

**IF YOU RECEIVE FINANCIAL AID, PLEASE READ CAREFULLY!!
This Notice Contains Important Information about the *No-Show* Process
and How it can Affect Your Financial Aid!**

What is the *No-Show* Process?

According to federal financial aid regulations, attendance and/or participation in each class must be verified before a student's financial aid can be disbursed and the student receive any refund. At HCTC, we use the *No-Show* process to verify attendance and participation.

After the last day to drop/add a class without a penalty (this date varies and the exact date can be found on the academic calendar for each term, but for 16-week classes, for example, the date is the Friday of the first week of classes), **instructors are required to report the names of students who have not attended or participated in their classes.**

For in-person classes, this process is generally simple – either a student has or has not attended the class. **For online classes, instructors use various methods.** These are explained in each syllabus. **Therefore, it is very important to read your syllabus carefully and follow all instructions!**

Students reported as a *No-Show* will receive an email from the Financial Aid Office, notifying them of their *No-Show* status. **If you have any questions about why you were reported, you must contact your instructor.**

At the same time students are reported, **a hold will be put on their financial aid,** until the *No-Show* status can be verified. **This is automatic and will delay your aid for approximately two weeks.**

An email then will be sent to each instructor who reported students as *No-Shows* to verify the *No-Show* status and ensure the reporting was accurate. **After the *No-Show* report is verified, the Financial Aid Office will adjust each student's financial aid to reflect the actual number of credit hours a student is attending or participating.**

What does this mean to me?

When you enroll in a class, you are personally responsible for tuition and fees for that class, whether you ever attend the class or not! Therefore, it is very important to drop any classes you no longer want to take.

When you receive financial aid, your financial aid is used to pay your tuition, fees, and any book charges. You then receive any remainder. After your eligibility is determined, the amount of financial aid you receive is based on the number of credit hours you take. If you take 12 credit hours, for example, you are considered a full-time student and you receive 100% of the amount. If you take 9 hours, for example, you are considered three-fourths-time student and you receive 75% of the amount.

So, if you enroll in 12 credit hours of classes, but are reported as a *No-Show* in one of the classes, you will be considered three-fourths time for financial aid purposes and only receive 75% of any eligible aid. However, since you are still enrolled in the class, your tuition and fees will not be reduced and you will be responsible for paying those amounts! This will be deducted from any remaining aid before it is disbursed. If you do not have aid to cover the difference, you will owe a bill for that class. If you do not pay any bill, you will have a hold on your account and cannot register for other classes until it is paid.

What can I do?

To avoid all these problems, attend/participate in your classes! It is as simple as that!

Additionally, if you decide you do not want to take one or more of your classes after you register for them, make sure you drop them during the drop/add period.

Questions?

If you have any questions about the *No-Show* process, please contact the HCTC Financial Aid Office during business hours or the Go KCTCS! Student Service Center, available 24 hours a day at 855-646-4282.