

Garden City Community College FINANCIAL AID INFORMATION

Students enrolled in fewer than 12 credit hours per semester (less than full-time) will receive a prorated financial aid award, which could result in no award depending on eligibility and enrollment level.

Financial aid is disbursed at least twice a year, typically in late September and late February for **regular session** classes. Summer disbursement dates vary. Aid is disbursed only after enrollment is certified by the Records Office. Financial aid credit balances are issued by the Business Office via electronic refund or check. (Exact dates of Fall and Spring refunds are posted in the academic calendar.) Students can opt-in for electronic refunds by logging into myGCCC, select the myStudent Account tile, go to “My Profile Setup” and selecting “Electronic Refunds”. Paper checks can be picked up at the Business Office, located in the administration building. Office hours during the regular term are 8:00 a.m. to 4:30 p.m. (Mon-Thu) and 8:00 a.m. to 4:00 p.m. (Fri); during the summer, 8:00 a.m. to 4:00 p.m. (Mon-Thu) and 8:00 a.m. to 12:00 p.m. (Fri). Students will be notified via their BusterMail (student email) when refunds are available. Refund checks not picked up within 14 days of notification will be mailed to the student’s address on file.

If a student’s financial aid exceeds their institutional costs, the remaining balance may be used to purchase books and supplies. Book vouchers are available at the Business Office or by emailing studentaccounts@gcccks.edu the week before each class begins.

All financial aid is credited directly to the student’s account. Students may complete a Title IV Authorization to Apply Federal Financial Aid to Other Institutional Charges form to pay charges including but not limited to fines, damages, books, late fees/return payment fees, and lost or stolen equipment charges. The form is available at the Business Office, Financial Aid Office, or online via the Forms section on the Financial Aid page.

Students must notify the Registrar’s Office of any changes to their permanent or local address or phone number.

GCCC must receive a student’s official high school transcript or GED scores, as well as official transcripts from all previously attended colleges, universities, and technical schools, before awarding financial aid.

Students must be degree-seeking or enrolled in an eligible certificate program at GCCC to receive federal financial aid. Aid (Pell grant & loans) can only be disbursed for classes that apply toward the student’s declared program.

To receive a Federal Stafford Loan, a student must be enrolled in at least six (6) credit hours, have a valid Master Promissory Note on file, accept loans via self-service or complete a loan acceptance form, and complete all required loan counseling.

Students must have a completed federal financial aid file to be eligible for federal work-study. Available work-study positions are posted in the BusterBiz app on the first day of each semester.

To maintain financial aid eligibility, students must meet Satisfactory Academic Progress (SAP) requirements toward their degree. Students who withdraw or do not attend their classes may owe a financial aid refund and be placed on financial aid warning or denial status.

In compliance with the U.S. Dept. of Education’s Privacy & Technical Assistance Center (PTAC), GCCC does not release FAFSA-related data nor financial aid history, without a student’s consent. To authorize third-party access, log in to myGCCC, select the Enrollment tile, click on “Student Records Release,” and enter the required information for each person the student wishes to authorize.

Financial aid ***is not*** automatically renewed. Students must reapply each academic year. Processing a FAFSA application can take 6-8 weeks, so students are strongly encouraged to apply early.

If a student or their family experiences special circumstances—such as a change in income, family size, marital status, one-time income, or high out-of-pocket medical expenses, they may contact the Financial Aid Office to request a Professional Judgment review. In addition, federal financial aid regulations allow financial aid administrators to adjust your Cost of Attendance (COA) if you have special circumstances or expenses that are not adequately reflected in your current estimated COA. Examples of expenses that may qualify for a COA adjustment include childcare or dependent care expenses, transportation, computer purchase (one-time with documentation), or required tools, equipment, or supplies for your program.

For detailed information regarding the above topics refer to the College Catalog, Student Handbook, GCCC’s website www.gcccks.edu or email the Financial Aid Office at finaid@gccck.edu, call 620-276-9519, or text 620-390-3811.