

# Accepting Your Financial Aid Award

## How to Accept Your Aid

1. Click on MyHC
2. Log in using your Net ID (HCSxxxxxx) and your password
  - a. If you do not know your Net ID check your Admissions letter or click the Look Up Net ID and enter your Student ID number (7700xxxxxx) and Last Name
3. You will see the Message “Your financial aid is now available to accept”
4. Click on continue
  - a. If this alert does not appear, click on the Financial Aid tab at the top. Then select Award by Aid Year
5. Select the current aid year
6. Read the instructions on the 1<sup>st</sup> tab which will explain each of the tabs:
  - a. You must complete all six tabs
  - b. On the 5<sup>th</sup> tab - If you are required to provide more information your financial aid will not be put on your account until all of the required paperwork is submitted to the Financial Aid Office.
7. The following day you must go back to MyHC and finalize your schedule bill. Your financial aid will not disburse on time if you have not accepted and finalized your schedule bill with the Business Office.

## Finalizing Your Registration Bill

Depending on when you register for classes there are deadlines to finalize your registration bill. If you do not finalize by the deadline you will be dropped from your courses. If you are dropped from your classes due to non-payment there is a chance you may not get back into your original registered classes, or that you will be placed at the bottom of the wait list for those classes. Please read the following information very carefully and complete one of the following steps to prevent being dropped from your classes.

1. If you have a previous term balance that qualifies to be paid with your Spring 2018 Financial Aid (a balance less than \$200) – you will need to stop by the Cashier’s Office to finalize your bill. Our system will not allow you to finalize online with a balance owing on your account.
2. **Consortium Agreements**
  - a. You must first complete the paperwork with Valerie Curtin, Director of Financial Aid
  - b. Once completed your schedule bill can be signed off on and taken to the cashier for finalization
  - c. If you are paying your bill with financial aid from another college, you CANNOT finalize online. Please see the Business Office in order to sign off in person
3. If you are receiving payment from an **outside source** ie. Vocational Rehabilitation, Job Service, Military benefits (GoArmy, CH33) etc.
  - a. Your account may not be finalized without authorization from your outside source as well as your signature. Stop by the Cashier’s Office to finalize your bill.
4. If you would like to use our **deferred payment plan option**
  - a. If you utilized the Deferred Payment Plan option for Fall Semester – you do NOT need to fill out the application online again. Just e-mail Candice Miller at [candice.miller@helenacollege.edu](mailto:candice.miller@helenacollege.edu) and requested to have the plan reinstated for Spring Semester
  - b. Follow this link for details on our Deferred Payment Plan “DPP” [Deferred Payment Process - Helena College](#)
  - c. Log in to MyHC to completed the application process
  - d. Correspondence regarding our DPP will be done through your student e-mail only
5. If you are a “**self-pay**” student
  - a. Please make your payment in full immediately
6. If you are a **Dual Credit/On Campus Experience student**
  - a. Please contact the Business Office at 447-6921
7. If **none of the above** apply to you – contact the Business Office immediately at 447-6921.
8. If you **do not plan on attending**, stop by the Student Support Center to complete your cancellation form.