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**WEBSITE:**  [www2.honolulu.hawaii.edu/?q=node/200](http://www2.honolulu.hawaii.edu/?q=node/200)

All tuition and fee charges at University of Hawai‘i campuses are subject to change in accordance with requirements of State law and/or action by the University of Hawai‘i Board of Regents or College Administration.

**Tuition and Fees (Per Semester)**

All required tuition and fees must be paid by the student by the deadline or registration may be canceled. Students in need of financial aid may be assisted through the College’s financial aid program, or in unusual cases by short-term emergency loans, if available. Additional charges may apply.

**Resident Tuition (per semester)**

- Tuition ........................................... $114 / credit
- Activity Fee .................................... $0.50-$5
- Publication Fee ................................. $5
- Student Life Fee ................................. $5

**Non-Resident Tuition (per semester)**

- Tuition ........................................... $316 / credit
- Activity Fee .................................... $0.50-$5
- Publication Fee ................................. $5
- Student Life Fee ................................. $5

**Summer 2014 Tuition Schedule**

(Please refer to the following website: [www.hawaii.edu/offices/app/tuition](http://www.hawaii.edu/offices/app/tuition))

- Residents ...................................... $248
- Non-residents .................................. $357

**Off Campus Education Program Tuition Schedule**

- Residents ...................................... $250 / credit
- Non-residents .................................. TBA

**Payment Plan**

**WEBSITE:**  [www.honolulu.hawaii.edu/registration/payment.html](http://www.honolulu.hawaii.edu/registration/payment.html)

Students who have registered and cannot pay in full by the designated deadlines and have an unpaid balance of $300.00 or more may have the option to enroll in the Payment Plan. Students in the Plan are assessed $30.00 per semester and are expected to pay all financial charges incurred. For more Payment Plan information, please refer to the website at [www.honolulu.hawaii.edu/registration/payment.html](http://www.honolulu.hawaii.edu/registration/payment.html).

**Non-Credit Course Tuition and Fees**

- Apprentice & Journey Worker .......... $0.45 per clock hour

(Fees for other non-credit courses vary. See course announcements for details.)

**Non-Resident Application Fee**

For non-residents, there is an application evaluation fee of $25.00.
### Other Fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books, Tools, and Other Supplies</strong></td>
<td>Costs vary program to program and are noted in the <strong>DEGREES</strong> or <strong>PROGRAM DESCRIPTION</strong> sections of this catalog.</td>
</tr>
<tr>
<td><strong>College Catalog</strong></td>
<td>The College Catalog may be purchased at the College Bookstore. Postage and handling charges will be assessed. The Catalog is available for review at the Records Office and online at <a href="http://www.honolulu.hawaii.edu/catalog">www.honolulu.hawaii.edu/catalog</a>.</td>
</tr>
<tr>
<td><strong>Child Care Fees</strong> *</td>
<td>For information about current fees and payment schedule, call 845-9466. There is a $150 comprehensive fee to hold a child’s space in the program after Notification of Acceptance. A semester fee payable in four installments is charged. Children may not be allowed to continue if fees are not paid according to the payment schedule. * Financial Aid may be used for child care expenses. Contact the Financial Aid Office at 845-9116.</td>
</tr>
<tr>
<td><strong>Credit by Examination</strong></td>
<td>The charge is equivalent to the per credit tuition for the course. (Based on the prevailing tuition and fee schedule.)</td>
</tr>
<tr>
<td><strong>Dishonored Checks</strong></td>
<td>$25.00 service charge for checks made out to Honolulu Community College and returned for any cause.</td>
</tr>
<tr>
<td><strong>Educational Record Copy</strong></td>
<td>$2.00 per copy (Includes Fee Statement copy)</td>
</tr>
<tr>
<td><strong>Financial Obligations to the College</strong></td>
<td>(See Student Services, Student Regulations.)</td>
</tr>
<tr>
<td><strong>Graduation Fee</strong></td>
<td>(See Degrees and Certificates, Graduation Information.)</td>
</tr>
<tr>
<td><strong>Registration Fees:</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>Late Registration Fee</strong></td>
<td>$30.00 for Fall and Spring Semesters</td>
</tr>
<tr>
<td>• <strong>Change of Registration</strong></td>
<td>$5.00 fee for each Change of Registration Form used to add/ drop a course(s) in person. (The fee does not apply when replacing a canceled class. There is no fee for online transactions. If adding a course(s), the tuition balance in addition to the change fee will be assessed, if applicable. See Schedule of Tuition.)</td>
</tr>
</tbody>
</table>
| **Student Activity Fee**        | 1–9 credits ........................ $0.50 per credit  
10 credits and above ........................ $5.00 (flat rate) |
| **Student Life Fee**            | $5.00 per student per semester (Not assessed for Summer Session) |
| **Student Publication Fee**     | $5.00 per student per semester (Not assessed for Summer Session) |
| **Telecourse Fee**              | $22.00 fee for licensing to the copyright holder (Based on the prevailing tuition & fee schedule) |
| **Transcript Fee**              | $5.00 per transcript For transcripts sent outside the University of Hawai‘i System, for student copies, or for UH non-admission purposes. $15.00 per copy For 24-hour rush processing (Additional postage fees are charged for transcripts sent outside the United States.) |
Tuition Waivers

Faculty/Staff Tuition Waiver
Faculty and staff may be eligible for tuition waivers. Employees must be employed on a half time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester.

PROCEDURES FOR WAIVER APPLICATION AND REGISTRATION:
1. Complete the University of Hawai'i (UH) Faculty/Staff Tuition Waiver Form and a Request for Tuition Waiver Form available online at www.honolulu.hawaii.edu/intranet/forms.
2. Obtain form approval from supervisor, and eligibility authorization from Human Resources.
3. Submit forms to the Business Office to receive the waiver.
4. New Students: submit an application to Admissions.
   Registration is during the Late Registration period on a space available basis. Faculty and staff who register before this period will be assessed all applicable tuition and fees. No refunds will be made, nor will changes be made in tuition status after registering.
5. Effective for the Fall 2009 term, tuition waivers for eligible faculty, staff, spouse, and/or domestic partner, must be received on-line or by the Business Office no later than the last day of the 50% refund period for which the waiver is being used.

Senior Citizens Visitor Program
Although UH Policy no longer provides tuition waivers for senior citizens, there are provisions for seniors who are not seeking credit. The Senior Citizens Visitor Program is available for seniors who are 60 years of age or older on the first day of instruction and who are residents of the State of Hawai'i. Contact the Admissions Office (808) 845-9129 for more information.

Other Tuition Waivers (See FINANCIAL AID.)

Tax Credit Information
For all University of Hawai‘i Students, Parents, Faculty and Staff

WEBSITE: www.fmo.hawaii.edu/bursar/1098t.html

The Taxpayer Relief Act (TRA97) passed by Congress in 1997 established new deductions for interest on student loans and educational IRAs, and also provided two higher education tax credits:

- The HOPE Scholarship Credit allows a maximum credit of up to $1,800 for eligible expenses for the first two years of post-secondary education.
- The Lifetime Learning Credit allows a maximum credit of up to $2,000 for eligible expenses paid during the calendar year for students in undergraduate, graduate and professional degree programs and students enrolled in coursework to acquire or improve job skills.

What does this mean for UH students? All students, except for non-resident aliens, who are billed for qualified education expenses in 2010 will receive a 1098-T tax form, which will help determine eligibility for the two tax credits. The 1098-T tax form will be mailed to the PERMANENT address on file for each student by January 31, 2011. Students MUST submit a Change of Address Form (available at www.honolulu.hawaii.edu/records) to the Honolulu CC Records Office if their Permanent Address has changed.

Where can I find more information? For more information about the tax credits, visit www.fmo.hawaii.edu/bursar/1098t.html or contact a tax advisor.

Note: The Taxpayer Relief Act of 1997 requires the University to collect and use students’ Social Security Numbers or ITINs to report qualified tuition and related expenses billed to students and scholarship and grant payments made to students to the IRS each year.
Refunds (See Academic Calendar for Refund Schedule)

TUITION AND SPECIAL COURSE FEES REFUND POLICY – REGULAR ACADEMIC SEMESTER:
1. 100% refund of tuition for Complete Withdrawal only if made on or before the last day of Late Registration (Add Period).
2. 100% refund of tuition for Change in Status or Tuition Rate if made on or before the last day of Late Registration (Add Period), unless otherwise stipulated by Federal regulations.
3. 50% refund of tuition for Complete Withdrawal or Change in Status or Tuition Rate if made after the Late Registration period (Add Period), but on or before the end of the Refund Period, (third week of instruction), unless otherwise stipulated by Federal regulations.
4. 0% refund if Complete Withdrawal or Change in Status or Tuition Rate is made after the Refund Period, unless otherwise stipulated by Federal regulations.

ACTIVITY FEE, PUBLICATION FEE, AND STUDENT LIFE FEE REFUND POLICY:
1. 100% refund if Complete Withdrawal is made prior to the first day of the term.
2. No refunds of less than $1.00.

PAYMENT OF REFUNDS: For a partial withdrawal, the student should receive a refund within four weeks following the end of the 50% refund period. For a Complete Withdrawal, the student should receive a refund within four weeks following the withdrawal date.

TUITION AND SPECIAL COURSE FEES REFUND POLICY – CONTINUING EDUCATION, SUMMER SESSION, AND OTHER SHORT-TERM COURSES:
1. The refund period shall be 20% of the instructional period. The instructional period includes all calendar days beginning from the first day of instruction and ending on the last day of instruction. No refunds will be made for courses where the instructional period is 10 days or less, except before the first day of instruction. Refunds for credit courses that are not semester long shall be as follows:
   a. 100% refund for Complete Withdrawal only if made before the first day of the term.
   b. 50% refund for Complete Withdrawal or Change in Status or Tuition Rate if made on or after the first day of the term, but on or before the end of the Refund Period as defined above, unless otherwise stipulated by Federal regulations.
2. For Non-Credit Courses or Workshops:
   a. One to five weeks in length: 100% refund for Complete Withdrawal if made before the first day of class meeting; thereafter, no refund.
   b. Six weeks or longer: 100% refund for Complete Withdrawal if made on or before fifth working day has elapsed after the first day of class instruction; thereafter, no refund.
The financial aid program at Honolulu Community College helps students who can benefit from higher education, but who may have difficulty attending college without financial help. The financial aid program adds to the efforts of the student and the student’s parents/spouse. All students at Honolulu CC may apply for financial aid.

How to Apply for Aid

There are two ways to complete a Free Application for Federal Student Aid (FAFSA) – online or a paper application.

**Online Application – [www.fafsa.gov](http://www.fafsa.gov)**

- This is the recommended way to complete a financial aid application because it is safe, fast, and easy.
- Students (and their parents if applicable) must have a Personal Identification Number (PIN). Students who don’t have one, may request one at [www.pin.ed.gov](http://www.pin.ed.gov).
- Go to the website at [www.fafsa.gov](http://www.fafsa.gov)
- Read the instructions carefully.
- Students (and their parents if needed) must be sure to sign the application electronically by entering PIN number(s). Students who are unable to enter PIN number, must print out the signature page and mail it with the required signatures.

**or Paper Application**

- Request a paper application by calling 1-800-4-FED-AID, or download a PDF Paper Application at [www.fafsa.gov](http://www.fafsa.gov) (click on ‘FAFSA Filing Options’).
- Use a BLACK ink pen and fill in ovals completely.
- Print clearly in CAPITAL letters, skip a box between words, and do not include cents (round to the nearest dollar).
- Complete ALL required sections and do not leave blanks.
- Students (and their parents if needed) must be sure to sign the application.
- Mail the FAFSA to the Federal Processor at:
  
  Federal Student Aid Programs  
  P.O. Box 4691  
  Mt. Vernon, IL  62864-0059

When to Apply for Aid

Awards are made for an academic year (Fall/Spring). Applications should be filed as soon as they are available in January of each year. The College will begin making awards for Fall in May and for Spring in October. Applicants who apply (and re-apply) early have the best opportunity to have their financial need met.

Applicants must file a financial aid application for each academic year they seek aid. The amount and type of aid for each year depends upon the applicant’s continued need, date of application, and academic progress.

**Selection, Notification, and Payment**

Upon receiving a Student Aid Report, the Financial Aid Office will review the student’s file for completeness and, if complete, determine the student’s eligibility for aid. Notification will be made to all eligible applicants who have submitted complete applications. Awards will be made on the basis of need. Applicants are encouraged to apply as soon as applications and are available in January of each year because some funds are limited.
Students will be notified of their financial aid offer through email. Detailed instructions will be given regarding the review of all the information in the financial aid award.

Unless otherwise noted on the Financial Aid Award Offer Letter, all awards are paid equally for the Fall and Spring semester. With the exception of tuition waivers, awards cannot be credited to a student’s account earlier than 10 days prior to the first day of classes for that term. A refund check will be mailed (unless otherwise noted) to the student within 14 days from the date that the balance occurs. By applying early, students will receive their Award Offer prior to the start of school.

Who is Eligible

To be eligible for federal student aid at Honolulu CC, students must:

- Be accepted for admission (or currently enrolled) in an eligible degree or certificate program at Honolulu Community College;
- Have earned either a high school diploma, GED certificate, or equivalent;
- Be a U.S. citizen or an eligible non-citizen;
- Be registered with Selective Service (if a male between the ages of 18-25);
- Submit all required documents as needed to process financial aid application;
- Meet the Satisfactory Academic Progress Policy; and,
- Not be in default on a Federal educational loan or owe a refund on a Federal grant.

Federal Financial Aid

The majority of aid awarded by Honolulu CC is Federal and based on demonstrated financial need. Eligibility requirements are determined by Federal rules and include the following:

Applicant must

- Be a U.S. citizen or an eligible non-citizen (permanent resident);
- Be enrolled in a degree granting program (must be a classified student at Honolulu CC);
- Be making satisfactory academic progress toward your degree;
- Not be in default on a loan or owe a refund on a Federal grant;
- Have demonstrated financial need;
- Have obtained a high school diploma, GED, or equivalent; and,
- Be registered with Selective Service *, if required.

All financial aid programs are subject to change.

* Note: Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Hawai'i Student Incentive Grants (HSIG), Federal Perkins Loan Program monies, Federal Family Educational Loan Program funds, Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, Federal Parent Loans for Undergraduate Students, and Federal Work Study. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959. The group of males affected includes citizens and eligible non-citizens eligible except citizens of the Federated States of Micronesia, the Marshall Islands, or the permanent residents of Palau. For further information contact the Financial Aid Office at (808) 845-9116.

Financial Aid Satisfactory Academic Progress Policy

Prior to the awarding of any financial aid, students enrolled at Honolulu CC must be making satisfactory progress in accordance with U.S. Department of Education regulations. The student’s academic progress will be evaluated at the point when their application is reviewed in an academic year. The policy is applicable to all Honolulu CC students applying for any type of federal, state, or private financial aid resources administered and managed by Honolulu CC; including student loans from private lenders which are guaranteed or insured by the federal government. Appeals to the policy may be submitted in writing to the Financial Aid Administrator.
Eligibility Requirements for Academic Progress

1. All financial aid recipients must have a declared major at Honolulu CC and enroll in credits towards the completion of that degree/certificate.

2. Students are expected to maintain a cumulative grade point average (GPA) of at least 2.0.

3. Students must complete at least 67% of all credits attempted (calculation includes ALL terms reflected on transcript); whether financial aid was received or not.
   a. All terms of attendance and all transfer credits apply; whether financial aid was received or not.
   b. The following grades will be considered as credits enrolled but not successfully completed: F, W, N, I, I/F, I/N, and NC. An incomplete grade will be calculated as no credit until it reverts to a letter grade and is posted to the student’s academic record. Please note that the student must submit a letter to the Financial Aid Office when a grade changes as the Financial Aid Office is not automatically informed of grade changes.
   c. Audited classes and credit by exam are not eligible for financial aid and will not be counted towards credits attempted/completion.

EXAMPLE: Since he started attending Honolulu CC, John has attempted 60 credit hours. He only completed (passed) 50 credits because he withdrew from a few classes and failed one. Based on the following calculation, John has earned more than 67% of the credits he attempted, therefore has fulfilled the Honolulu CC Satisfactory Academic Progress Policy requirements.

\[
\frac{\text{John's Credits Completed}}{\text{John's Credits Attempted}} = \frac{50}{60} = 83\%
\]

Time Frame

1. Students must complete their degree program within 150% of the credits required for their degree program.
   Example: John's degree program requires 60 credits to graduate; therefore, he must complete his degree program within a total of 90 credits (60 credits x 150% = 90 credits).

2. Students who change majors must have all of their credits and transfer credits re-evaluated towards their new major to determine their remaining financial aid eligibility.

3. Students who have earned a degree at Honolulu CC and are seeking another degree must submit a petition stating their reason to pursue another degree. Approval of the subsequent degree program will be determined after reviewing the petition.
   NOTE: Students who are seeking an AA degree who have already earned an AA, BA, or BS degree are not eligible for financial aid.

4. Transfer credits accepted from another institution will be used to calculate the remaining credits required for completion of the degree or certificate.

5. Students’ entire academic history will be taken into account, including periods of enrollment when financial aid was not received.

6. Generally, students will not receive payment for repeating a course that was successfully completed (A, B, C, D or CR). If the student is required to repeat a course that was previously completed successfully, students may submit a petition stating the reason for the repeated course along with documentation showing the requirement.

Financial Aid Suspension

Students’ financial aid at Honolulu CC will be suspended and they will not be eligible for financial aid in subsequent terms in the following cases:

1. Students fail to achieve a cumulative GPA of at least 2.0

2. Students fail to complete at least 67% of all classes attempted.

3. Suspended students not enrolled at Honolulu CC in the following semester will have their suspension stand until they have met the requirements for reinstatement.
**APPEAL OF FINANCIAL AID SUSPENSION**

Students who do not meet the minimum satisfactory academic progress requirements will be suspended from receiving aid. If suspended from receiving financial aid, the student can appeal the suspension.

In order to appeal a financial aid suspension, student must complete an appeal form. The appeal form will be reviewed by a financial aid officer and a determination made as to whether or not the student will be able to meet the satisfactory academic progress requirements within the time frame allowed by Federal regulations. If the appeal is approved, the student must meet with an academic counselor to create an academic plan.

**ACADEMIC PLAN**

An academic plan is a plan the students will create that will allow them to meet the satisfactory academic progress requirements within the allowed time frame specified by Federal regulations. Students who do not successfully meet the conditions of their approved academic plan will again be placed on financial aid suspension until they meet the criteria for reinstatement of their eligibility for aid.

**REINSTATEMENT**

To reinstate eligibility, students must meet all three of the following conditions:

1. Have a minimum cumulative GPA of at least 2.0;
2. Complete at least 67% of all credits attempted (includes all credits reflected on the transcript); and,
3. Be able to graduate within the 150% time frame allowed by Federal regulations.

Upon successful completion of the required credits and GPA, students must notify the Honolulu CC Financial Aid Office in writing that they wish to be reinstated. The student will be notified in writing whether or not they have been reinstated.

Note: Requests for reinstatement will be processed when time permits and students will be responsible for their own tuition and fees payments according to the registration payment deadlines.

**How Financial Need is Determined**

Demonstrated financial need is the difference between the “cost of education” and the “expected family contribution”.

\[
\text{Formula: Cost of Education (minus) - Expected Family Contribution = Demonstrated Financial Need}
\]

The “expected family contribution” is determined by the financial aid application completed by the student and the student’s family. This amount is based on income and assets, expenses, number of family members, etc. as reported on the FAFSA.

The standard “cost of education” is an average of typical student expenses within the academic year.

- Tuition and fees (adjusted for enrollment status)
- Room and board allowance
- Books, supplies, and tools
- Personal expenses
- Transportation

* Students who intend to enroll concurrently at Honolulu CC and another University of Hawai‘i campus must contact the Financial Aid Office for more information.

With supporting documentation, additional expenses related to attending Honolulu CC can be considered in the standard budget.

**Types of Aid**

**Grants**

**Federal Pell Grants** do not need to be repaid (unless students do not meet Satisfactory Academic Progress requirements) and are available to students who have not received a Bachelor’s Degree.

**Federal Supplemental Educational Opportunity Grants (SEOG)** do not need to be repaid (unless students do not meet Satisfactory Academic Progress requirements) and are available to students with exceptional financial need who are enrolled at least half-time. Priority is given to Federal Pell Grant recipients.
**HONOLULU COMMUNITY COLLEGE OPPORTUNITY GRANTS** are available to students who are enrolled at least halftime, demonstrate financial need, and meet satisfactory academic progress requirements. Applicants must apply for financial aid using the Free Application for Federal Student Aid (FAFSA). Award amounts are dependent on the students’ enrollment level, need, and availability of funds.

### Student Loans

**FEDERAL PERKINS LOAN PROGRAM (FORMERLY NDSL PROGRAM)** is a long-term loan program that must be repaid with a fixed interest rate of 5%. Repayment and interest begins nine months after the student drops below half-time status and deferment options are available for students who are not able to pay the minimum monthly payment. Loan amounts are based on demonstrated financial need and availability of funds.

**FEDERAL DIRECT LOAN PROGRAM** is a long-term loan program that must be repaid with a fixed interest rate. These loans are borrowed from the Federal government. There are three types of Direct Loans:

1. **FEDERAL SUBSIDIZED DIRECT LOANS** have a fixed interest rate of 6.8% (for loans disbursed on or after July 1, 2012). Repayment and interest begins six months after the student drops below half-time status and deferment options are available for students who are not able to pay the minimum monthly payment. The annual loan limit differs depending on the students’ academic level and existing subsidized loan balances.

2. **FEDERAL UNSUBSIDIZED DIRECT LOANS** have a fixed interest rate of 6.8% (for loans disbursed on or after July 1, 2012). The federal government pays the interest on the loan while the student is enrolled for at least half-time status and in a degree-seeking program. Repayment begins six months after the student drops below half-time status and deferment options are available for students who are not able to pay the minimum monthly payment. The annual loan limit differs depending on the students’ academic level, dependency status, and existing subsidized and unsubsidized loan balances.

3. **FEDERAL DIRECT PLUS LOANS** are available to parents of dependent students who are enrolled at least half-time status and are based on credit history. This loan has a fixed interest rate of 7.9% (for loans disbursed on or after July 1, 2011). Parents can borrow up to the calculated cost of attendance minus other aid the student is receiving.

**STATE HIGHER EDUCATION LOANS (SHEL)** are available to Hawai’i residents and must be repaid with a fixed interest rate of 5%. Repayment and interest begins nine months after the student drops below half-time status and deferment options are available for students who are not able to pay the minimum monthly payment. Loan amounts are based on demonstrated financial need and availability of funds.

### Student Employment

**FEDERAL WORK-STUDY (FWS)** provides part-time employment on- and off-campus to students who are enrolled at least half-time. Students are limited to a maximum of 20 hours per week during the academic terms. Awards are based upon the students’ need and availability of funds.

### Tuition Waivers

**NATIVE HAWAIIAN TUITION WAIVERS** were established to support Native Hawaiian students seeking a degree in higher education. This waiver is awarded to Native Hawaiian students who demonstrate financial need, maintain satisfactory academic progress and, are enrolled in at least half-time status. To be considered for this waiver, a student must complete a Free Application for Federal Student Aid (FAFSA) and submit additional documentation as requested. Recipients of this tuition waiver will be required to meet specific conditions as part of receiving the waiver.

### Student Loan Default Rates

Information regarding student loan default rates is available on the Financial Aid website (www.honolulu.hawaii.edu/fnaid).
Scholarship Programs
Honolulu Community College scholarships are awarded on the basis of merit, academic performance, and/or financial need. The University of Hawai‘i Common Scholarship Application must be completed to be considered for any of the Honolulu CC scholarships. For a complete list of scholarships available to Honolulu CC students, go to www.honolulu.hawaii.edu/finaid/scholarships.

Changes in Financial Status
Changes in a student’s financial status may result in an increase or decrease in the cost of education, or increase or decrease in the expected family contribution. A change in either would change the amount of aid for which the student is eligible. If a student’s financial circumstances change significantly from the time that he/she originally applied for aid, he/she should see a Financial Aid Administrator.

Changes in Enrollment Status
It is the student’s responsibility to inform the Financial Aid Office of any changes in enrollment because changes in enrollment status may result in an increase or decrease in the cost of education and financial aid offer. In the event a student should completely withdraw from Honolulu CC, the Financial Aid Office will adhere to all institutional refund policies (see Tuition and Fees section). In addition, Federal regulations stipulate that any recipients of Federal Title IV funds who withdraw from school or disappear will be subject to a calculation which will determine the amount of Title IV funds that the student and the school is responsible for returning to the Federal government. Failure of the student to return these funds may affect future Federal Financial aid (Title IV) eligibility.

Rights and Responsibilities
The student has the right to know:
• The cost of attending Honolulu CC and the policy on refunds to students who drop out;
• What financial assistance is available;
• Procedures and deadlines for submitting applications for each available financial aid program;
• How Honolulu CC selects financial aid recipients;
• How need is determined;
• How much of the student’s need has been met;
• How and when the student will be paid;
• The interest rate on any loans offered to the student and the conditions of repayment;
• If offered Federal Work-Study, what kind of job is offered, what hours must be worked, duties, rate of pay, and method of payment;
• How an aid package is reconsidered if a student believes a mistake has been made or if enrollment or financial circumstances have changed; and,
• How Honolulu CC determines satisfactory academic progress.

The student is responsible for:
• Reviewing and considering all information about a school’s program before enrolling;
• Submitting complete and accurate information concerning enrollment and financial circumstances;
• Knowing and complying with all deadlines for applying and reapplying for financial aid;
• Providing all documentation, corrections, and/or new information requested by the Financial Aid Office;
• Notifying the Financial Aid Office of any information which has changed;
• Ensuring that mailing address is current, via MyUH portal;
• Reading, understanding, and keeping copies of all forms requiring a signature;
• Repaying any student loans and attending entrance and exit interviews for those loans;
• Performing satisfactorily work agreed upon in a Federal Work-Study job; and,
• Understanding Honolulu CC’s refund policy.

For additional financial aid information, contact the Financial Aid Office at 845-9116.

**Veterans Administration Benefits**

**WEBSITE:** [www.honolulu.hawaii.edu/records](http://www.honolulu.hawaii.edu/records)

The College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (GI Bill), the Veteran’s Readjustment Act, and the Dependents’ Educational Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. See the Records Office for VA enrollment certification.

The College offers students a wide range of services and activities throughout the academic year and summer months. Students are encouraged to seek individual or group counseling, career and vocational exploration, and other related student services such as those listed below.