

**HIGHLAND COMMUNITY COLLEGE**  
**2019-2020**  
**FINANCIAL AID AUTHORIZATION**  
**AND**  
**RETURN OF TITLE IV FUNDS FORM**

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PRINT YOUR NAME \_\_\_\_\_

YOUR SOCIAL SECURITY NUMBER \_\_\_\_\_

YOUR PHONE NUMBER \_\_\_\_\_

**AUTHORIZATION SECTION**

I authorize Highland Community College to apply federal financial aid to the following charges for the **2019-2020** academic year (this includes fall 2019, spring 2020 and summer 2020): tuition/fees, including lab and course fees, books and supplies, meal cards, graduation fees, and any other approved college charges. I also authorize Highland Community College to apply the federal funds to cover incidental (\$200 or less) prior year charges if necessary. I understand I may cancel this authorization at any time by submitting a written request to the Financial Aid Office. I understand that HCC will apply my financial aid award(s) (grants, scholarships, and loans) toward the aforementioned charges before sending me a “refund” check (normally after the 60% date of the semester).

I authorize the use of electronic means of communication such as e-mail and secure websites for official notifications concerning financial aid awards, eligibility, disbursements, and any related programs and services. I understand that I have the right to rescind this statement at any time by written notification to the Office of Financial Aid.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Any expenses contracted after the 50% date for each semester cannot be charged to your financial aid account. If you do not wish to have your financial aid applied toward any of the above charges, you must contact the Financial Aid Office. If your financial aid award does not cover any of the above charges, you will be responsible for the remainder of the bill.

**INFORMATION ABOUT WITHDRAWING FROM CLASS(ES) AND RETURN OF TITLE IV FUNDS**

If you wish to withdraw from a class or classes, you must complete that process at the Office of Admissions and Records. Changes in enrollment will likely affect the amount of your financial aid award. A reduction in your award could result in you owing on your student account. If you are receiving Federal Pell or SEOG Grant or Stafford Loan, you are subject to the Return of Title IV Funds Policy. This means that if you withdraw from all or some of your courses at HCC, you may be required to repay a percentage of financial aid that has already been awarded. Completion of a module course (8 or 5 week course) does not prevent a student from being subject to the Return of Title IV calculation.

For example: A student registers for 16 weeks of classes in the fall semester, but withdraws before the 16 week term is over. Federal regulations require that the student’s aid is prorated based on the portion of the 16 weeks he/she attended. The student may now owe tuition/fee charges to the college, since the award has been reduced.

**BY SIGNING BELOW YOU INDICATE YOU UNDERSTAND THE INFORMATION ABOVE.** If you are unclear about any of the information, please contact the Financial Aid Office.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

This form must be completed and returned to the HCC Financial Aid Office.