

HCC ONLINE PAYMENT POLICY

UPDATED 11.18.11

Full payment must be posted to your account by these dates or you will be dropped from your online classes:

Fall Semester:

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|---------------------|----------|----------------------|------------|
| 16-week course | August 5 | Second 8-week course | October 4 |
| First 5-week course | August 5 | Intercession course | December 6 |

Spring Semester:

| | | | |
|---------------------|-----------|----------------------|---------|
| 16-week course | January 5 | Second 8-week course | March 2 |
| First 8-week course | January 5 | | |

Summer Semester:

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|---------------|--------|
| 8 week course | May 23 |
|---------------|--------|

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.

Login to your MyHCC Account (<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 with a Visa or MasterCard.

Mailed Payment

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

Financial Aid Payment

All financial aid information must be completed and posted to student account on or before the posted deadlines – see website important dates at <http://online.highlandcc.edu>.

Completed FA includes: All required verification materials submitted, official transcripts received from all schools, review of file by a FA Officer, award letter sent to student, award letter signed & returned to HCC by student, and master promissory note completed online and entrance counseling completed online if awarded 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 will 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 you will be dropped from your online classes.

Please print and complete the HCC promissory note and fax or mail it, along with a copy of your FA Award Letter to Sara Smith at 785-562-9982 (fax) or HCC Online, 405 N 4th, Marysville, KS 66508.

You can log into your MyHCC Account (<http://www.highlandcc.edu>) and select Financial Aid from the Finances Tab to verify that aid has been posted. The HCC Financial Aid office can be contacted at 785-442-6023.

If you have a FA Consortium agreement with another school, you are responsible for paying HCC by the listed due dates. HCC does not grant extensions to students waiting for FA refund disbursements from other schools.

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 must be printed on 3rd party letterhead and signed by the 3rd party. It is the responsibility of the student to submit this documentation.

Please print and complete the HCC promissory note and fax or mail it, along with a copy of your FA Award Letter to Sara Smith at 785-562-9982 or HCC Online, 405 N 4th, Marysville, KS 66508.

If you are receiving financial assistance from a 3rd party and the aid award does not cover the full cost of online classes the remaining balance must be paid in full or you will be dropped from your online classes.

You can not begin your HCC Online course until payment is posted to your account. You will receive your course login information and an email from your instructor at your MyHCC Email Account (<http://www.highlandcc.edu>) on the first day of your course.