

Welcome to Highline College! This information is to help you use your financial aid wisely. Start the quarter off right. HC recommends you begin each quarter with a minimum of \$400.00 to help cover initial expenses, as you may not receive your financial aid check by the first day of classes.

1. Enrollment and Aid Adjustment

- Typically, your financial aid is based on full-time enrollment, which is 12 or more credits.
- If you plan to register for less than 12 credits, your grant amounts will be adjusted to reflect the reduced costs of a part-time student.
- You are required to notify the Financial Aid Office if you plan to register in fewer than 12 credits.
- The information below demonstrates how grant funds are adjusted:
 - 12+ Credits: Grants are 100%
 - 9 – 11 Credits: Grants are reduced by 25%
 - 6 – 8 Credits: Grants are reduced by 50%
 - 1 – 5 Credits: Grants are reduced by 75%
- You must be enrolled in at least six credits to be eligible for student loans and at least three credits for institutional and state aid.
- If you add and/or drop classes after you have received aid, see Enrollment and Census Date Information.
- It is very important you review your class schedule to verify the amount of credits you have registered.
- Waitlisted classes are not included in the number of credits you are registered in until you are officially enrolled.

2. Attending Classes

- You are expected to attend all classes for which you receive aid. There are serious consequences if you do not and therefore, it is very important that you let the Financial Aid Office know if you stop attending class.
- Your financial aid enrollment level will be determined on the Financial Aid Census Date.
- If an organization other than Highline College gives you money for college expenses, notify the Financial Aid Office.
 - These additional funds can affect how much financial aid you can receive; examples are VA benefits, scholarships, funds from your employer or funds from DVR.

3. Types of Aid

Grants

- Federal Grants: Pell Grant (PELL) and Supplemental Educational Opportunity Grant (SEOG)
- State Grants: Washington State Need Grant (WSNG), College Bound Scholarship, and the Real Hope Act funding through the State Need Grant
- Institutional Grants: Highline College Grant (HCG)
- Grant funds pay tuition and fees. In most cases, grants do not have to be repaid. Grant amounts are based on how many credits you enroll for and will be adjusted based on whether you are full-time (12 credits) or less than full-time, and prescribed by our Census Date. See the Enrollment and Aid Adjustment information above.

Waiver

- Institutional Tuition Waiver (TW)
- Tuition waivers waive all or a part of your tuition cost. This is a waiver of tuition only, not including fees, therefore no balance or refund checks are processed.

Loans

- Direct Loans: The William D. Ford Federal Direct Loan Program includes the Subsidized Loan (SUB) and Unsubsidized Loan (UNSUB). The Direct Loan Program offers low interest loans for students who are attending Highline College at least half-time (6 or more credits). Loan funds are available to pay the cost of outstanding tuition and fees when funds remain after tuition has been paid you will receive the balance in a check. Loans must be repaid. Students must actively confirm they want a loan each school year by completing a Loan Request form.

Work Study

- Work Study Types: Federal Work Study (FWS), State Work Study (SWS), Community Service Work Study (FWS-CS)
- This gives you an opportunity to be employed part time in a job either on or off campus. A work study award is only an estimate of what you might earn if you are hired, work, and submit time sheets. The paycheck you receive is to help you pay the cost of attending college, such as rent, books and transportation costs. Students interested in work study must first attend a work study orientation. For more information, please visit studentemployment.highline.edu/find-a-job/work-study.

Scholarships

- Scholarships: Funds a student must apply for through institutional and outside programs.
- Funds pay tuition and fees.
- Applications, amounts, requirements, and deadlines vary and are separate from the application for federal or state financial aid.
- Some scholarships can be found on the HC Financial Aid webpage.

4. Tuition Payment Information

- Financial aid grants, tuition waivers and loans will be credited to your tuition before the quarter begins if you met the posted financial aid deadlines, received a financial aid award notice, and are registered in 12 credits or more. If you register in less than 12 credits, you must notify the Financial Aid office so your aid can be adjusted accordingly.
- If your financial aid is not sufficient to cover the balance of your tuition and fees, you must pay the balance by the published quarterly tuition due date.
- You cannot use financial aid to pay high school completion, contracted, or other courses that are not required for completion of your program. Parking fines, late fees, library fees, NSF check fees and books cannot be directly charged to financial aid.

5. Financial Aid Check Information

- A financial aid check will be prepared and mailed to you when all of the following conditions are met:
 - You are enrolled
 - You have notified the Financial Aid Office of any credit adjustments
 - There are funds remaining after financial aid has paid your tuition in full
 - You do not owe the College a repayment
 - The quarter for which you are receiving aid has commenced
- If you are entitled to a financial aid refund, checks will be mailed out a few days before the quarter starts.
- Your financial aid check will be calculated approximately one week prior to the start of the quarter. Changing your enrollment level after your check is calculated may result in you owing a repayment of funds and/or delaying your check. Financial aid checks are typically mailed the last business day before the quarter begins. If your check has been calculated and you do not receive it within five business days of calculation, you should complete a Request to Reissue Check Form available at the Financial Aid Office. Address verification can be completed at sec.highline.edu/wts/student/stuaddr/index.asp.
- Check availability after the quarter begins: Checks generated after the start of the quarter will be mailed daily to students. Students who register the week prior to the first day of classes or later may not have a financial aid check available the first week of the quarter.
- Loan Funds: Loan funds will not be available until you have completed the loan request process. Please visit financialaid.highline.edu for more information on completing the loan process.

6. Summer Financial Aid

- If you plan to enroll for classes during summer quarter, you must submit a printout of your summer registration to the Financial Aid Office and have a completed current year financial aid file.
- Summer funds are limited, not guaranteed and awarded on a first come- first served basis.

7. Enrollment and Census Date Information

- Enrollment Status: All students are awarded based on full-time enrollment.
- If you enroll less than full-time, you must notify the Financial Aid Office prior to the start of the quarter.
- Certain grant aid will be adjusted according to your enrollment level on the Financial Aid Census Date (the fifth day of the quarter) based on the enrollment status requirements below:

Credit Range	Enrollment Level
12+ credits	Full time
9-11 credits	Three quarter time
6-8 credits	Half time
1-5 credits	Less than half time

Quarter	Census Date
Fall 2018	September 28th, 2018
Winter 2019	January 11th, 2019
Spring 2019	April 5th, 2019
Summer 2019	July 1st, 2019

- If you drop below the number of credits for which you received aid before the Census Date you will be required to pay back the difference in funding.
- Remedial Course Requirements (below 100 level courses)
 - Only 45 credits are allowed for remedial courses necessary to enter classes in the student's program of study. Students must be enrolled in an eligible Financial Aid program leading to a degree or certificate at Highline College.

8. Return of Financial Aid Funds – Dropping Classes

- Financial Aid recipients who withdraw from school or stop attending classes may be required to repay all or part of the financial aid they received. Recipients may also be required to pay back, to the college, all or a portion of tuition charges. Contact the Financial Aid Office for more information on the return of federal and state funds.
- Federal aid: Students who attend more than 60 percent of the quarter are considered to have earned 100 percent of the federal aid received. Withdrawal on or after the following dates will not require a repayment if students completely withdraw or stop attending:

Quarter	Date
Fall 2018	November 11, 2018
Winter 2019	February 21, 2019
Spring 2019	May 16, 2019
Summer 2019	July 26, 2019

- State Grants: Students who attend more than 50 percent of the quarter are considered to have earned 100 percent of their state grants.

9. Important Additional Information

- Financial aid may be reduced or cancelled due to lack of funds, and is always subject to your continued eligibility.
- If you are not planning to attend all quarters and you have been awarded please contact the Financial Aid Office. Failure to do so will result in your aid being cancelled for the year. Reinstatement does not guarantee grant funds will be available.
- Work study eligibility does not guarantee a job or that you will earn the full amount of your award.
- Work study funds are limited and available on a first-employed basis.
- You may view your financial aid status online at financialaid.highline.edu/portal.php.
- A tuition payment plan is available (STEPP) through the Cashier's Office for outstanding tuition and fees.
 - Information on STEPP is available online at registration.highline.edu/STEPP.php.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 99, 1st Floor, room 180, email: access@highline.edu, phone: (206) 592- 3857 TTY (206) 592-4853, VP (253) 237-1106.