

Hawaii Community College

GENERAL FINANCIAL AID APPLICATION INFORMATION FOR 2007-2008

PRIORITY DATE IS APRIL 1

Unclassified students are not eligible to receive any financial aid. Classified students with prior bachelor's degree are not eligible for PELL or other Federal grants, however, they may qualify for the Federal Family Educational Loan and/or Federal Work-Study Programs.

To apply for the Federal Family Educational Loans, you must first complete and submit the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA and other required documents as outlined in the Financial Aid Application instructions. Next, obtain a Federal Family Educational Loan Request form from this office or our web site.

HawCC must receive copies of Student Aid Reports electronically. In order for HawCC to receive your information from the federal processor, you must list HawCC's school code **005258** in Step 6 of the FAFSA or Renewal application.

HawCC will not be accepting invalid Student Aid Reports (SAR). Please use Part 2 of your SAR to make corrections. Students whose Social Security number is incorrect on the original SAR MUST complete a new FAFSA application. HawCC does not perform student initiated changes to the SAR.

All applications that are accurate and complete by April 1st will receive priority packaging. Accurate and complete means all required documents and forms have been submitted and the applications have no conflicting data. All applications receiving priority packaging should receive a financial aid determination (award or denial letter) by August 15th. **Applications that are not accurate and complete prior to the student's last day of enrollment or thirty days prior to the close of the Spring 2008 semester, whichever occurs first, will not be processed.**

Applications will be initially reviewed when the first valid ISIR (electronic version of the Student Aid Report) is received and a notification of missing information and documents will be sent. Additional file review will only be performed when all requested information and documentation has been received.

Appeals and revisions are done as time permits.

Students requesting funding for consortium (classes at other University of Hawaii colleges or OSU) must be enrolled in at least six (6) HawCC credits. There are other special requirements for funding consortium courses. Please contact the Financial Aid Office for assistance.

The HawCC census date is the end of the Erase Period. Funding levels are based on the enrollment level as of this census date.

ELIGIBILITY DETERMINATIONS WILL NOT BE MADE UNTIL ALL REQUIRED DOCUMENTS AND FORMS ARE RECEIVED BY THE FAO, AND YOU HAVE BEEN OFFICIALLY ACCEPTED INTO A HAWCC DEGREE PROGRAM OR CERTIFICATE.

All correspondence and some types of financial aid checks mailed from the HawCC Financial Aid Office will be mailed to the student's mailing address as recorded by the HawCC Admissions and Data Management Office. If no mailing address exists for the student, the student's permanent address will be used. Listing an address on any financial aid form does NOT constitute a change in records. Students must direct change of address requests directly to the Admissions and Data Management Office.

*****All documents and forms submitted to the HawCC Financial Aid Office (FAO) become a part of your permanent financial aid file and can not be returned to you. If you need copies of any documents in your permanent file, a duplication charge of \$1.00 per page will be assessed.**

Please follow ALL instructions carefully to avoid delays in processing your application.

**HAWAII COMMUNITY COLLEGE
FINANCIAL AID GENERAL APPLICATION INSTRUCTIONS
FOR 2007-2008**

PRIORITY DATE IS APRIL 1

APPLY EARLY TO ENSURE YOUR MONEY IS AVAILABLE AT THE START OF SCHOOL

For the typical student, the financial aid process, from filing the FAFSA to receiving an eligibility determination decision, is approximately three months.

After You Have Applied, Check Your Financial Aid Using MyUH Services

Some financial aid information you can access Using MyUH:

- Financial Aid Academic Progress Status
- Financial Aid Eligibility (including document requirements and financial aid holds)
- Award Information

You will need a UH Username to login to use any of the MyUH Services. If you already have a hawaii.edu account (e.g. jdoe@hawaii.edu), you already have a UH Username. If you don't have a hawaii.edu account, log onto <http://www.hawaii.edu/account> or call the HawCC Information Center at 974-7611.

Accessing Web for Students (MyUH) PC users must use either Internet Explorer v.5.5 with Service Pack 2 (or higher) or Netscape v.4.7x or 7.0 only (nothing in between). Mac users must have OS v8.6 or higher running Internet Explorer 5.1 or Netscape 6.2. Other versions may not be supported.

Log onto <http://myuhportal.hawaii.edu/cp/home/loginf> Following the format shown on the screen, enter your user ID and PIN/Password. Click the Login button to proceed.

If you are unsuccessful after 5 attempts, your Web for Students will be disabled. Should this happen, contact the University of Hawaii ITS Help Desk at 1-800-558-2699

INSTRUCTIONS

ALL APPLICANTS FOR FEDERAL FUNDS MUST COMPLETE STEPS 1 THROUGH 3.

Use only your legal name on all financial aid forms and all other forms filed with other HawCC offices. All correspondence from the FAO will be to your local address. Any change in address must be directed to the HawCC Admissions and Records Office.

STEP 1:

Complete either the paper Free Application for Federal Student Aid (FAFSA) which is available at the HawCC Financial Aid Office or the FAFSA on the web which can be accessed at www.FAFSA.ED.GOV.

HawCC strongly recommends that you complete the FAFSA on the web!!!

- **FASTER** - You should get a response from the federal processor in 1 to 5 days if you supplied an email address.
- **EASIER** - You may have to answer fewer questions.
- **EDITOR** - There are built in edit checks that help prevent data entry errors.

You may also use the one-line (www.FAFSA.ED.GOV) Renewal FAFSA if you completed a FAFSA for the 06-07 year. Please review the Renewal FAFSA carefully and update any information/data that has changed.

The Hawaii Community College Title IV code is: **005258**

STEP 2:

Submit a signed copy of your Social Security Card. The name on the card **MUST** match the name used on the FAFSA. If you are a continuing student and have already submitted a copy to the Financial Aid Office, submit another copy only if there has been a change.

STEP 3:

If you are not a U.S. citizen, please submit a copy of your INS documentation to the HawCC FAO (e.g. your alien registration card/Form G641/passport). All students using a passport to document citizenship must present their passports in person to the HawCC FAO prior to check disbursement.

STEP 4 (OPTIONAL):

If you wish to be able to obtain any information regarding your HawCC financial aid application/records, either via the telephone or in person (you may use a picture ID for counter service), you must complete, sign, and submit a HawCC **Financial Aid Password** form **Student Financial Aid Password Form**. Please be aware that anyone with your social security number and your five digit password will be able to obtain access to all of the information contained in your HawCC financial aid records.

STOP

Do NOT submit additional documents unless you have been selected for one of the Verification Categories listed below or you have received a request from the HawCC FAO:

HAWCC PERFORMS COMPLETE FILE VERIFICATION ONLY FOR STUDENTS WHO FALL INTO ONE OR MORE OF THE FOLLOWING CATEGORIES:

1. **Federal Processor Selected:** Students selected by the federal processor for Verification. Students with an asterisk (*) after the EFC amount located in the top right hand corner of their Student Aid Report (**SAR**) have been selected for verification by the federal processor.

Example: EFC: 000100*

2. **School Selected:** Students that are selected by HawCC for Verification. Students with unusually low incomes, a C Flag after their EFC on their Student Aid Report (SAR), and/or conflicting or inconsistent data in their applications **may be** selected by the school for verification.

Example: EFC 00100C

3. **Self-Selected:** A student who has not been selected by either the federal processor or the school but submits additional documentation that requires verification.

After receiving a valid ISIR (an electronic version of the SAR) for a student admitted to an eligible HawCC program, the HawCC Financial Aid Office will send written notification of additional information and documents required to all students in the above Verification categories.

It is recommended that ALL students retain copies of all documents (e.g. tax returns, W-2s) used to complete their FAFSA to help prevent a delay in processing if additional documentation or information is requested.

It is also recommended that students who have been selected by the federal processor complete the verification process as soon as possible after receiving their SAR.

Instructions for completing the verification process and required forms are available at the HawCC Financial Aid Office or on the HawCC Financial Aid web site: www.hawaii.hawaii.edu/financial-aid.asp