

Online Financial Aid Protocol

The purpose of the financial aid program at Haywood Community College (HCC) is to provide financial assistance to students as they pursue their educational goals. The program is committed to the philosophy that no eligible student should be denied access to higher education because of a lack of financial resources. In achieving this purpose the financial aid office is committed to the slogan “Financial Aid Made Easy.”

Online/Distance Learning students may apply for the Federal Pell Grant, Supplemental Education Opportunity Grant, Academic Competitiveness Grant, the North Carolina Student Incentive Grant, the North Carolina Community College Grant, the North Carolina Education Lottery Scholarship and the Education Access Rewards North Carolina Scholars Fund Program as well as the Federal Work-Study Program and HCC scholarships by following the steps listed below:

Step 1. Complete the Free Application for Federal Student Aid (FAFSA) for the appropriate academic year. Students need their prior year federal tax forms including W2s along with information about any untaxed household income in order to complete the FAFSA. Log on to www.fafsa.ed.gov and follow the instructions to request a PIN number for all persons responsible for signing the FAFSA. These PIN numbers are necessary to submit signatures electronically after completion of the FAFSA form. Answer all of the questions on the form, submit the form and print a copy for your records. Be sure to put the Title IV school code for the college(s) you wish to receive the results.

HAYWOOD COMMUNITY COLLEGE TITLE IV SCHOOL CODE IS 008083.

Step 2. Apply to Haywood Community College (HCC) on line at www.haywood.edu under Quick Links. Students must be fully accepted into an eligible degree-seeking program in order to receive financial aid. All diploma and associate degree programs are eligible and selected certificate programs (www.haywood.edu, select Prospective Students, select Financial Aid, select Certificate Programs Approved for Financial Aid).

Step 3. HCC's Financial Aid Office (FAO) will receive the results of the student's FAFSA within a week to 10 days. Students will also receive an acknowledgement that the FAFSA has been processed. This acknowledgement comes via email if an email address is listed on the FAFSA or by mail if an email address is not listed on the FAFSA.

Step 4. The FAO will send the student a letter or letters about his/her financial aid application regardless of eligibility. Students may receive one or more of the following:

- All Applicant Letter...This letter indicates that the FAO received the results of the FAFSA called an ISIR or SAR, the information is being processed and included with this letter is an HCC Scholarship Application, and a Federal Work-Study Application.
- No Need Letter...This letter informs the student that he/she is not eligible to receive any federal or state grants. It gives information about other options which include the Federal Work-Study program, institutional scholarships, or alternative loans. Applications and/or websites are provided for each of these options.
- Request for Additional Information/Verification Letter...This letter informs the student that the FAO needs additional information before the office can complete processing the application. **SUBMIT ALL REQUESTED INFORMATION AS SOON AS POSSIBLE. FAXED COPIES OF REQUESTED INFORMATION ARE ACCEPTABLE. HCC'S FAX NUMBER IS (828) 627-4513.**
- Postcard...This card tells the student that she/he is eligible for a grant or grants and gives instructions on what to do next. As a financial aid recipient, there is important information the student needs to know. The FA Calendar and Financial Aid FACTS and FAQs provide this information and the FA Quiz checks for understanding.

Step 5. Complete the FA Quiz and submit. Answer "yes" to question 13 in order to give HCC permission to charge tuition, fees, books and supplies against the student's award.

Step 6. The FAO will mail an award letter and put the award information on the student account. Once the student registers for classes, the tuition and fees will be automatically charged against the award to the extent that funds are available. The student is responsible for any charges remaining after all of the financial aid is used.

Step 7. Students who wish to apply for HCC's Scholarships may complete and return the scholarship application included in the All Applicant Letter and/or No Need Letter or located on the HCC website at www.haywood.edu where a printable scholarship application is available from the link provided on the home page. A complete listing of HCC's scholarships is located at www.haywood.edu, click on Prospective Students, click on Financial Aid, click on Scholarships and at the end of the paragraphs, select the HCC Scholarships link. Students need complete only one scholarship application per academic year for all HCC scholarships. The scholarship committee meets as needed to select recipients who are notified via postal service.

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Step 8. Register for classes. Students should contact their advisor to make an appointment or contact Education Career Development Counseling Services (ECDC) at (828) 627-4504 for assistance.

Step 9. Purchase Books by logging on to www.haywood.edu. Select Prospective Students, then HCC Bookstore. On the HCC Bookstore web page, select “Buy Your Books Online”. Follow the instructions.

Step 10. Start “attending” classes by logging on to www.haywood.edu. Select Academics, then Distance Learning. Under Distance Learning, select Distance Learning Help Desk. Under Getting Started, select How to Begin page. Located on this page is information about the following:

- a. Adding or Paying for Courses
- b. Withdrawing from Courses
- c. Your Student Email Address
- d. Purchasing Books Online
- e. Distance Learning Help
- f. Beginning Your Online Courses

Remember: Students are not officially “attending” classes until they complete the HOP assignment for each course. Students who do not complete the HOP assignment(s) are reported as a “No Show” in those courses. Financial aid recipients' awards will be adjusted accordingly. This may result in some students owing money to the college.