Disbursement and Enrollment

Your initial financial aid offer is based on full-time enrollment (12 or more credits) for Fall and Spring, unless you are set to graduate at the end of the Fall semester, or you are entering in the Spring semester, or you are nearing your maximum timeframe (Satisfactory Academic Progress). To receive aid, you must be admitted as a classified student in an eligible Associate or Certificate Degree Program and courses you enroll for must apply toward your degree.

If your enrollment is or will be less than full time in the Fall and/or Spring semester, please notify Leeward CC’s Financial Aid Office in writing or by email, and your financial aid disbursement will be adjusted/revised based on your new enrollment status. Note that only the courses that apply to your program will be considered as part of your enrollment level for financial aid.

Time frame and Method of Disbursement

Federal grants and loans and institutional grants are generally disbursed approximately 10 days prior to the start of instruction, unless your award package was finalized after that time frame, or you have outstanding requirements.

State and institutional scholarship disbursements vary. Time of disbursements depend on when the scholarship is awarded. Some scholarships may require two disbursements for each semester. You will be informed if any scholarship you are awarded have special disbursement dates.

External loans and scholarships are generally processed on the first day of instruction, providing we have received the funds. If your check needs to be endorsed to the Cashier’s Office before it can be processed, our office will notify you.

All funds are processed electronically, and applied to your student account, whether or not you have any outstanding tuition/fee charges. If you have excess funds/credit balance, the Cashier’s Office will process a refund.

Processing of Refunds for Excess Funds/Credit Balances

There are two ways to get your refund:

- Direct Deposit (electronically): Your refund will be processed within 3 to 5 business days from the date of your disbursement. For refunds to be processed electronically, you must sign up for e-Refunds on your MyUH Services.
- Paper check (by mail): Your refund will be processed on the 15th and the last business day of the month. If the 15th of the month falls on a weekend or holiday, checks will be issued on the business day prior to the weekend or holiday. The check will be mailed to the address reflected on your MyUH Services. You are responsible for maintaining a correct mailing address on your MyUH Services. Click HERE to update your address.
Enrollment Level and Enrollment Level Census Date

Enrollment levels are listed in the table below:

<table>
<thead>
<tr>
<th>Enrollment Level</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 credits or more</td>
</tr>
<tr>
<td>Three quarter time</td>
<td>9 – 11 credits</td>
</tr>
<tr>
<td>Half time</td>
<td>6 – 8 credits</td>
</tr>
<tr>
<td>Less than half time</td>
<td>1 – 5 credits</td>
</tr>
</tbody>
</table>

Each term will have an “Enrollment Level Census Date” for purposes of determining your enrollment level for financial aid award amounts. The Enrollment Level Census Date is generally on the 23rd day of each semester. On this “census date” we will record your enrollment level (number of credits enrolled that apply to your degree program) as of that date, which will determine your eligibility for financial aid awards for the semester. Courses that are added after this “census date” will not be included into your financial aid enrollment level for the semester.

You may still qualify for your award(s) if your enrollment level is considered to be less than full time, however, most funds require a minimum enrollment level of half time status. Click HERE to view fund specific requirements.

Concurrent Enrollment

If you are concurrently enrolled in courses at other University of Hawaii Campuses, and would like our office to consider enrollment in those courses as part of your total enrollment, you must complete the Concurrent Enrollment Form. Form is available ONLINE or at the Financial Aid Office.

Generally, most of the funds that are administered by our office will be applied to Leeward CC charges only. If you are enrolled for a course(s) at another UH System community campus, you are responsible for making payment for the tuition/fee charges due to the other campus, even if a Concurrent Enrollment Form has been approved and you are entitled to a refund. The disbursement of your financial aid for the credits at the other campus will be processed after the Enrollment Level Census Date for each semester.

Fund Disbursement Information

The information below is provided under the assumption that your award is based on full time enrollment for an academic year.

Federal and institutional

Pell Grant and Institutional Grants: A prorated (reduced) amount will disburse for enrollment levels less than full time. However, depending on your eligibility, you may not qualify for the grant(s) at enrollment levels less than full time. In some instances, Institutional Grants may need to be retracted.

Direct Student Loan: All loan requirements must be completed for funds to be disbursed. Funds will not disburse if you are enrolled at a status that is less than full time. If your enrollment is or will be less than full time in the Fall and/or Spring semester, please notify Leeward CC’s Financial Aid Office in writing or by email and your financial aid disbursement will be adjusted/revised based on your new enrollment status. Loan amount(s) may be reduced or cancelled.
Listed below are other special disbursement information:

- First-time, first-year borrower’s loan funds is 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 is split into two disbursements, per federal regulations. The first disbursement is 10 days before the first day of school, unless your loan funds were finalized after that time frame. The second disbursement is the mid-point of the semester (mid-October for Fall only loans and mid-March for Spring only loans).
- If you are enrolled in a modular program/course(s), generally, loan funds will not disburse until you are attending at least 6 credits.

**Direct Parent PLUS Loan:** All loan requirements must be completed for funds to be disbursed. Fund will not disburse if you are enrolled at a status that is less than full time. If your enrollment is or will be less than full time in the Fall and/or Spring semester, please notify Leeward CC’s Financial Aid Office in writing or by email and your financial aid disbursement will be adjusted/revised based on your new enrollment status. Loan amount(s) may be reduced or cancelled. Any excess funds/credit balance will be processed as a paper check and will be mailed to either you or your parent (depending on what you and your parent indicated on your PLUS Loan Request Form).

**State**

Hawaii Promise Scholarship: Fund will not disburse if you are enrolled at a status that is less than full time. Our office will re-evaluate your scholarship eligibility based on your less than full time enrollment level. Scholarship amount may be reduced or cancelled. Re-evaluation will be completed after the Enrollment Census Date for each semester. There will be two equal disbursements in each semester. Disbursement dates will be specified in your Active Messages.

**External**

Private Loans: You must be enrolled at the enrollment level you indicated when our office certified your loan. Otherwise, loan funds may need to returned and re-certified based on your actual enrollment level.

External Scholarships: It is generally assumed that scholarship donors require an enrollment level of full time status, unless the donor indicates otherwise. We will verify your enrollment at the time we process the scholarship for disbursement. If you are enrolled at a level that is less than full time, we will contact the donor for authorization to release funds.