

Terms and Conditions

Terms and Conditions define the “fine print” of the agreement the student makes with the Financial Aid Office when they accept their Financial Aid Offer Letter. It is extremely important that students read and understand the Terms and Conditions. The Financial Aid Award Letter reminds students that by accepting any of the funding listed on their Financial Aid Offer, they are agreeing to follow the Terms and Conditions.

Terms and Conditions may not be negotiated or altered by the student in any way. Highline College reserves the right to change the Terms and Conditions at any time, and without individual student notification, though an announcement must be made on the Financial Aid Office website homepage for a period of 30 days minimum.

There are two types of Terms and Conditions, General and State. All students are subject to the General Terms and Conditions as described here. Students receiving State funding including Washington College Grant, College Bound, and Passport to College must also follow Washington State Aid – Conditions of Award.

General Terms and Conditions:

- The Highline College Financial Aid Office reserves the right to review, modify, or cancel Offers of Financial Aid at any time on the basis of information affecting your eligibility. This includes, but is not limited to, changes in your financial, marital, residence, or academic status, or changes in the availability of federal, state, private, or institutional funds. Offer Letters may also be modified based on disciplinary action taken against a recipient or on the discovery of processing errors.
- By accepting any part of this and subsequent Offer Letters, you certify that you have read, understand, and accept the Satisfactory Academic Progress and Return of Financial Aid Funds policies. Your Offer Letter is void if you become ineligible for any reason, including not making Satisfactory Academic Progress or academic disqualification.
- Messages from the Financial Aid Office to you will be sent to your ctcLink Portal Message Center or your preferred email address as listed in ctcLink. You are responsible for all information we send you.
- You must be enrolled in an eligible degree or certificate program to receive any financial aid at Highline College. A list of eligible programs is posted on the Financial Aid website.
- You must tell the Financial Aid Office if you receive your Bachelor’s degree after January 1, 2024, even if you receive this degree from another college or university.
- Failure to accept the Financial Aid Offer Letter within 30 days of the date listed on the Offer Letter will result in the cancellation of the offer.
- Your credit hours will be locked on Census Day. Financial aid awards will be adjusted based on your enrolled credits on Census Day. The date is updated every year on Highline’s Financial Aid website.
- If through your own actions a financial aid or Highline College balance is created, we will update your Student Account to reflect the charges. You may or may not receive written notification of the balance.
- All funds offered must first go toward payment of direct educational expenses as reflected on your student account (e.g. tuition and fees). Remaining funds may be disbursed to you through BankMobile beginning the first day of the quarter. You may only use this money for education related expenses.

- You are required to report any additional tuition waivers, scholarships, grants, or loans not shown on the Offer Letter to the Financial Aid Office via email at financialaid@highline.edu. Failure to do so may void your funding.
- Financial aid will only cover required classes for your program of study; you may not use any form of financial aid to cover non-required classes. If you do, this will void your financial aid and you may owe some or all of your funding back.
- Credits enrolled per semester must meet the Federal Repeat Rule as defined in the Satisfactory Academic Progress Policy.
- The total of all financial aid (scholarships, loans, etc.) may not exceed your Cost of Attendance for a given year. The Cost of Attendance figure listed on your Offer Letter is based on information obtained from your FAFSA/WASFA.
- Students must commence attendance in all registered classes to be eligible for financial aid. Failure to commence attendance will void your Awards.
- Highline is not responsible for debts incurred by students before or after financial aid refunds are issued. Do not commit to payment until after you receive your financial aid refund.
- You cannot receive Financial Aid for audited classes.
- You are responsible for the difference between your total Highline Student Account charges and your disbursed financial aid. Failure to make payment in full by Highline published deadlines may result in you being dropped from your classes and may result in you owing back financial aid funding and tuition and fees.
- Students who pay for their tuition and fees while waiting for financial aid funding approval are not guaranteed full reimbursement. The Financial Aid Office will award the student appropriate funding per their eligibility, which may or may not provide full reimbursement paid by the student.
- You may only receive Financial Aid at one school per award period (semester, trimester, quarter). If you are taking classes at multiple colleges, you must disclose this information to the Highline Financial Aid Office.

Washington State Aid – Conditions of Award

By accepting state financial aid, you agree to the conditions listed below. If you have questions or find that you cannot comply with these conditions, please contact Highline College's Financial Aid Office.

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any state grant or scholarship nor are you in default on a state student loan.
3. You must be enrolled in an eligible program and not be pursuing a degree in theology.
4. If you hold a bachelor's degree or the foreign equivalent, you are not eligible to receive state grant funds.
5. If you do not attend or if you withdraw from your classes, you may owe a repayment of all or part of any state funds you have received.
6. You must maintain the academic progress standards established by your institution in order to receive additional state aid.
7. There could be other circumstances that would require a repayment or reduction in your current award amounts.
8. You must meet all eligibility requirements for the state aid program(s) awarded.
9. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council (WSAC) and the institution through which the grant, scholarship, or work study is awarded, reserve the right to withdraw,

reduce, or modify the awards due to funding limitations or due to change in circumstances which affect your eligibility for the program(s).

10. If you fail to cash your check containing state funds or pick up any remaining funds by the close of the academic year, the funds shall be returned to the program at WSAC and treated as funds declined by you.

The State of Washington is offering you financial assistance to help support your educational expenses. Please visit <https://wsac.wa.gov/sfa-overview> to receive more information about financial aid, scholarships, work study, and student loans.

You may choose to voluntarily make financial contributions to WSAC in recognition of the assistance that you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact finaid@wsac.wa.gov for more information.