

 <p style="text-align: center;"><b>POLICY &amp; PROCEDURES MANUAL</b> <b>WAYLAND BAPTIST UNIVERSITY</b></p>	<p><b>Classification Number: 8.1.4</b> <b>Revised: August 14, 2017</b></p>
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**SUBJECT:    STUDENT RIGHTS AND RESPONSIBILITIES**

Federal guidelines require that all universities provide information to students concerning the institution's programs and performance. The student has the right to be aware of those policies which govern the institution's programs and to examine his or her institutional record. It is the responsibility of the student to understand and comply with university regulations as presented in the academic catalog and student handbook.

**Student Records** - The university has established procedures enabling the student to have access to his or her record and has provided for interpretation and challenge. This procedure is detailed in [policy 8.1.1, \(The Family Educational Rights and Privacy Act\)](#).

**Financial Aid** - Regarding scholarships, the student has the right to know:

1. the financial aid programs available at Wayland,
2. the deadline for submitting applications for each of the programs,
3. how financial aid is distributed, how decisions on distributions are made, and the basis for these decisions,
4. how a financial aid award was determined (Costs for tuition, fees, room, board, travel, books, supplies, personal and miscellaneous expenses are considered in the student's educational expense budget. For students enrolled in virtual campus courses, the travel expense is omitted from the cost of attendance calculation.),
5. which resources (their current assets, parental contribution, other financial aid, etc.) were considered in the financial need calculation,
6. how much of the financial need, as determined by the Department of Education, has been met,
7. the details of the various programs in a financial aid package,
8. Wayland's refund policy if enrollment ceases before a term ends,
9. what portion of the financial aid received must be repaid, and what portion is grant aid. If the aid is a loan, the student has the right to know the interest rate, the total amount that must be repaid, and when the repayment is to begin, and
10. how Wayland determines satisfactory academic progress and the financial aid penalties for unsatisfactory progress.

Student responsibilities upon acceptance of financial aid packages are found in the student financial aid section of the academic catalog

Contact for Interpretation: Vice President of Enrollment Management

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This policy statement supersedes all previous policy statements on this subject.

Revisions: