Aloha! As a financial aid recipient at Windward Community College (WCC), please read the following information as it provides valuable information regarding the process and conditions of the financial aid offered to you. If you have any questions, please call us at (808) 235-7449, email us at wccfao@hawaii.edu or visit our office in Hale Alaka‘i, Room 107.

**YOUR ENROLLMENT LEVEL**
Please review the Enrollment Level reported on your Award Offer notification through your MyUH Portal to ensure it is accurate. Listed below is the number of credits that correspond to each Enrollment Level. If you are planning to attend at a different Enrollment Level than what is noted on your MyUH Portal, please contact our office.

- Full-time: 12 or more credits
- Three quarter-time: 9-11 credits
- Half-time: 6-8 credits
- Less than half-time: 1-5 credits

If you are planning to change your Enrollment Level during the semester or if you stop attending your classes, please contact the Financial Aid Office before such action. The financial aid you receive is based on your enrollment level and if you drop a class or stop attending, you may be required to repay all or a part of your aid.

**DUAL ENROLLMENT**
If you are planning to enroll in classes from another UH community colleges in addition to your WCC class(es) and would like your financial aid award to possibly be based on your combined enrollment, please complete a Dual Enrollment Form located at [http://windward.hawaii.edu/financial_Aid/Dual_Enrollment_Form.doc](http://windward.hawaii.edu/financial_Aid/Dual_Enrollment_Form.doc).

**SATISFACTORY ACADEMIC PROGRESS**
To maintain your financial aid eligibility, you must make satisfactory academic progress. The WCC Financial Aid Satisfactory Academic Progress Policy is available on our website for your review. It outlines the minimum academic standards you must maintain as a financial aid recipient. At the very least, you will be required to complete at least 67% of the credits you attempt and transfer into WCC as well as maintain a cumulative GPA of at least 2.0.

**PAYMENT USING YOUR OWN FUNDS**
If you are declining all the awards offered to you and choose to pay your registration charges with your own funds, please log on to your MyUH Portal account or visit the WCC Business Office to pay for your registration. Finally, if you decide not to attend WCC, you must officially withdraw from your classes before the first day of instruction.

**HELP US - COMPLETE A SURVEY**
Meeting your needs with aloha-based service is important to us. We’re always looking for ways to improve our services and we value your comments greatly. Please take some time to complete the Financial Aid Office Survey available on our website. Answer the questions thoroughly and return the completed survey to our office via fax, email, or regular mail.

The survey is available at: [http://windward.hawaii.edu/financial_Aid/Financial_Aid_Office_Survey.pdf](http://windward.hawaii.edu/financial_Aid/Financial_Aid_Office_Survey.pdf)

Mahalo!!