

## **NTS Student Rights and Responsibilities**

While receiving financial aid from NTS, you have the right to:

1. Information regarding the procedures to apply for aid, types of aid, how financial need is determined, and criteria for awarding aid;
2. Know that awards are determined each year based on eligibility and available funding, are awarded programmatically using the same criteria, thus assuring fair and consistent awarding practices;
3. Know that aid is applied uniformly and equitably to all financial aid applicants by means of a systematic process, and that awards are offered in compliance with federal guidelines;
4. Understand that financial aid is based on need calculated from the information that is provided on the Free Application for Federal Student Aid (FAFSA) and an estimated Cost of Attendance (COA) that includes full-time enrollment and housing status;
5. Appeal decisions made by the Office of Student Financial Assistance;
6. Know that all students' records are confidential and will not be released without your written consent other than what may be allowed by law under FERPA regulations.

While receiving financial aid from NTS, you have the responsibility to:

1. Notify the Office of Student Financial Assistance of any awards (scholarships, waivers, etc.) not already listed on the student's billing statement (which can be viewed through the student portal), as well as any changes to enrollment status as changes could impact financial aid awards. Note: Total awards from all sources cannot exceed financial need and/or the Cost of Attendance. We reserve the right to adjust awards due to over-award or over budget in accordance to federal regulation;
2. Know that only courses toward your degree requirements count for financial aid purposes;
3. Review and understand all information and instructions, meet deadlines, and provide requested information and/or documentation accurately, and on time. Errors and omissions can cause delays and may prevent you from receiving assistance;
4. Understand that not attending and/or not completing classes may impact financial aid;
5. Monitor the student portal for individual requirements and/or contact the Financial Aid Office; track announcements through the NTS website, the NTS announcer, moodle, and/or social media and checking it regularly;
6. Maintain Satisfactory Academic Progress (SAP) and meet all other criteria for federal, state, institutional and/or private funding received;
7. Officially drop classes by the Drop/Add deadline to avoid an obligation to pay tuition charges owed to NTS;
8. Understand that misrepresentation is a violation of the law.