



FINANCIAL AID REFUND CHECKS

Financial aid refund checks are printed and disbursed by the HNU Student Accounts Office. Disbursements are made according to the schedule on page 2. The amount of your refund is directly related to the number of units you are enrolled in and reflected in the registration system at the time of production.

If your refund check is less than \$300 in any given term, you will have to request that a check be issued to you.

The Financial Aid Office cannot authorize early disbursement of checks.

Checks will be available for pick-up in the Student Resource Center (Hester 13) at 4pm on the day of disbursement. You must provide photo identification before your check will be released to you. Disbursement dates are listed on page 2.

The Student Accounts Office will hold your refund check for pick-up for 14 days. If you have not picked up your check within 14 days of issuance, it will be mailed to the billing address we have on file in the Registrar's Office. Therefore, you must make sure the Registrar's Office has your current billing address. This may be done by completing a Student Information Change Form in the Student Resource Center.

DISBURSEMENT ENROLLMENT REQUIREMENTS

Students must be enrolled **at least half-time** to receive financial aid funding. The Financial Aid Office has outlined the enrollment requirements below. Enrollment requirements are based on the program to which you have been accepted.

- Traditional undergraduate **or** teacher credential programs—6 units per term
- RN to BSN (Nexus) program—4 units per term
- Adult Undergraduate program—6 units per term
- Graduate program—5 units per term

It is the responsibility of the student to notify the Financial Aid Office of any changes in enrollment status during any given term. If it is determined that you received full-time aid and you were enrolled less than full-time, your aid will be reduced to the appropriate level and you will be responsible for re-paying HNU for all or part of your refund checks.

2011-12 REFUND CHECK DISBURSEMENT DATES**

Fall 2011 disbursements begin: September 16, 2011 (Friday)

Spring 2012 disbursements begin: February 3, 2012 (Friday)

These are the *earliest*** dates that refund checks will be available for eligible students. If you meet the minimum enrollment requirements and your funds have been received, your account will be audited and a check will be issued to you on the above date.

If your funds are not received, we cannot issue your check. We receive funds several times per week and issue checks every Friday.

We will notify you via your HNU email account when your check is ready.