

Student Rights and Responsibilities

Current law requires each eligible institution participating in Title IV financial aid programs to provide student financial assistance and other institutional information. Following is information available from the Student Financial Aid Office and other offices on campus.

You have the right:

- To know all the federal, state, institutional and private student financial assistance programs available, including both need-based and non need-based programs.
- To know the procedures, forms, deadlines and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.
- To know the cost of attending the University, how those costs are determined and how your student budget is developed.
- To know what resources we have considered in calculating your financial need, how the Expected Family Contribution (EFC) was determined and how much of your financial need has been met.
- To know the standards required for maintaining satisfactory academic progress for financial aid eligibility.
- To know how and when disbursement of financial aid is made, the University's refund policy for costs paid to the University and any refund due to Title IV student assistance programs.
- To know the terms and conditions of any loans, employment, scholarships or grant aid you receive.
- To know the policies and procedures used to maintain confidentiality of financial aid records. Only those individuals who directly handle the application have a right to know or access the information. Prairie View A&M University complies with the Family Educational Rights and Privacy Act of 1974.
- To know who to contact and how to contact the financial aid personnel regarding information on student financial assistance.
- To know the academic programs of the University, the facilities available and the faculty and instructional personnel.

- To know the names of bodies which accredit, approve or license the institution and its programs, and how their documents may be reviewed.
- To know the completion or graduation rate of students.
- To know statistics on the receipt of athletic-related student aid.
- To know campus security policies and crime statistics.
- To know what facilities and services are available to students with disabilities.

It is your responsibility:

- To read and consider all information about the University before you enroll.
- To complete all University applications forms thoroughly and accurately, and submit them to the appropriate office(s) by required deadlines.
- To accurately and honestly complete your Free Application for Federal Student Aid (FAFSA). Errors can result in delays. False or misleading information is a criminal offense and is subject to a \$10,000 fine, imprisonment or both.
- To use any federal, state-appropriated or institutional financial aid received during the award year solely for expenses related to attendance at Prairie View A&M University.
- To comply with Quality Assurance Program requirements (if you are selected as a participant), provide verification or additional information as requested by the University, and submit corrections or new information, as appropriate.
- To read, understand and accept responsibility for all forms or agreements you sign. We recommend you keep copies of your records.
- To report to the Financial Aid Office if you are in default on a student loan, or if you owe a refund or repayment on any educational grant received from any school.
- To notify your student loan lender of changes in your name, address and school status.
- To perform the work agreed upon when you accept a Federal Work-Study award.
- To know and to comply with the following University policies and procedures as they relate to financial aid: withdrawal, refund/repayment, satisfactory academic progress, debt management and enrollment status for aid disbursement.
- To keep your address and phone number current with the Office of Admissions and Records and the Office of Student Financial Aid.

Grade	Description
U	Unsatisfactory
I	Incomplete
W	Withdrawal from a course
WV	Withdrawal from the University Voluntarily
MW	Military Withdrawal

If a grade other than U, I, W, WV, and MW is received, courses that have been repeated will be counted for each enrollment as hours attempted, as well as, hours completed.

REMEDIAL COURSEWORK

If acceptance to a program has been confirmed, and the remedial coursework is necessary to complete the program, students may receive financial assistance for remedial coursework. Students cannot receive financial assistance for remedial coursework if their acceptance to a program is based on the completion of the remedial work.

Maximum Time Frame

Federal regulations specify that the maximum time frame during which a student is expected to finish an undergraduate program and receive Title IV funds may not exceed 150 percent of the published length of the program. Thus, an undergraduate is allowed a maximum of 180 credit hours to complete degree requirements. Unless the student can provide documentation of a graduation date of two semesters or less at the time of the appeal, federal financial assistance for undergraduate work will not be extended beyond this time frame.

Transfer students who are considered in good academic standing from the previous schools attended will be eligible for federal Title IV funds. Transfer credits will also be included in the maximum time frame.

Graduate students will be ineligible for aid if they do not meet their degree objectives after carrying the maximum number of credit hours listed below (whether or not they have received aid for all terms):

8. Students who receive financial aid and withdraw multiple times will be placed on financial aid suspension.

RETURN TO TITLE IV POLICY (R2T4)

Repayment of Unearned Federal Financial Aid

If you withdraw from school prior to completing over 60% of a term, you may be required to repay a portion of the federal financial aid that you received for that term. A pro rata schedule is used to determine the amount of federal student aid funds you will have earned at the time of withdrawal. Federal aid includes Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

We recommend that you try to complete one class, if possible, to avoid any financial hardship imposed by this regulation. However, if you have to withdraw, it is important that you understand your financial obligations.

How much will I have to repay when I withdraw from school?

The amount of repayment depends upon the number of days that you attend school in the term, the type of financial aid that you received, and whether or not Prairie View A&M University (PVAMU) refunds your tuition and fees. The portion of the term that you do not attend represents the portion of aid that is determined to be *unearned*. If you are receiving loans only and PVAMU refunds the full amount of your tuition and fees, you will only be required to repay your loans in accordance with the regular repayment schedule. All other students who withdraw prior to completing over 60% of a term must repay a portion of their federal financial aid.

When will I have earned 100% of my federal financial aid?

If you initiate withdrawal procedures after completing over 60% of the enrollment term, you will have earned 100% of your federal financial aid for that term and no repayment is required. The following examples refer to students who are enrolled in at least one course that meets the full length of the standard term. For 2009-2010, you will have earned 100% of your federal aid if you withdraw on or after: July 11, 2009 for Summer 2009; November 1, 2009 for Fall 2009; April 1, 2010 for Spring 2010. If you are only enrolled in courses that are shorter than the full length of the standard term, the date that you have earned 100% of your federal aid will vary.

When does the PVAMU Treasury Services Office refund tuition and fees?

If you withdraw from PVAMU prior to the drop/add deadline for a term, then a full tuition refund will automatically be processed for you. Contact the University Cashiers at 936-261-5200.

How is the amount of the federal aid repayment calculated?

- 1) Earned federal financial aid is prorated according to the percentage of the semester completed. The amount of *unearned federal aid* is the total amount of federal aid less the portion of earned federal aid.
- 2) The amount of *unearned federal aid* is divided into the following two categories:
 - A. ***Unearned Federal Aid Attributed to School Charges:*** (Regardless of the order and method in which tuition and fees are paid, unearned federal aid is attributed to school charges first, then to non-school expenses.)
 - PVAMU is required to return all unearned federal aid attributed to school charges. This means that a portion of your tuition and fees is no longer covered by financial aid, and you are liable for paying the balance of your school charges.
 - All unearned federal aid attributed to school charges is subject to immediate repayment by you unless you are eligible for a tuition and fee refund.
 - B. ***Unearned Federal Aid Attributed to Non-School Expenses:***
 - For unearned aid allocated to the federal loan programs that is attributed to non-school expenses, you are not required to make immediate repayment. The regulation allows repayment to be made in accordance with the regular repayment schedule of the loan.
 - Federal grant repayment is limited to 50% of the initial unearned aid allocation.