



## Highland Community College Financial Aid Disbursement Policy 2021-2022

HCC Financial Aid Office  
606 West Main  
Highland, KS 66035  
Phone: 785-442-6000 ext 2002  
Fax: 785-442-6106  
E-mail: [financialaid@highlandcc.edu](mailto:financialaid@highlandcc.edu)

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, 2021 for fall semester and Dec. 1, 2021 for the spring semester.*** All other students will be disbursed at a later date at our first available opportunity. The money from these programs will be disbursed to accounts on the following dates.

| Federal Direct Loans & Pell Grant   | Fall 2021 Excess Aid Mailed By | Spring 2022 Excess Aid Mailed By |
|---|--------------------------------|----------------------------------|
| Loan Borrowers and Pell recipients enrolled in at least 6 credit hours starting in August OR students not taking 2 <sup>nd</sup> 8 week classes.  | Oct. 8, 2021                   | Mar. 11, 2022                    |
| Students who have ONLY 2 <sup>nd</sup> 8 Week enrollment or less than 6 hours that begin in August/January  | Nov. 19, 2021                  | Apr. 22, 2022                    |
| <b>** 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. Dates are subject to change.</b>   |                                |                                  |
| <b>LATE DISBURSEMENTS:</b> A disbursement can be made up to 30 days from the student's last date of attendance for the semester. All documents must be turned in, eligibility must be verified and disbursement must be credited to the account before the end of that timeframe. <b>**</b> |                                |                                  |

**Federal Pell Grant & SEOG:** If a student's financial aid file is complete by July 1, 2021, 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](http://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. Timecards are tracked through the PAYCOM system and must be approved by the 14<sup>th</sup> of each month by the supervisor. Payroll dates are on the 25<sup>th</sup> of each month, unless on a holiday or weekend, then it will be the previous business day.

**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 30, 2021 for the fall semester and January 27, 2022 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.