Highland Community College
Financial Aid Disbursement Policy
2015-2016

Students at Highland Community College have the opportunity to apply for financial aid from the following federal programs: Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Stafford Loans and Parent PLUS Loans. Any student with a current federal loan default will not be awarded federal student aid. This disbursement policy is for those students who have completed their financial aid file, all direct loan paperwork and award letter by July 1, 2015 for fall semester and Dec. 1, 2015 for the spring semester. All other students will be disbursed at a later date. The money from these programs will be disbursed to accounts in the following manner.

<table>
<thead>
<tr>
<th>Federal Direct Loans &amp; Pell Grant</th>
<th>Fall 2015 Disbursement Date</th>
<th>Fall 2015 Excess Aid Mailed By</th>
<th>Spring 2016 Disbursement Date</th>
<th>Spring 2016 Excess Aid Mailed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Loan Borrowers and Pell recipients enrolled in at least 6 credit hours starting in August</td>
<td>Sept. 1, 2015</td>
<td>Sept. 11, 2015</td>
<td>Feb. 2, 2016</td>
<td>Feb. 12, 2016</td>
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</tbody>
</table>

** Any late start enrollment hours that are not started or dropped will affect financial aid eligibility and may result in funding owed back to the college and/or the Department of Education. **

Students who have ONLY 2nd 8 Week enrollment or less than 6 hours that begin in August/January | Nov. 10, 2015 | Nov. 20, 2015 | Apr. 7, 2016 | Apr. 15, 2016 |

Federal Pell Grant & SEOG: If a student’s financial aid file is complete by July 1, 2015, HCC will credit the student’s account with the Pell Grant, SEOG, and/or institutional scholarship on or before the dates above. If the money from these sources of financial aid exceeds the student’s semester charges, a check will be mailed to the student after the date noted below.

Federal Direct Stafford Loans: HCC will credit a student’s account with their Direct Stafford Student Loan after the student has completed all necessary loan documentation. All students must complete the Direct Loan Master Promissory Note (and new student loan borrowers must also complete) the entrance counseling at www.studentloans.gov. Stafford Loans that are completed within the 30 day waiting period or by the scheduled dates listed above will be credited to your account. Any excess funds will be mailed to the students after the scheduled dates.

Work Study: Students must complete an HCC Hiring Card (this form consists of a W-4 Form from the IRS and an I-9 Form) before beginning work. Students earning money through the Federal Work Study Program will be paid provided the financial aid office has received a correctly completed, signed time sheet by the first working day after the 12th of each month. Payroll dates are: September 25, October 23, November 20, December 11, January 25, February 25, March 25, April 25, and May 6.

Scholarships and Outside Agencies: Institutional scholarship amounts vary. If a student is awarded a books and tuition scholarship, it will cover the books and tuition charged to the student as of August 17, 2015 for the fall semester and January 12, 2016 for the spring semester. HCC may receive checks (scholarships, grants, etc.) from outside agencies for students which will be credited to the student’s account. Any excess funds will be released to the student at a later date.