

Highland Community College 2011-12 Financial Aid Disbursement Policy

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. The money from these programs will be disbursed in the following manner.

- **FEDERAL PELL GRANT, & SEOG:** If a student's financial aid file is complete by AUGUST 5, 2011, Highland Community College will credit the student's account with the Pell Grant, SEOG and/or institutional scholarship on or before the dates below. 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:** Highland Community College 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 borrowers the entrance counseling at www.studentloans.gov. Stafford Loans that are completed within the 30 day waiting period or by the scheduled dates listed below will be credited to your account. Any excess funds will be mailed to the student after the scheduled dates.
- **ONLINE STUDENTS:** If you are enrolled in ANY online hours, your aid will be disbursed according to the online disbursement dates. Online students enrolled in 5 or fewer hours as of September 1, your aid will be disbursed as part of the second 8 week disbursement.

Federal Direct Loans	Fall 2011	Spring 2012
Prior Loan Borrowers (not online)	September 2, 2011	February 3, 2012
New Loan Borrowers (not online)	September 23, 2011	February 17, 2012
Online Students (1 st 8 & 16 weeks)	September 30, 2011	February 24, 2012
Online Students (2 nd 8 weeks)	November 18, 2011	April 20, 2012
Pell Grant/SEOG	Fall 2011	Spring 2012
On/Off Campus Students (not online)	October 7, 2011	March 9, 2012
Online Students (1 st 8 weeks)	October 7, 2011	March 9, 2012
Online Students (2 nd 8 weeks)	November 18, 2011	April 20, 2012

- **WORKSTUDY:** 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 23, October 25, November 18, December 12, January 25, February 24, March 23, April 25, and May10.*

- **SCHOLARSHIPS AND OUTSIDE AGENCIES:** Institutional scholarships are varying amounts. If a student is awarded a books and tuition scholarship, it will cover the books and tuition charged to the student as of **August 24, 2011** for the fall semester, and **January 18, 2012** 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.