

Your responsibilities

- Read all materials sent to you from the Office of Student Financial Services, The University, and your Lender/Service. Read, understand, and keep copies of all forms you sign.
- Complete and submit application materials to the appropriate agencies within required or recommended time frames.
- Know and comply with the rules governing the aid you receive. These rules include but are not limited to: one, you must not be in default on any prior educational loan and two, you must not owe a refund on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant (FSEOG) due to repayment or adjustment.
- Provide documentation, federal tax return transcripts, W-2s, and any additional information requested by our office.
- Comply with the provisions of any promissory note and all other agreements you sign.
- Use student financial aid solely for direct educational costs and related living expenses.
- Know the financial aid implications of dropping a course or withdrawing. This information is found in the catalog or by contacting the Student Financial Services office at 405-692-3204.
- Maintain satisfactory academic progress.
- Keep your local and permanent addresses current with the Office of the University Registrar and Student Financial Services.
- Report private sources of student financial aid to the Office of Student Loans and Scholarships at the address below. Please submit a copy of your outside scholarship award letter to:
Student Financial Services
3500 S.W. 119th Street
Oklahoma City, OK 73170

Your rights

- Know the correct procedures for applying for student financial aid, your cost of attendance, and the types of aid available.

- Know how financial need is determined, what the criteria are for awarding aid, how academic progress is determined, and what you have to do to continue receiving aid.
- Understand the type and amount of assistance you will receive, how much of your need has been met, and how and when you will receive your aid funds.
- View the contents of your student financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the conditions of any loan you accept.
- Know the terms, conditions, and pay rate for any student job you accept.
- Appeal any decision with our office in regard to your application.