HIGHLINE COLLEGE

Financial Aid Guide 2019-2020
Webpage: financialaid.highline.edu
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Financial Aid Eligibility Requirements

To receive financial aid students must meet the following requirements:

- Be a United States citizen or an eligible non-citizen
- Be working toward an eligible degree or certificate at Highline College
- Be making satisfactory academic progress
- Have a high school diploma or GED, or meet other education requirements
- Be registered with Selective Service (male students 18 and over)
- Submit an application and have financial need as determined by the Financial Aid Office
- Not owe a repayment on a grant or be in default on a federal educational loan

Completing the Financial Aid Process

The Financial Aid Office and students must follow Federal and Washington State regulations. Aid will not be awarded until all required forms are completed and received. Any conflicting information on your application must be clarified before aid will be awarded. Applying for aid usually takes two to three months to complete and, in some cases, it may take longer. All documents must be submitted by the appropriate deadline. Please plan ahead.

☐ **Complete the Free Application for Federal Student Aid (FAFSA) for 2019-2020**

- Apply for a FSA ID at https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid. Your application must be signed using your user ID (and parent's user ID for dependent students).
- Complete and submit the FAFSA online at https://fafsa.ed.gov/.
- Highline College's Federal school code is **003781**.
- Your name listed on your FAFSA must exactly match your name on your Social Security Card.
- Your financial aid application status may be available to view on the Financial Aid Portal website two to three weeks after submitting your FAFSA, depending on when your FAFSA was submitted.

☐ **Review your Student Aid Report (SAR) on the FAFSA website**

- The Student Aid Report (electronic report of your filed FAFSA) summarizes the information you submitted on your FAFSA. Review this information for accuracy. It is your responsibility to follow through with the comments listed on your SAR and to make any corrections to your SAR, as necessary, online at www.fafsa.gov.
- Corrections to your FAFSA may delay the processing of your financial aid award. Make sure your information is complete and accurate, and if possible, wait until you and/or your parents have filed your 2017 federal income tax return. Keep a copy of your filed FAFSA and all documents used to complete the form.

☐ **Apply for Admission to Highline College**

- If you have not applied for admission to Highline College, complete the application online at: https://sec.highline.edu/wts/admissions/appform.html or in-person at Admissions/Entry Services.

☐ **Submit a Data Sheet to the Financial Aid Office**

- Available on the financial aid website and required for each academic year you are applying for financial aid.

☐ **Submit All Required Items to Financial Aid Office**

- If selected for the process called Verification after submitting your FAFSA, complete the appropriate Verification Worksheet requested on the Financial Aid Portal, and available on the financial aid website. If required, a Tax Return Transcript is available online at www.irs.gov or by calling the IRS at 1 (800) 829-1040.
- If your citizenship status is not confirmed on your SAR, bring your I-94, I-151, I-551 (green card, permanent resident card), or U.S. Passport, etc. to the Financial Aid Office. The Financial Aid Office will submit this documentation and a confirmation form to the Department of Homeland Security.
- If your Selective Service status is not confirmed on your SAR, you must provide proof of Selective Service registration, proof that you are not a male, or proof that you entered the United States after your 26th birthday and were, therefore, not required to register with Selective Service.
- Provide proof of regained eligibility for financial aid from the Department of Education if you are in default on a federal student loan or owe a repayment on a federal grant. If your SAR indicates that you are in default on a student loan or have a grant overpayment you must provide proof of eligibility from the Department of Education.
- Additional documents may be required, such as a copy of your social security card, high school diploma or GED, or statement of educational purpose.

☐ **Check your financial aid status online at** https://financialaid.highline.edu/portal

Financial Aid Programs

Federal Programs: Pell Grant (FPELL), Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Subsidized Direct Loan (SUB-LOAN) and Federal Unsubsidized Direct Loan (UNSUB-LN)
State Programs: State Need Grant (SNG), Real Hope Act, State Work Study (SWS), College Bound Scholarship (CB)
College Programs: Highline College Grant (HC), Tuition Waiver (TW)
Third-Party Assistance: Agency (AGENCY), Scholarship (1st SCHL), Opportunity Grant (OG), BFET (BFET TN), Worker Retraining (WFT), Women's Programs (WFST)

Deadlines

Completed applications are evaluated on a first-come, first-served basis in the awarding cycles listed below. All required documents must be completed accurately, signed and submitted to the Financial Aid Office by the deadline. Applications completed after the deadline will be reviewed as time permits and late applicants must plan to pay for tuition and fees on their own. **To be considered for maximum funding in the award year, you must accurately complete your financial aid file by**.

Fall Quarter 2019	May 28th 2019
Winter Quarter 2020	October 9th 2020
Spring Quarter 2020	February 11h 2020
Summer Quarter 2020	April 9th 2020

Students interested in receiving financial aid for Summer Quarter 2018 must submit a printout of their summer registration to the Financial Aid Office. Summer funds are limited, not guaranteed, and awarded on a first-come, first-served basis.

Enrollment Information

Enrollment Status: All students are awarded based on full-time enrollment. If you enroll for less than full-time, you must notify the Financial Aid Office prior to the start of the quarter. Adjustments to aid will be made for less than full-time enrollment by the census date. Financial aid will only pay for credits required for completion of your program of study.

Full Time	12 or more credits
Three Quarter Time	9-11 credits
Half Time	6-8 credits
Less than Half Time	1-5 credits

Cost of Attendance (COA)

The following student budgets are estimated expenses for a nine-month award year, or three (3) quarters.

	Independent/Dependent, Living with Parent(s)	Independent/Dependent Living in an Apartment
Tuition and fees estimate	$4,126	$4126
Books and Supplies	$900	$900
Room and Board	$3,360	$10,770
Transportation	$1,200	$1,200
Personal Expenses	$1,420	$2,400
Totals	**$11,506**	**$19,396**

Expected Family Contribution (COA): Congress mandates the process used to determine how much the student and his or her family can contribute toward the student's costs. Expected Family Contribution (EFC) is determined by the information reported on the FAFSA. We use the following formula to determine your eligibility: Cost of Attendance (COA) minus EFC = Financial Aid Need.

Notification of Award: When an award is made, students are mailed or emailed a Financial Aid Notification, which indicates the financial aid program(s) awarded and the amount of the award by quarter. Students should read this notification as well as the Conditions of Award. Students who are determined ineligible will be notified in writing.

Transfer Students: financial aid is not transferable from one college to another. You must contact the school you are transferring to and inquire about their application process.

Census Date Information – Dropping/Adding Classes

The Census dates are listed below for each quarter. This is the date that your enrollment status is determined for certain grant aid which cannot be adjusted after these dates. **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.**

Fall Quarter	September 27, 2019
Winter Quarter	January 10, 2020
Spring Quarter	April 3, 2020
Summer Quarter	July 2nd 2020

Return Of Financial Aid Funds

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 to either the college or the Department of Education. Students who attend more than 60 percent of the quarter are considered to have earned 100 percent of the federal aid received. Students who attend more than 50 percent of the quarter are considered to have earned 100 percent of state aid received. Withdrawing from classes affects your financial aid status. Please review the Satisfactory Academic Progress Policy and the Return of Financial Aid Policy on the Financial Aid website for more information. Withdrawal on or after the following dates will not require a repayment.

Fall	November 11, 2019
Winter	February 19, 2020
Spring	May 13 2020
Summer	July 23, 2020