

## Garden City Community College FINANCIAL AID INFORMATION

If students enroll less than full-time (12 credit hours per semester), their award package will be prorated or could result in no award.

Financial aid is disbursed a minimum of twice a year, normally in late September and again in late February for **regular session** classes. (Exact dates of Fall and Spring initial disbursements are posted in the academic calendar.) Summer disbursement dates vary. Disbursements will be made after the student's enrollment has been certified by the Records Office. Financial aid credit balances are issued by the Business Office via electronic refund or check. Students can opt-in for electronic refunds by logging in to TouchNet via Self-Service or OneLogin. Checks can be picked up at the Business Office located in the administration building. Normal office hours are 8 a.m. to 4:30 p.m. (M-Th) and 8 a.m. to 4 p.m. (F) during the regular term, and 8 a.m. to 4 p.m. (M-Th) and 8 a.m. to 12 noon (F) during the summer term. Students are notified via their BusterMail (student email) when an electronic or check refund is available. Refund checks not picked up within 14 days of notification will be mailed to the student.

If your financial aid will more than pay your institutional costs at GCCC, the remainder may be used to buy books/supplies. Vouchers are available in the Business Office or by emailing [business@gcccks.edu](mailto:business@gcccks.edu) the week before each class begins.

All financial aid is credited directly to the student's account. Students may complete a Title IV Authorization to Apply Federal Financial Aid to Other Institutional Charges form to pay charges including but not limited to fines, damages, books, childcare costs, NSF checks, and lost or stolen equipment charges. The form is available at the GCCC Business Office, Financial Aid Office, or at the website under the forms link on the Financial Aid page.

Students must notify the Registrar's Office whenever there is a change in their local or permanent address or phone number.

The student's official high school transcript or GED scores, and official transcripts from all colleges, universities and technical schools attended must be received by GCCC before financial aid can be awarded.

Students must be degree-seeking at GCCC or enrolled in an eligible certificate program at GCCC to receive federal financial aid. Federal financial aid (Pell grant & loans) can only be awarded/dispensed for classes that count toward your degree or eligible certificate at GCCC.

To be eligible for a Federal Stafford Loan in any semester, the student must be enrolled in at least six (6) credit hours. A valid Master Promissory Note must be on file and a loan acceptance form must be completed for any loan to be originated. All required loan counseling must also be completed before loan applications are processed.

To apply for a federal work study job, students must have a completed federal financial aid file.

Students must maintain Satisfactory Academic Progress (SAP) toward their degree to continue eligibility for financial aid. When students do not begin attendance and/or withdraw from class(es), they may owe a federal financial aid refund and may be placed on financial aid '**warning**' or financial aid '**denial**'.

In compliance with the U.S. Dept. of Education's Privacy & Technical Assistance Center (PTAC), GCCC does not release FAFSA-related data nor financial aid history, without a student's written authorization. The authorization form is available at the Business Office, Student Services offices, or on our website under the forms link on the Financial Aid webpage.

Financial aid ***is not*** automatically renewable. Students must apply each year. The processing of financial aid applications (FAFSA) can take six to eight (6-8) weeks, and students should apply early.

If students or their families have unusual circumstances that merit consideration regarding the financial aid application, they should contact the Financial Aid Office to discuss how to apply for a Professional Judgement. These circumstances might include changes related to family size, marital status, reduction in earnings or loss of other income, one-time income, excessive out-of-pocket medical expenses, etc.

(For detailed information regarding the above topics refer to the College Catalog, Student Handbook, GCCC's website [www.gcccks.edu](http://www.gcccks.edu) or email the Financial Aid Office at [finaid@gccck.edu](mailto:finaid@gccck.edu) or call 620-276-9519.