

# IMPORTANT INFORMATION

## College Success Classes

College Success classes are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admission, registration, enrollment, and program planning.

Students are encouraged to take the course in their first year at HCC. Students transferring more than thirty (30) hours into HCC or who have already taken a similar course are waived from this requirement. Sixty (60) credit hours or more will still be required based on the Associate degree the student pursues.

## Current Tuition and Fees

The HCC tuition and fees are in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees. These are subject to change at any time by the Board of Trustees. To determine the amount due from semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester's balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard, Visa, Discover). For the most current tuition and fees, please refer to the College website at [highlandcc.edu/pages/tuition-costs](http://highlandcc.edu/pages/tuition-costs).

## Payment Plans

Highland Community College offers payment plans as yet another way to make college more affordable. This payment plan is administered by Nelnet Business Solutions. Students taking a HCC course may finance a portion of their tuition, fees, and main campus Room/Board via one of the payment plans. There is a \$25 non-refundable fee and 10% of your balance due immediately to establish a payment plan for each semester.

Students may set up a payment plan in their name, or they may authorize a parent, guardian or another individual to set up a payment plan on their behalf. To set up a payment plan or for more information visit the website at [highlandcc.edu/pages/payment-plans](http://highlandcc.edu/pages/payment-plans).

## Third Party Payments

Students receiving financial assistance from an employer or other 3rd party must notify HCC and provide documentation of this agreement. The required documentation for 3rd party students is a letter stating the student name, SSN, and classes approved for or the amount of the agreement, along with the 3rd party contact person and address for billing. This should be printed on letterhead and signed by the 3rd party. It is the responsibility of the student to submit this documentation prior to the start of classes. The College will bill the vendor. If the vendor does not pay the account in full, the student is responsible for any balance remaining.

## Billing

By logging into MyHCC, students can view their statements online indicating amount due.

## Collections

Accounts with outstanding balances and no payment arrangements with the Business Office could be sent to a collection agency.

## Refunds and Withdrawals

1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as three hours of class time in a 3 hour class; five hours of class time in a 5 hour class; and one hour of class time in a 1 credit hour class.)
3. 50% refunds are given on student-initiated withdrawals within two weeks of the class beginning. (Two weeks is defined as six hours of class time in a 3 credit hour class; 10 hours of class time in a 5 credit hour class; and two hours of class time in a 1 credit hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (Three weeks is defined as attending seven hours in a 3 credit hour class; 11 hours in a 5 credit hour class; and three hours in a 1 credit hour class.)

Campus students should contact their Advisor, regional students must contact the Regional Center Director, and online students must send an email to [hcconline@highlandcc.edu](mailto:hcconline@highlandcc.edu) to process withdrawals. For students who receive financial aid, refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the 'Return of Title IV Funds' formula issued by the U.S. Department of Education.

## Housing and Food Service

On-campus apartment-style housing is available at Highland Community College on a first-come basis. A completed contract and deposit will hold a housing space as received. Summer on-campus housing is also available for students enrolled in the Highland Summer Blitz session. Contact the Residential Life Office for details at 785-442-6071.

The deposit is a refundable damage deposit. Students must complete a required check out procedure with the College staff to confirm status of the room and contents. Pending the results of the check out procedure and other debts to the College, a refund will be sent within forty-five (45) days of the end of the academic year. The contract also includes paid utilities and Internet access.

The Cafeteria, serving breakfast, lunch, and dinner, is located in the Student Union on the Highland campus. All dining hall costs for students living on campus are included in housing rates. Commuter students and guests can purchase meals at these rates.

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## **HCC Financial Aid**

Each year, financial aid from various sources is available to eligible students. The College administers a variety of federal, state, and local programs, as well as providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The HCC Financial Aid Office staff are eager to answer students' questions and provide assistance to students in determining their eligibility for available funds. A major source of funding for educational programs is obtained through federal and state governmental agencies. There are many regulations, forms to complete, and deadlines to meet. The Financial Aid staff will only ask for documents necessary to determine eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Educational Rights and Privacy Act of 1974.

### **The Financial Aid Application Process**

Follow these guidelines to make the application process easier:

1. Apply early! Gather the requested documents and submit an application well before the published deadlines so there is time to resolve any problems.
2. Students and their parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters, or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application. Ask for help if necessary.
4. Make certain the student's mailing address is reported accurately, and report any change of address.
5. Don't leave items blank. If the answer is zero, enter zero (0).
6. When mail is received from the College, the Department of Education, the State Scholarship Commission, or other similar agencies, open immediately, read carefully, and respond promptly.
7. Even if the student receives financial assistance, that aid will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

### **How to Apply for Federal and State Financial Aid**

Complete the Free Application for Federal Student Aid (FAFSA) electronically at [www.studentaid.gov](http://www.studentaid.gov). When completing the FAFSA, it is important to indicate Highland Community College as the first school choice; the HCC school code is 001921. Depending on the method of application, the applicant should receive a response from the Financial Aid Office within two to four weeks.

The FAFSA is used for all federal, most state, and some independently funded financial aid programs. Provide the Financial Aid Office with:

1. All requested documents to verify income, citizenship status, household size, and other essential data elements.
2. Documentation of a valid social security number, upon request.

3. All other requested documents related to verification of your eligibility for financial aid funds.

### **Getting Access to Financial Assistance**

The Financial Aid office assists students in gaining access to available sources of financial assistance to complete their college program. Federal, state, and local governmental agencies fund an assortment of financial assistance programs. Funds may also be obtained from various private businesses, foundations, or other philanthropic organizations.

### **Eligibility Requirements for Federal Financial Aid**

As of July 1, 2011, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

Successful applicants for federal and state financial aid programs must also:

1. Establish a "complete" financial aid file.
2. Meet current federal and state guidelines for financial need.
3. Be a U.S. citizen or eligible nonresident.
4. Enroll as a student in an eligible program with the objective of earning a degree or certificate in a program leading to a recognized field or occupation.
5. Maintain satisfactory academic progress as defined by the College.
6. Be neither in default on, nor owe a refund or repayment on a federal grant or education loan.

### **How Financial "Need" for Federal and State Programs is Determined**

Financial need is the difference between the cost of attendance (COA) at Highland Community College and the amount the student and/or the student's family can reasonably be expected to contribute to the cost. This "expected family contribution" is computed on the basis of documented income and other related information (family size, number of family members in college, family assets, etc.) that must be furnished by every applicant completing the Free Application for Federal Student Aid (FAFSA). The data is used in a Congressionally approved needs analysis formula which determines Expected Family Contribution (EFC). This figure can be found on the Student Aid Report (SAR) and is used by the College to determine the total amount of financial aid one can receive.

After an application for financial aid is processed, depending on the availability of funds, the Financial Aid Office will put together an individualized package, based on the applicant's computed EFC, and the institution's scheduled cost of attendance, or student budget.

### **Financial Aid Programs**

#### **Federal Work Study Program**

The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay ed-