

# HCC ONLINE PAYMENT POLICY

UPDATED 4.30.18

Payment plan options are available to all HCC students. Plan options and directions for setting up a payment plan can be reviewed at [www.highlandcc.edu/pages/payment-plans](http://www.highlandcc.edu/pages/payment-plans).

## Payment due dates:

### Fall 2017 Semester:

16-week course	August 23	First 8-week course	August 23
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### Spring 2018 Semester:

Intersession Course	December 13	First 8-week course	January 11
16-week course	January 11	Second 8-week course	March 9

### Summer 2018 Semester:

June course	May 30	July Blitz course	July 10
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**NOTE: For students enrolling for session classes after the listed dates, one of the below payment methods must be provided within 24 hours of enrollment or you will be dropped from your online classes.** Go to MyHCC at <http://www.highlandcc.edu> and view the Finances Tab to retrieve your balance, statement, and financial aid details.

## Online Payment

Login to your MyHCC Account (<http://www.highlandcc.edu>) and select the Make a Payment tool from the Finances Tab to pay for your classes in full with a Visa, Discover, or MasterCard.

## Mailed Payment

Full payment must be received by posted due date. Send check or money order payments to:  
HCC Business Office, 606 W Main, Highland, KS 66035

## Payment Plan

Payment plan options are available. Payment options and directions for setting up a plan can be reviewed at [www.highlandcc.edu/pages/payment-plans](http://www.highlandcc.edu/pages/payment-plans). A \$25 non-refundable enrollment fee (per semester), along with 10% down payment must be paid when setting up a plan. Interest is not charged for payment plans; however, charges are incurred for insufficient funds.

## Financial Aid Payment

All financial aid information must be completed and posted to student account on or before the posted deadlines.

**Completed FA includes: Student must be enrolled for courses and HCC aid package must be posted to account to use HCC Financial Aid as payment for classes by the posted due dates. This requires: 1. FAFSA fully completed, received and reviewed by HCC 2. If selected for verification, all verification materials submitted and reviewed by HCC, 3. Award letter sent to student, 4. Award letter signed & returned to HCC by student, and 5. Master promissory note completed online & entrance counseling completed if accepting loans in order to use HCC Financial Aid package as payment for courses.**

**If your financial aid package is not completed by the posted deadlines, you may still be eligible to receive aid, but you will be required to provide another form of payment to avoid being dropped from your courses. Once your aid is completed, you may be refunded in accordance with the HCC Financial Aid Disbursement Policy.**

If you are a student receiving financial aid and your aid award does not cover the full cost of your online classes, the remaining balance must be paid in full or set up on a payment plan by the posted deadlines or you will be dropped from your online classes.

You can log into your MyHCC Account and select Financial Aid from the Finances Tab to verify that aid has been posted. For questions regarding Financial Aid contact their office at 785-442-6135 or [financialaid@highlandcc.edu](mailto:financialaid@highlandcc.edu). Financial aid forms can be accessed at <http://www.highlandcc.edu>.

## FA Consortium Students

Students with a Financial Aid Consortium agreement from another school must have a signed agreement between the two schools on file and either make full payment of HCC tuition or set up a HCC payment plan prior to the payment deadline. The host consortium school does not pay HCC; the student is responsible for submitting the payment to HCC.

## 3rd Party Payment

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. Please submit documentation to [payments@highlandcc.edu](mailto:payments@highlandcc.edu), 785-442-6100 (fax) or HCC Business Office, 606 W Main, Highland, KS 66035.

If you are receiving financial assistance from a 3rd party and the award does not cover the full cost of online classes, the remaining balance must be paid in full or set up on a payment plan by the posted deadlines or you will be dropped from your online classes.

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**You can not begin your HCC Online course until payment for your classes is verified. You will receive access directions at your Scottie Email Account (<http://www.highlandcc.edu>) before the first day of your course.**