



**2017-2018 Financial Aid  
Student Rights and Responsibilities &  
Credit Balance Authorization Form**

Name: \_\_\_\_\_

Student School ID#: \_\_\_\_\_

**Directions: Check each box to confirm you understand each of the following statements:**

*As a student receiving financial aid at Joliet Junior College you have the right to:*

- Know that information you give to the Office of Financial Aid will be treated confidentially as mandated by the Family Educational Rights and Privacy Act (FERPA).
- Know what financial assistance is available, including all federal, state, and institutional aid programs.
- Know the procedures and deadlines for submitting applications for each financial aid program.
- Know how your financial aid awards were calculated, the criteria to receive each award, and how the funds will be distributed or disbursed.
- Accept or decline any of your financial aid award(s).
- Know the terms of any employment program you participate in and the know conditions of any loan you accept.
- Submit a Special Circumstances Application, requesting reconsideration of your financial aid eligibility if you or your family's circumstances change.
- Know JJC's refund policy and the federal Return to Title IV policy.

*As a student receiving financial aid at Joliet Junior College it is your responsibility to:*

- Refer to the [JJC Financial Aid Handbook](#) additional information regarding regulations governing federal and state aid programs and policy and procedures of JJC's Office of Financial Aid.
- Provide correct information at all times. Reporting false information is a violation of the law and may be considered a criminal offense.
- Submit documentation requested by the Office of Financial Aid in a timely manner.
- Read, understand, and keep copies of all forms you sign or submit.
- Request personal assistance if you have questions or do not understand the information provided to you.
- Check your JJC student email, eResources, and JJC's Financial Aid webpage regularly.
- Know and comply with the rules governing your financial aid awards.
- Attend classes and complete the requirements for each course in which you enroll.
- Maintain Satisfactory Academic Progress.
- Comply with JJC's refund policy and Federal Return to Title IV Aid policy, should you withdraw from the JJC (either officially or unofficially).
- Comply with the provisions of any promissory note and all other agreements you sign.
- Repay any over award of financial aid.

**IV Fund Disbursement Authorization Statement**

- I certify that Joliet Junior College has my current address so that aid disbursements can be delivered to me.
- I am aware that any aid that cannot be delivered to me is returned to the Department of Education.
- If I am convicted for the possession or sale of illegal drugs that occurred while receiving Title IV financial aid (federal or state), I may be ineligible for current and future financial aid.



Name: \_\_\_\_\_

Student School ID#: \_\_\_\_\_

Title IV (financial aid) funds are to be used to pay for authorized charges in the form of tuition and authorized fees, which include: technology fees, student service fee, capital assessment fees, course fees, and other specialized departmental fees associated directly with taking a course. Non-institutional fees are, but are not limited to, library fines and returned check fees.

Regulations governing how Title IV funds are processed allow for students to voluntarily authorize Joliet Junior College to handle Title IV credit balances (refunds) in different ways.

To exercise one of more of these authorizations check all that apply.

**Cancel**

**Authorize    Authorization    Credit Balance Authorization**



I authorize JJC to apply any Title IV funds to any non-institutional charges on my student account. Such charges may include but are not limited to library fines and returned check fees.



I authorize JJC to apply any Title IV excess funds toward prior year charges for tuition and fees as allowed by federal regulations, which is up to a maximum of \$200.

**I understand that this a voluntary authorization, and that I may revoke this authorization by submitting a subsequent form canceling this authorization.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Main Campus**  
 Financial Aid/Veterans Office  
 1215 Houbolt Road  
 Joliet, Illinois 60431

**Romeoville Campus**  
 Financial Aid/Veterans Office  
 1125 West Romeo Road  
 Romeoville, IL 60446