENTS  
RIGHTS AND RESPONSIBILITIES**

Students who are completing a Free Application for Federal Student Aid (FASFA) to receive Federal Title IV student financial assistance have certain responsibilities. If you meet responsibilities and receive Federal Title IV assistance, you also have certain rights. The following statements will clarify these various rights and responsibilities. Visit the Financial Aid webpage to review Fact Sheets and Frequently Asked Questions which clarify many of the topics listed below, go to <http://www.occc.edu/FinancialAid/>

<b>Your Responsibilities</b>	<b>Right to Know</b>
<ul style="list-style-type: none"> <li>• File an accurate FASFA</li> <li>• Comply with requests for documentation from the Financial Aid Office.</li> <li>• Report additional financial resources you receive from sources other than the Financial Aid Office to help avoid overawards of federal funds.</li> <li>• Begin attendance in all your courses you enroll for and for which you remain through the add/drop period for each entry to avoid being overpaid.</li> <li>• Officially withdraw from courses rather than stop attending.</li> <li>• Maintain Financial Aid Satisfactory Academic Progress in order to continue to receive Federal Title IV financial assistance funds.</li> <li>• Apply each year you plan to receive Federal Title IV student financial assistance.</li> <li>• Repay federal funds you may have received in excess of your eligibility.</li> <li>• Not go into default on a Federal Student loan.</li> <li>• You must be seeking a degree or an eligible certificate program from OCCC in order to receive Federal Title IV student financial assistance.</li> <li>• Abide by College policies regarding drug and alcohol use.</li> <li>• Abide by College policies regarding unauthorized distribution of copyrighted material and peer-to-peer file sharing.</li> <li>• Checking your college assigned email address to ensure you receive information relevant to many aspects of your college experience. The Financial Aid Office uses student email as the main source of communication.</li> </ul>	<ul style="list-style-type: none"> <li>• The requirements to complete the Verification process if your FASFA data was selected for verification. See Verification Fact Sheet.</li> <li>• Costs of attending OCCC. See College Catalog, Schedule Book, and Financial Aid webpage.</li> <li>• About the awards you have been offered and how to access your award offer letter online.</li> <li>• The schedule of disbursement for major programs and when you may expect your funds disbursed. See Disbursement Schedule online and hard copy.</li> <li>• About notifications when your student loan funds have been disbursed and steps you must take to cancel the disbursement and have your loan funds returned to the Direct Loan Program.</li> <li>• The procedures to follow if you accept an offer of Work Study and are seeking a position on or off campus, how you will be paid, completing timesheets. See Fact Sheet: Federal Work Study</li> <li>• Satisfactory Academic Progress criteria for recipients of Federal Title IV student assistance are required to meet per Federal regulations and your right to appeal for a review of your circumstances if you do not meet criteria. See Fact Sheet: Satisfactory Academic Progress.</li> <li>• Steps involved to withdraw from your courses and requirements of financial aid to calculate a return of Federal Title IV funds if you fail to begin attendance in a course or courses, totally withdraw from all your courses, or failure to successfully complete your courses in a semester. See Fact Sheet: Return of Title IV Funds</li> <li>• You may request the Financial Aid Office review changes in your family circumstances impacting your ability to pay for college due to these special circumstances. See Fact Sheet: Special Consideration</li> <li>• You may request the Financial Aid Office review your circumstances to determine if you may be able to file as an independent student rather than a dependent student: See Frequently Ask Questions on Webpage</li> <li>• General information about the College, academic programs, your privacy rights, graduation rates, and numerous other general consumer information topics. See Disclosure of Information link on the Financial Aid Webpage.</li> <li>• The opportunity to take credit hours applicable to your Degree/Certificate under a Consortium Agreement at another school(s) and have those credits count toward your enrollment level at the home school where you are seeking the Degree/Certificate.</li> </ul>