



# Student Financial Aid Rights and Responsibilities

## Information regarding financial aid rights and responsibilities

Information regarding financial aid procedures, eligibility, and available funds can be found at St. Luke's College's homepage [www.stlukescollege.edu](http://www.stlukescollege.edu). You may also contact the financial aid office

St. Luke's College  
Financial Aid Office  
2800 Pierce St, Suite 410  
Sioux City, Iowa 51104  
Email [danelle.johannsen@stlukescollege.edu](mailto:danelle.johannsen@stlukescollege.edu)  
800-352-4660 ext 3377  
712-279-3377

### **STUDENT RESPONSIBILITIES REGARDING FINANCIAL AID**

It is the responsibility of the student to apply for financial aid by completing the Free Application of Federal Student Aid (FAFSA) each year.

When requested to do so, the student must provide information, documentation, forms and signed award letters in a timely manner. Failure to follow through with such requests will result in the delay of the financial aid process.

Students requesting a revision or re-evaluation of their analysis of need are required to submit a signed, written statement explaining reasons for the request and provide supporting documentation. This information will be reviewed only when available in writing.

Awards are based on full time enrollment the full academic year. Adjustments will be made for less than full-time attendance or changes in student eligibility.

All financial aid from off-campus sources must be reported to the Financial Aid Office. Failure to do so can result in loss of other aid.

In order to be eligible to receive financial aid, a student must maintain satisfactory academic progress as identified by established College policy.

If a Federal Direct Stafford Loan is awarded, the student must determine if the loan is needed. The amount to borrow cannot exceed the maximum amount listed on the award letter. If the student does wish to borrow the Stafford Loan, a loan request form must be completed. This loan request form can be obtained through the financial aid office. Failure to apply for a Stafford Loan does not result in an increase in grant awards.

If a Nursing Student Loan (NSL) is awarded, the student must determine if the loan is needed. The amount to borrow cannot exceed the maximum amount listed on the award letter. If the student does wish to borrow through the NSL program, a promissory note must be completed. This promissory note can be obtained through the Fiscal office. Failure to apply for a Nursing Student Loan will not result in an increase in grant awards.

The student will complete all necessary loan counseling prior to receiving funds and/or graduating.

Throughout the year, organizations offer scholarships of varying amounts to the students of St. Luke's College. It is the student's responsibility to complete applications by the deadline. A College committee evaluates and selects eligible students for St. Luke's College scholarships according to specific criteria.

Students are responsible to report all scholarships and grant funds, which are in excess of amounts used for payment of tuition, fees, books, supplies, and equipment, as taxable income for U.S. income tax purposes.

Graduation requirements include meeting all financial obligations to the College. All grades and transcripts will be withheld and the student record sealed until the student's account is paid in full.