Your financial aid award will be electronically applied to any unpaid registration charges approximately 10 days prior to the start of instruction, unless your awards are finalized after the start of school or you have any outstanding requirements. If there are excess funds after tuition and fees have been paid, you are entitled to a refund.

There are two ways to receive a refund:

1. Direct Deposit (Electronically). Your refund will be processed within 3 to 5 business days from the date of your disbursement. To get any refunds processed to you electronically, you must sign up for e-Refunds on your MyUH Portal/Services.

2. Mailed check. Your refund will be processed within 7 to 10 business days from the date of your disbursement. The check will be mailed to the address reflected on their MyUH Portal/Services. You are responsible for maintaining a correct mailing address on your MyUH Portal/Services.

**FEDERAL PELL GRANTS** are generally awarded on full-time enrollment status (12 credits or greater) and will be disbursed according to your enrollment status at the time of disbursement. For enrollment statuses that are less than full-time, your Pell Grant eligibility will be prorated and may be recalculated based on your Expected Family Contribution (EFC).

**FEDERAL WORK STUDY** does not represent money in-hand at the beginning of the semester. You are required to work, generally on-campus, to earn the award. Job openings can be found online at [https://www.hawaii.edu/sece/](https://www.hawaii.edu/sece/) or by visiting Job Prep Services at AD 222.

**FEDERAL DIRECT LOANS** are generally awarded on full-time enrollment status (12 credits or greater). For timely disbursement of loan funds, you must ensure you complete all loan requirements. Disbursement of loan funds will be based on the required enrollment status stated on your award offer. For enrollment statuses that are less than full-time, your loan eligibility may be recalculated.

- First-time, first-year borrowers’ loan funds will be disbursed approximately 30 days after the start of the semester, per federal regulations, unless your loan funds were finalized after that time frame.
- One-semester loan borrowers’ loan funds will be split into two disbursements, per federal regulations. The first disbursement will be 10 days before the first day of instruction, unless your loan funds were finalized after that time frame. The second disbursement will be at the mid-point of the semester (mid-October for Fall only loans and mid-March for Spring only loans).

**FEDERAL DIRECT PARENT PLUS LOAN** funds will be processed on the first day of instruction, unless your loan funds were finalized after the start of school or you have any outstanding requirements. Funds will be applied to any outstanding tuition and fee charges and any excess funds will be processed as a paper check and mailed to you or your parent (depending on what you and your parent indicated on the PLUS Loan Request Form).
INSTITUTIONAL GRANTS, SCHOLARSHIPS AND WAIVERS are generally awarded on full-time enrollment status (12 credits or greater). Disbursement of these awards will be based on the required enrollment status for the award. Most require a minimum enrollment of six (6) credits, however, some require a full-time enrollment.

EXTERNAL SCHOLARSHIPS funds will be processed on the first day of instruction, providing we have received the funds. Our office will verify your enrollment at the time your scholarship is processed. If you are enrolled at a status that is less than full-time (less than 12 credits), we will need authorization from the donor to release the funds. External scholarships may be electronically applied to your student account or may require that you pick up the paper check.

1. Master Check/Electronic Funds Transfer (EFT): Your scholarship will be applied to your student account upon verification of full-time enrollment. Funds will be applied to any outstanding tuition and fee charges and any excess funds will be processed to you as a refund.
2. Individual Paper Check: If your scholarship is a paper check that you must pick up, our office will notify you when your check is ready for pick up. If you have any outstanding tuition and fee charges at the time of pick up, you will have to endorse the check to the Cashier’s Office to have your scholarship funds applied to your outstanding charges. If you do not have any outstanding tuition and fee charges at the time of pick up, the Cashier’s Office will authorize release of the check to you.

PRIVATE LOAN funds will be processed on the first day of instruction, providing we have received the funds. Our office will notify you when your check is ready for pick up. If you have any outstanding tuition and fee charges at the time of pick up, you will have to endorse the check to the Cashier’s Office to have your loan funds applied to your outstanding charges. If you do not have any outstanding tuition and fee charges at the time of pick up, the Cashier’s Office will authorize release of the check to you.

CONCURRENTLY ENROLLED/DISTANCE EDUCATION STUDENTS: Generally, most of the funds that are administered by our office will be applied to Leeward CC charges only. If you are enrolled for courses at another UH System community college, you are responsible for making payment for any tuition and fee charges due to the other campus, even if a Concurrent Enrollment Form has been approved and you are entitled to a refund. Processing of financial aid for the credits at the other campus will be done after the 50% refund period of each semester.