

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

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

### **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 and may occur without notice. Award 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 Award Letters, you certify that you have read, understand, and accept the Satisfactory Academic Progress and Return of Title IV policies. Your Award 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.
- Failure to accept the Financial Aid Award Letter within 30 days of the date listed on the Award Letter will result in the cancellation of the offer.
- Federal Direct Loans require you to complete a Promissory Note and an online Loan Entrance Counseling session.

- Your credit hours will be locked on Census Day. Financial aid awards will be adjusted based on enrolled credits on Census Day. The date is updated every year on Highline's Financial Aid website.
- The Financial Aid Office will not necessarily inform you in writing that you owe a balance created by your actions, we will simply update your Student Account to reflect the charges. However, if we do send a notification, it will come to you via email or a ctcLink Portal Message Center message.
- All funds offered must first go toward payment of direct educational expenses as reflected on your student account (e.g. tuition, fees, room and board). 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 Award Letter to the Financial Aid Office via email at [financialaid@highline.edu](mailto:financialaid@highline.edu) Failure to do so may void your funding.
- Financial aid will be prorated based on your enrollment level. In general, full time will receive 100% of their offered aid, three-quarter time will receive 75%, half-time will receive 50%, and less than half-time students will receive 0% of grant aid.
- 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 catalog.
- 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 Award 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 expenses until after you receive your financial aid refund.
- You cannot receive Financial Aid for audited classes.
- Financial Aid is not a guarantee that students will have no out of pocket costs. You are responsible for the difference in funding between your total Student Account charges and your financial aid, both on the Tuition and Fee due date and the Tuesday after Financial Aid Census. Failure to make payment in full or to sign up for the payment plan by the due

date will result in you being dropped from your classes and may result in you owing back financial aid funding.

- 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).

### **State Aid Terms and Conditions:**

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any federal or state grant or scholarship nor are you in default on a state or federal 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 which 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 changes in circumstances which affect your eligibility for the program(s).
10. If you fail to cash my check containing state funds or pickup 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.