

**Payment plan options are available to all HCC students. Plan options and directions for setting up a payment plan can be reviewed at <http://highlandcc.edu/pages/payment-plans>.**

**Payment or payment arrangement is expected by the first day of the enrolled class session.**

Go to your MyHCC account at <http://highlandcc.edu> and view the Finances tab to retrieve your balance, statement, and financial aid details.

### **Online Payment**

Login to your MyHCC Account (<http://highlandcc.edu>) and select the Finances tab to view your Balance and make payment by credit card (Visa, Discover, or MasterCard).

### **Mailed Payment**

Send check or money order payments to: HCC Business Office, 606 W Main, Highland, KS 66035.

### **Payment Plan**

Payment plans are available. Options and directions for setting up a plan can be reviewed at <http://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. Contact the HCC Business Office at 785-442-6001 for assistance.

### **Financial Aid Payment**

All financial aid information must be completed and posted to the 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 first day of your enrolled session, you may still be eligible to receive aid, but you will be expected to provide another form of payment. 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 is expected to be paid or a payment plan set up by the first day of the enrolled session.

You can log into your MyHCC Account and select Statement 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 <https://highlandcc.edu/pages/financial-aid>.

### **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 payment of HCC tuition and fees or set up a payment plan prior to the expected payment deadline. The host consortium school does not pay HCC; the student is responsible for submitting 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 or a payment plan set up by the student.