

FEES AND FINANCIAL AID

RESIDENCE STATUS

The legal residence of each Hill College applicant for tuition purposes will be determined by Student Information Services. Documentation may be required.

1. To be classified as a Texas resident a student must clearly establish residence in Texas for the 12 months preceding their enrollment for other than education purposes.
 - (a) An In-District resident is a Texas resident who resides in one of the following school districts at the time of their enrollment for other than educational purposes: Abbott, Bynum, Covington, Hillsboro, Itasca, and Whitney. In addition, the Hill College Board of Regents has authorized In-District status to students who reside in one of the following school districts, which support Hill College through a maintenance tax, at the time of their enrollment for other than educational purposes: Alvarado, Cleburne, Godley, Grandview, Joshua, Keene, Rio Vista, and Venus.
 - (b) An Out-of-District resident is a Texas resident who does not reside in one of the school districts listed above.
2. An Out-of-State resident is an individual who has not resided in Texas for the 12 months preceding their enrollment at Hill College.
3. An Out-of-Nation resident is an individual who is not a citizen or permanent resident of the United States. Contact Student Information Services for information on visas that are eligible for in-state tuition.

The Board of Regents of Hill College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who has owned property which is subject to ad valorem taxation by the district for at least twelve months prior to enrollment. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the district, prior to each enrollment.

The responsibility of registering under the proper residence classification is that of the student; and if there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with Student Information Services.

EXPENSES

ROOM AND BOARD COSTS

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable \$50.00 processing fee. Additionally, there is a \$250.00 residence hall deposit. Deposit or partial deposit may be refundable upon move out, if there are no damages. Room and board payment is required prior to

moving into the residence halls. Students may obtain a Resident Application in the Office of Residential Life or online on the [Residential Life](#) webpage.

Hill College has a 19 meal plan, which provides three meals a day, Monday through Friday, and two meals (lunch and dinner) on Saturday and Sunday. A meal plan is mandatory for all residence hall students and is \$1,500 per semester.

Please refer to the [Residential Life](#) webpage for current room and board charges. Room and board charges are subject to change without notice.

DISTANCE LEARNING

Faculty members determine whether their online/distance education courses will require proctored testing. Hill College offers free proctored testing services to Hill College online/distance education students through the Hill College Testing Centers. Testing outside of Hill College is typically done at another college or a testing organization. Testing sites set proctor fees according to their independent fee schedule.

TUITION & FEE SCHEDULE

Tuition and fees are payable in full at the time of registration. Students have an option for a payment plan at the time of registration. Failure to make payments on time may result in student being dropped from classes!

Please refer to the Hill College Fees & Tuition website at [https://myrebel.hillcollege.edu/ICS/Welcome.inz?portlet=Tuition %26 Fees](https://myrebel.hillcollege.edu/ICS/Welcome.inz?portlet=Tuition%26Fees) for the current tuition and fees schedule. Tuition and fee charges are subject to change without notice.

There is a \$200 surcharge for any course attempted more than twice per Education Code 54.014, 130.0034.

PAYMENT OPTIONS

To help meet your educational expenses, Hill College is pleased to offer a convenient online payment option. Students who choose to use NBS may select installment plans that are spread over several months, depending on the length of the semester. They may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express or Discover credit cards. In addition to the variety of choices available, the student also has the convenience of paying online as soon as he or she has registered.

Payments may also be made at the business office.

The total installment payment must be paid in full on or before the date due.

1. Students who fail to make payments:
 - a. Will have a hold placed on their records;
 - b. Will be prohibited from registering for classes;
 - c. Will still be responsible for the full amount due under the contract;

- d. Will receive no grades, awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled and may be denied credit for the work done that semester.
- e. Upon full payment of the amount due, the hold will be released.
- 2. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
- 3. Students dropping hours will pay installments on the basis of the original installment contract. Any and all refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
- 4. Students withdrawing from the college must pay all tuition and fees owed. Withdrawal does not cancel or void installment payment plan contract.

REFUND POLICY

Hill College shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws in accordance with the Drops and Withdrawal Refund Schedule. The indicated percentages are applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. (Class days refer to the number of calendar days the institution normally meets classes, not the days a particular course meets.)

- 1. Coordinating Board approved semester-length courses for which semester credit hours are awarded:
 - A. A 100 percent refund is to be made for courses dropped prior to the first class day.
 - B. During the fall or spring semester or comparable trimester:
 - i. during the first fifteen class days, 70 percent
 - ii. during the sixteenth through twentieth class days, 25 percent
 - iii. after the twentieth class day, none; and
 - C. Six-week summer semester:
 - i. during the first five class days, 70 percent
 - ii. during the sixth and seventh class days, 25 percent
 - iii. after the seventh class day, none.
- 2. For flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
 - A. prior to the first class day, 100 percent
 - B. after classes begin, see table:

Drops and Withdrawals		
Length of Class Term in Weeks	Last day for 70 percent refund	Last day for 25 percent refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc.

Tuition and fees paid directly to Hill College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

The refund for all students receiving Title IV financial aid will be based on the last date of attendance and must be allocated in the following order: Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Student.

All other refunds will be made in accordance with state refund policies as published herein.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how a school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law at Hill College are: Federal Pell Grants, Direct Loans, PLUS loans, and Federal Supplemental Educational Opportunity Grants (SEOG).

When you officially withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Hill College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due a post withdrawal disbursement (PWD). If the PWD includes loan funds, Hill College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Hill College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the PWD.

Hill College must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that if you were scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loans funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Hill College or your parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds,
or
2. the entire amount of excess funds

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Hill College may also charge you for any Title IV program funds that the school was required to return. If you do not already know what the refund policy is, you can ask the school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

UNOFFICIAL WITHDRAWALS AND TREATMENT OF TITLE IV AID

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Hill College must assume, for Title IV purposes, that the student has unofficially withdrawn, and use the midpoint of the semester in the calculation to determine the amount of Title IV assistance earned. If the school can verify the student's last date of attendance at an academically related activity that is beyond the midpoint of the semester that date can be substituted, in the calculation, for the midpoint date.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on the [Student Aid](#) website.

OVERDUE FINANCIAL OBLIGATIONS

All accounts must be paid when due. Before the end of each semester or term, each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student's record, and Student Information Services will withhold any grades, credits, diplomas, and other benefits until the obligation is discharged.

The student may be dropped from the rolls for nonpayment of any financial obligation. A schedule change fee of \$10 shall be assessed for drop processing. A service fee is charged for each bad check.

FINANCIAL AID

The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic, career and technical, and/or athletic ability. These scholarships are awarded on the basis of ability and participation in specific activities. Information and applications are available in Student Information Services. Any student, upon request, may review a copy of documents describing the institutions accreditation, approval, and licensing bodies by contacting the Office of the Vice President of External Affairs.

Early Admissions, Dual Credit Enrollment, or students not determined to be a Regular student (as per Hill College's catalog description) are not eligible for student financial aid.

DEADLINES

FAFSA Applications for Federal Financial Aid should be submitted by the priority dates of by July 1st for the fall semester, November 1st for the spring semester, and April 1st for the summer semester. For the purpose of Federal Financial Aid, summer is treated as one term and the Federal Aid used will be considered as continuation of the prior award year.

If the student's financial aid is not available on the date of registration, the student is then held responsible for tuition and fees. Students needing financial assistance should return all requested documentation on or before the stated deadlines or the deadline noted on school correspondence.

Student loans may not be awarded after the last day to receive a "W" for any semester. These dates are published in the yearly academic calendar.

FEDERAL ASSISTANCE

Federal Pell Grant- Federal Pell Grants are available to eligible undergraduate students who have not yet received a bachelor's degree or a professional degree, are enrolled as a regular student in a degree or certificate program, meet program eligibility requirements, and have submitted a valid Student Aid Report (SAR). Students must establish grant eligibility by participating in a face to face class prior to census date (12th class day). Students participating in online classes must establish grant eligibility prior to census date (12th class day) by submitting a post, submitting an assignment, or by the criteria set forth by the instructor. Award amounts adjust according to the number of hours a student is enrolled in and the award will adjust down when a student does not establish eligibility as described.

Effective 7-1-2012 Ability to Benefit (ATB) assistance for students without an official high school transcript, valid GED scores, or official college transcript(s) will no longer be available. Students using ATB that were enrolled prior to 7-1-2012 will still be eligible for the benefit if meeting satisfactory academic progress. A student may be eligible to enroll at Hill College on individual approval but would not be eligible to receive financial aid. Please contact enrollment management if you have further questions.

The eligibility criteria are demonstrated by financial need. Students planning to attend Hill College must complete the Free Application for Federal Student Aid (FAFSA). The results of this application will produce a dollar amount that the student and/or the families are reasonably expected to contribute toward the students educational expenses. This amount is called the "Expected Family Contribution" or EFC. It is subtracted from the estimated cost of education determined by the school resulting in what is called documented NEED. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the student's award. Students may receive aid up to this amount of need but may not exceed it. Grant funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and the Treatment of Title IV Funds for grades of all F's in the student handbook.

Clock Hour Programs – Students planning to enroll in one of the following clock hour programs should be aware that clock hour programs could affect the amount of your Title IV grants and loans. It is the student's responsibility to discuss clock hour programs with Student Information Services and the program instructor. Clock hour programs include: Cosmetology.

Federal Campus-Based Programs

Federal Supplemental Educational Opportunity Grants (SEOG)--This grant is for undergraduates with exceptional need, that is, students with the lowest Expected Family Contribution (EFC) who are also Pell Grant recipients. SEOG is awarded on a first come-first serve basis. The student's enrollment status on census date will determine the amount of the award. The funds do not have to be repaid, unless a student who received Title IV funds withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, then he/she may owe funds back to the Department of Education and/or Hill College. See Unofficial Withdrawals and Treatment of Title IV Aid.

Federal Work-Study Program (FWS)--The purpose of the Federal Work-Study Program is to give part-time employment to students who need the income to help meet the cost of postsecondary education and to encourage FWS recipients in community service activities including *America Reads*. A student must have "financial need" to be eligible for a FWS position. The student's cost of attendance must be more than the amount of his or her Expected Family Contribution (EFC) as calculated by the Federal Need Analysis Methodology. The pay rate is above the minimum the law requires (subject to change). A portion of Federal Work-Study funds will be used to fund workers for community service employment. A small percentage of Federal Work-Study money is made available to less than full-time students. A student must be enrolled in at least six hours to be eligible. Upon request from the student, payment of FWS funds can be made directly to the student's account to offset any unpaid institutional balance.

The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package are available for inspection in the Financial Aid Office, and a copy is given to those who apply for and/or receive Federal Work-study. Work-Study students have the option to sign a statement that allows the payroll department to apply their earnings toward their unpaid bill. The student has a right to rescind this statement at any time.

All awards from financial assistance programs funded by the federal or state government are administered according to laws and regulations governing those programs. Policy and guidelines are subject to change as required by federal, state, or institutional policy and guidelines.

William D. Ford Direct Loan Program (DL)—Students interested in applying for a student loan will be required to complete a FAFSA, Master promissory Note and Entrance counseling. FAFSA (www.fafsa.ed.gov) are required each academic year. The Master Promissory Note requires a signature once every ten years. If no disbursement is made within one year of signing, then the student will be required to sign a new Master Promissory Note. Entrance and Exit counseling are required for the loan program. Policy and guidelines concerning loan counseling are ongoing and subject to change. Please refer to the website for the latest instructions on loan procedures. Repayment on a

student loan begins 6 months after one of the following events: 1) the student graduates, 2) ceases to be enrolled at least 6 credit hours (half-time statuses) or 3) is no longer at Hill College.

Loan refunds will not be released for 30 days after class begins for first-year, first time borrowers. Contact the Student Information Services for additional information.

Student loans will not be awarded after the last day to receive a “W” for any semester. These dates are published in each semester’s class schedule.

STATE ASSISTANCE

Texas Public Educational Grant (TPEG) – This grant may be available to students who are enrolled and have established “need” and in relation to the availability of funds. Hill College uses the results established by the Free Application for Federal Student Aid (FAFSA) as a basis to establish need. The student’s enrollment status on census date will determine the amount of award.

Some TPEG funds are available to out-of-state students who have established “need” and meet eligibility requirements.

TEXAS Grant – Beginning with the 2014-2015 school year, community college students are no longer eligible for initial year TEXAS Grant awards. Community College students eligible for renewal year TEXAS Grant awards should contact Student Information Services prior to enrolling in classes.

TEXAS Equal Opportunity Grant – To receive a TEOG award, students must be a Texas resident, enroll at least half-time in the first 30 hours of a certificate or associate degree plan at a two-year institution, show financial need by completing the Free Application for Federal Student Aid (FAFSA), complete their financial aid file and their admissions file, not be convicted of a felony or crime involving a controlled substance, and not have an associate’s degree or baccalaureate degree. Students who continue in college and who meet program academic standards can receive awards for up to 75 semester credit hours for four years, or until they receive an associate’s degree, whichever comes first. The academic requirements for continuing in the program are completion of at least 75 percent of the hours taken in the prior academic year, plus an overall financial GPA of at least a 2.5 on a 4.0 scale (subject to change). Transfer students eligible for renewal year awards should contact Student Information Services and advise of their eligibility.

State Work-Study – This program provides a limited number of work opportunities for eligible students who are Texas residents and are not receiving an athletic scholarship.

Vocational Rehabilitation – The Texas Educational Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally disabled as a result of being physically or mentally disabled. For further information, contact Vocational Rehabilitation, 2205 Austin Avenue, Waco, Texas or the TRC in your area.

Texas Exemptions and Waivers – The State of Texas and Hill College provide and fund several tuition and/or exemption and/or waivers. Interested students should contact the

Student Information Services for additional information. Exemptions and waivers include, but are not limited to the following:

Blind and Deaf Students

***AFDC or TANF

Children of Disabled Fireman and Police Officers

Competitive Academic Scholarships for Nonresident Students

Highest Ranking High School Graduate

Senior Citizen (65 and over)

Students in Foster Care or other residential care

Firefighter Tuition Exemption

VETERANS

Benefits and Services

Hill College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws. The Student Information Services and the Business Office are prepared to render assistance to the veteran in applying for his/her educational benefits. Veterans should make arrangements for admission to Hill College and application for veteran's benefits as far in advance of the contemplated registration date as possible. As enrollment certifications are not mailed to the Veterans Administration until after the official census date of each term, VA students should be prepared to pay their tuition and fees at the time of registration.

Federal, State, and/or Hill College Financial Aid Policies and Procedures are subject to change. For the most up-to-date version of policies and procedures, Please refer to the [Hill College](#) website.

Benefits for Texas Veterans

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been used up or lapsed may be entitled to free tuition under the state law. Texas Veterans and/or their dependents, who have exhausted their educational benefits, may attend Hill College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's benefits will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD214) on file in Student Information Services
5. Present proof of ineligibility for educational benefits from the Veteran's Administration
6. Have served 180 days beyond basic training

Veterans should reference the [Texas Veterans Commission](#) for eligibility requirements.

HILL COLLEGE INSTITUTIONAL SCHOLARSHIPS

Students and/or prospective students may be eligible for institutional scholarships based on academic and/or vocational excellence, achievement, or ability in various activities such as athletics, band, choir, music, drama, and rodeo. Some scholarships are based on financial need of the student (determined by the FAFSA); others have specific requirements as stipulated by the donor. For scholarship information, please go to the [Hill College](#) website or contact the Student Information Services at the Hill County Campus or the Johnson County Campus. The deadline for applying for academic and endowed scholarships is June 1st. These scholarships are awarded on a yearly basis and must be reapplied for annually.

Academic Scholarships—Students with a GPA of 2.5 or better, on a 4.0 scale, can apply for an academic scholarship. Applications are available on the Hill College website. Application deadline is June 1.

Endowed Scholarships--Hill College offers several endowed scholarships. Scholarship applications are available on the Hill College website.

Activity/Departmental Scholarships--Hill College awards scholarships based on ability and/or participation in band, choir, drama, art, and for other activities as designated by the college. Scholarship awards are made by the director or department of each individual program.

Athletic Scholarships--Scholarships in programs such as men's and women's basketball, men's and women's rodeo, men's and women's soccer, women's softball, men's baseball, women's volleyball are awarded based on ability and/or participation in the program. These scholarships are awarded by the coach or director of the program.

Non-Institutional Scholarships--These scholarships are awarded to individuals by organizations and/or entities outside the institution. Organizations and/or individual recipients are responsible for notifying Hill College by August 1 in order for the award to be credited to the student's account in time for registration. Non-Institutional scholarships and/or awards will be credited to a student's account only after there is a signed statement from the donor stating that payment will be made directly to the college.

Other Benefits

Depending upon individual qualifications, students may receive benefits from the Bureau of Indian Affairs, Social Security Administration, Workforce Innovation & Opportunity Act (WIOA), or Texas Department of Assistive and Rehabilitative Services. Students interested in these benefits must see each organization respectively.

Application Procedures

There are three (3) options to complete a FAFSA. On all applications Hill College must be identified as one of the schools that are eligible to receive the information. The identification number for Hill College is 003573.

Option 1 FAFSA on the Web

Hill College recommends that a student complete the Free Application for Federal Student Aid (FAFSA) via the web. The address is www.fafsa.ed.gov. This process allows the student to enter new applications or enter renewal applications.

Option 2 Mail FAFSA to the Federal Processor (Student must call 1-800-433-3243 to request a paper FAFSA).

Mail the Free Application for Federal Student Aid to the federal processor per directions on the application. A student should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks either by mail or email (if an email address was given on the FAFSA).

Option 3 Electronically Filing at Hill College

Hill College provides computers in Student Information Services on the Hill County Campus, Johnson County Campus and Burleson Center for this purpose. No fee is charged for this service.

After receiving the information, Student Information Services will alert the student by email to the information that is needed to complete his or her file. Financial Aid awards will not be made until the student's file is judged complete by Student Information Services staff. Students are provided a Hill College email account upon application and are encouraged to review it often.

Determination of Financial Need and Eligibility

The amount of financial aid that a student is eligible to receive will be determined by the Expected Family Contribution (EFC) that is calculated by the Federal processor and which appears on the SAR and/or Institutional Student Information Record (ISIR). This is the amount that a student and/or his or her family are expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the "Cost of Attendance" or "Cost of Education." This is the amount, as determined by federal and state guidelines, that it will cost the "average" student to attend Hill College per year (based on a 9-month budget). If you feel that you may have extenuating circumstances which might warrant additional expenses being added to your "Cost of Attendance" budget, contact Student Information Services.

Satisfactory Academic Progress Standards (SAP)

All students receiving federal and/or state financial aid must demonstrate satisfactory academic progress (SAP) in accordance with institutional, state and/or federal guidelines. All periods of enrollment at Hill College must be counted, including semesters where the student did not benefit from financial aid. There are three components included in the standards that compose satisfactory academic progress: cumulative grade point average (GPA), successful completion of courses, and time frame.

- Financial Aid Minimum Grade Point Average (GPA)
A cumulative GPA of at least 2.0 must be maintained upon the completion of each semester. Grades of A, B, C, D, F, and S will be included. Grades of W, and I are not included in the GPA. Transfer hours will be included in the cumulative financial aid GPA calculation when the grades are posted on the Hill College transcript. For financial aid calculation purposes, remedial classes are counted in the GPA
- Successful Completion Rate

67% of all hours attempted each semester must be completed to successfully maintain satisfactory academic progress (SAP). Hours attempted are measured according to enrollment on census date. Grades of F, W, and I are counted towards total hours attempted but not successfully completed each semester. For financial aid calculation purposes, remedial classes are counted in the completion rate.

- **Maximum Time Frame**
Federal guidelines stipulate that the maximum time frame for successful program completion may not exceed 150% of the published length of the program. Transfer hours will count in the maximum time frame allowed. Repeated credits and remedial classes are counted in the maximum time frame calculation. Students who exceed the 150% maximum time frame limit will no longer be eligible to benefit from financial aid at Hill College.
- Students may change majors while attending Hill College. However, excessive major changes can result in a suspension status. It is the student's responsibility to contact Student Information Services when a major is changed to determine remaining aid eligibility.
- There is a limit of 30 total hours for remedial course work. Remedial hours attempted beyond the 30 hour limit will not be included in course load for determining enrollment status for Title IV payment purposes.

Blank grades or I's will be considered failing until a letter grade replaces the incomplete or blank grade and will count in the completion rate. Students are responsible for advising the financial aid office when I's have been completed.

The grade of "D" will be considered failing in the Vocational Nursing program. However, a grade of "D" is considered passing for financial aid and will be considered as such for financial aid satisfactory academic progress.

If a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

For questions, please contact Student Information Services or review the Federal Register 34CFR668.2(b).

In addition to the standards indicated above, the Student Information Services Administrators may use professional judgment to terminate financial aid eligibility. This may occur in a situation such as when a student falls extensively below a satisfactory academic standard and does not have a reasonable chance to meet the standard requirements by the end of the semester, or when a student fails all of their courses in a term.

Evaluation of Satisfactory Academic Progress Standards (SAP)

Academic progress is evaluated at the end of the fall, spring, and summer semesters. All students receiving Title IV aid will be evaluated regardless of the number of hours enrolled. All course work will be evaluated whether or not the student received financial aid.

Students not meeting financial aid SAP are notified by email on their Hill College student email account. Students may also view their financial aid SAP status on their MyRebel student portal. Students are responsible for checking their student email account, and MyRebel student portal for communication concerning file completion, award acceptance, and SAP.

- **Financial Aid Warning**
This is a warning semester. Students who fail to meet one or more of the SAP standards during a long semester will be placed on financial aid warning. Students on warning will be eligible to receive financial aid during the next semester.
- **Financial Aid Suspension**
Students currently on warning, and who fail to meet one or more of the stated SAP standards will be placed on financial aid suspension. Students on financial aid suspension will not benefit from financial aid, including student loans until the minimum SAP standards are met. Students on financial aid suspension are encouraged to continue their enrollment at Hill College. The student is responsible for payment of courses.
- **Re-Entry**
Students who are currently on suspension can regain an eligible status by enrolling at Hill College and successfully completing 12 credit hours with a 2.0 GPA and a 67% completion rate. These students are responsible for alerting the financial aid administrators of their success. The financial aid staff will evaluate the student's progress. If a favorable SAP status has been acquired, the student will be placed on financial aid probation. If the student remains above the minimum standards for the next long semester, the probation status will be removed.
- **Students are responsible for notifying the financial aid administrators when they believe they have met the standards of satisfactory academic progress.**
- **Academic Plan**
Students requesting an appeal that would not be able to reach financial aid SAP by the end of the next semester may be considered for an Academic Plan (AP). Placing a student on an AP requires a review of the selected major and determining a time in the future when the student will meet financial aid SAP. The student will be required to meet with the financial aid processor to discuss the class requirements and to sign off indicating he/she understands the requirements. The student will be required to meet with the processor at the end of each semester. If it is determined that the requirements for the semester were not met the student is no longer eligible for financial aid until the minimum SAP requirements are met. The student will be on suspension until financial aid SAP minimums of 2.0 GPA and 67% completion rate is met.

Appeal Procedure

Students not meeting SAP are notified by email with information on how to file an appeal. The application for an appeal is found on the Hill College website under Quick Links and can be located on the Financial Aid web page. The appeal status may also be checked online. An appeal request should be completed at least 45 days prior to the end of the semester that the student is requesting financial aid. Students should be prepared with an alternate payment plan for tuition, fees, books, and supplies.

Appeals may be requested for, but are not limited to the following circumstances: personal tragedy; significant illness or injury; death of a family member; change in degree/major; or lapse of time since your previous enrollment at Hill College.

The appeal will be reviewed by a financial aid administrator and the student can view the status online. If the appeal is approved, financial aid eligibility will be restored for the next semester.

Students are responsible for checking their student email account and MyRebel student portal for communication concerning file completion, award acceptance, and satisfactory academic progress.

If an appeal is denied, the student must have met the requirements of the Academic Plan, earning a 2.0 or better and a 67% completion rate prior to submitting a second appeal.

Dropping Course(s) or Resigning from Hill College

Reducing a student's enrollment during any semester may have significant penalty. If a student is considering dropping one or more courses or resigning from the college after their financial aid has paid or after the end of the drop and add period, the student should contact the financial aid office to determine how this may affect their financial aid. This may include the following: 1) the student may be required to return some or all of the financial aid paid to their student account determined by the federally required return to Title IV process, 2) the student may be considered "deficient in attempted hours"; and, therefore, not making SAP progress, and 3) the student may go into repayment on federal loans if the student is enrolled less than $\frac{1}{2}$ time for a period of time greater than the 6 month grace period or the grace period may be lost.

STUDENT INFORMATION

STATEMENT OF EQUAL OPPORTUNITY

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

REGULAR STUDENT

A regular student is one that: is admitted into an aid eligible program and is seeking a degree in that program at your institution, is not enrolled in secondary school at the time they are receiving the aid, has either a HS diploma or High School Equivalency Certificate AND is over the age of compulsory education in the state the institution is located in.

TRANSIENT STUDENT

A Transient Student is one that does not meet the requirements of a regular student and is a student at a private or out of state institution of higher education wishing to take classes for a non consecutive semester at Hill College while away from their school and not seeking a degree from Hill College, and has satisfactorily completed college level coursework as determined by the receiving institution.

NON DEGREE SEEKING STUDENT

Non Degree Seeking Student is one that does not meet the requirements of a regular student and is, wishing to take classes for a non consecutive semester at Hill College while away from their school not seeking a degree from Hill College, and has satisfactorily completed college level readiness coursework as determined by the receiving institution.

CASUAL STUDENT

A Casual Student is one that: does not meet the requirements of regular student and is wishing to take up to 8 credit hours, is not seeking a degree and is not enrolled at another institution of higher education. A casual student is exempt from TSI and cannot take TSI eligible courses until becoming a regular student.

ACADEMIC ADVISING AND SUCCESS CENTER

The Academic Advising and Success Center guides students in developing educational and career pathways through support services, maintaining the highest ethical and professional standards.

Hill College has a staff of Academic Advisors and Success Coordinators to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Students, regardless of academic skill level, are required to seek individual academic advising prior to scheduling classes. The Academic Advising and Success Center is open to students with questions about pathway planning, transcript evaluation, course transfer and other facets of college life. Advising activities are available to assist students in the successful completion of their needs and goals.

Hill College requires mandatory advising to registration each semester.

The following students are required to receive academic advising for the circumstances listed below:

1. Students who are entering Hill College for the first time.
2. Students who have stopped out of Hill College for over one year.
3. Students who have not met TSI requirements.
4. Students are required to be enrolled in developmental education courses.
5. Students who desire to change an academic pathway, withdraw/resign from courses after census, and register for a term load that exceeds the maximum allowed.
6. Student who are on academic probation and/or students who are returning from academic suspension.

Academic Advisors and Success Coordinators can arrange for testing to identify the student's interests, values, and personality traits. Information concerning employment opportunities in various fields is available. For the student who intends to pursue a four-year program, catalogs, from many colleges/universities, and other resources are available. Visit the Student Activities Calendar to determine University Transfer Recruitment dates. Other services available include tutoring, disability services, success workshops, and seminars. Campus and community support service referrals are made as needed. All information, assistance and guidance provided by the Academic Advising and Success Center is offered free of charge to current students and alumni.

CAMPUS SAFETY

Campus Safety provides a safe and secure environment enforcing institutional, local, state and federal laws, and build relationships that foster trust, respect, and cooperation. Campus Safety maintains staff at the Hill County Campus, Johnson County Campus and Burleson Center. Hill College uses a system called Rebel Alert to quickly send out critical information in the event of an emergency or campus closing. The service enables administrators to send emergency notification to up to six phone numbers and two email addresses per student and employee. All employees and registered students are automatically signed up for Rebel Alert using email and phone numbers currently on file, but are encouraged to update their records on the Get Rave webpage.

TESTING

Hill College has testing centers on the Hill County and Johnson County campuses. The Testing Center(s) offer the following exams:

- Accuplacer ATB exam (Ability to Benefit) – a placement exam which allows a student who is not a high school graduate access to financial aid through Title IV eligibility from the Consolidated and Further Continuing Appropriations Act of 2015;
- ATI TEAS Nursing Entrance Exam;
- CERTI PORT by PEARSONVUE;
- College Level Entrance Exam (CLEP) – Johnson County Campus Only;
- Correspondence (proctoring for other institutions);
- ESCO Group – Testing for the HVACR industry
- General Educational Development (GED) exam (High School Equivalency);
- Hesi A2 w/Critical Thinking (entrance exam for Hill College echocardiography candidates);
- HISET (High School Equivalency Test)
- Instructor exams (proctoring for Hill College instructors);
- NHA (National Health Career Association) Phlebotomy Technician and Clinical Medical Assistant Certificates;
- PearsonVue Testing Center – Johnson County Campus Only;
- THEA iBT (Texas Higher Education Assessment);
- TABE (McGraw Hill/DRC entrance exam) for Continuing and Workforce Education's Phlebotomy Technician and Clinical Medical Assistant programs;
- TSIA placement exam (Texas Success Initiative Assessment);
- WorkKeys by ACT (WorkSkills Assessments used as indicators of work readiness).

Hill College on the Hill County Campus is also an approved American College Testing (ACT) testing site.

For further information on pricing, scheduling of exams (all exams given by appointment only), Test Day Rules and contact information, please visit our [Testing](#) webpage.

SUPPORT SERVICES FOR STUDENTS NEEDING ACCOMMODATIONS

The Academic Advising and Success Center coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Academic Advising and Success Center works closely with Texas Department of Assistive and Rehabilitative Services, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting accommodation must provide documentation of the disability (as appropriate), complete an application for special accommodation/modification, and the student must schedule an appointment with a Hill College advisor in order to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program. Every effort will be made to identify needs and provide any reasonable academic accommodation that a student needs due to his/her disability.

Successful accommodation often requires advance planning. Students must make early contact (by the 6th week of a long semester) with the Academic Advising and Success Center in order to identify needs and to ensure that services will be available in an effective and timely manner.

CARL D. PERKINS GRANT FUNDING

Hill College sponsors a Personal Development and Career Awareness Program which is funded by a federal grant under the Carl D. Perkins Vocational Education Act.

This program is designed to help special populations including:

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including low-income youth and adults;
3. individuals preparing for non-traditional fields;
4. single parents, including single pregnant women;
5. out-of-workforce individuals;
6. English learners;
7. homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a);
8. youth who are in, or have aged out of, the foster care system; and
9. youth with a parent who
 - is a member of the armed forces (such as term is defined in section 101(a)(4) of title 10, United States Code); and
 - is on active duty (as such term is defined in section 101(d)(1) of such title).

The program is designed to help individuals inventory their strengths and prepare for future employment and career opportunities.

Several workshops are offered throughout each semester and include topics such as study skills, test taking skills, career planning, financial aid information, time management, stress management, job search and interviewing techniques, resume writing, goal setting and motivation techniques.

Students can participate in computer assisted occupational inventories, job interviews, assertiveness training, and activities designed to encourage positive attitudes toward success. The program is also designed to help individuals identify and work toward their career potential. Services offered by the Carl D. Perkins Grant Fund are of no charge to the students.

Limited funds are available to provide reimbursement to qualified career and technical education students for child care, transportation, or books/supplies if they enroll at Hill College and meet specific requirements. (Child care must be provided by a licensed or registered day care facility.) Call 254/659-7650 on the Hill County Campus, 817/760-5650 on the Johnson County Campus, or 817/295-7392 at the Burleson Center for details.

STUDENT SUPPORT SERVICES

Hill College offers free peer and group tutoring services to students enrolled in developmental education and regular college credit programs. Peer tutors are supervised by professional staff in the Academic Advising and Success Centers. For more information, visit [Tutoring](#) online.

The Academic Advising and Success Centers offer a variety of free success workshops each semester to help students be successful in and out of the classroom. Visit the Student Activities Calendar to determine dates and the [Academic Advising and Success Center](#) webpage.

CAREER SERVICES

Hill College provides career services in an effort to assist students seeking either full- or part-time employment. These services include developing successful job search strategies as well as area and region wide job fairs, contacts with local and area businesses including monthly updates from Chambers of Commerce about the job market, Occupational Outlook Handbook, resume preparation, and interviewing skills. Job openings are listed on the [College Central Network](#) in partnership with Hill College Career Services.

TRANSFER SERVICES

Academic Advisors and Success Coordinators coordinate University visits and information as well as provide transfer assistance and advising. Hill College also hosts an annual College Day with representatives from four-year universities. Four-year university representatives visit the Hill County Campus, Johnson County Campus and Burleson Center to assist students with planning their transfer to a university. Additional information regarding dates and transfer activities are provided on the [Academic Advising & Success Center](#) webpage.

HEALTH AND WELLNESS SERVICES

Hill College provides health and wellness services to student district wide through resources, referrals and partnerships with local area agencies. Resources can be found on the [Health & Wellness Services](#) webpage. Hill College does not provide on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise which requires immediate medical attention, local medical emergency services should be contacted (911).

RESIDENCE HALLS

Hill College provides a modern, air-conditioned, residence hall for men and two residence halls for women. Residence halls consist of spacious, modern suites with window blinds, furnishings, and resident managers. Special arrangements have been made to accommodate handicapped students in designated rooms. Hill College has a 19 meal plan, which provides three meals a day, Monday through Friday, and two meals (lunch

and dinner) on Saturday and Sunday. A meal plan is mandatory for all residence hall students and is \$1,500 per semester.

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable \$50.00 processing fee. Additionally, there is a \$250.00 residence hall deposit. Deposit or part deposit may be refundable upon move out, if there are no damages. Room and board payment is required prior to moving into the residence halls. Students may obtain a Resident Application in the Office of Residential Life or off the [Residential Life](#) webpage. Applicants must also submit a RBI form so that a background check may be performed. Room assignments are made on the basis of student preference where possible; therefore, early application is desirable. Where no preference is expressed, room assignments are made as applications are received without regard to age, race, religion, sex, national origin, disability or veteran status. The college reserves the right to make reassignments of rooms or roommates as the need arises.

All residence halls will be closed during designated holidays of Thanksgiving, Christmas, and Easter, between semesters and spring break. Food service is not available during these times and additional charges will be incurred for students remaining in the residence halls.

LOST OR DAMAGED PROPERTY CHARGES

Students may be charged for loss of or damages to college property for which they are responsible. Non-payment of these obligations will result in the withholding of grades, transcripts, or graduation.

STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities offers organized activities and encourages a sense of belonging, learning, personal development, citizenship, and community involvement. Hill College not only assist students in furthering academic knowledge but also in developing social abilities through numerous clubs and activities, which foster leadership and cooperative activity.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the entire student body. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Center and meet weekly. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process.

CLUBS AND ORGANIZATIONS

Student organizations are a key part of the collegiate experience. Hill College offers opportunities for growth, leadership and involvement in the campus community. The Student Government Association represents the student body as a whole and is the student voice to the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson

Center and meet weekly. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process. Hill College currently offers Baptist Student Ministries, Hill College Players, Phi Theta Kappa, Sigma Phi Omega, Student Government Association, United Christian Fellowship and United Way Student Leadership.

HONOR SOCIETY

Phi Theta Kappa

Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. To be invited to become a member of Phi Theta Kappa, a freshman must have a grade point average of 3.4; a sophomore must have a grade point average of 3.2; the student must be working toward an Associate Degree, and have the approval of a faculty committee which appraises the qualifications, character, and leadership qualities of the student. To remain a member of Phi Theta Kappa, a student must maintain a 3.0 grade point average.

THE HILL COLLEGE BANDS

The Hill College Symphonic Wind Ensemble is the primary instrumental music organization on campus. Membership is open to any student having previous band experience or by the approval of the director. All performances are concert in nature.

Smaller ensembles are drawn from the membership of the main performing organization. These include the Jazz Laboratory Band and the Jazz Ensemble.

All of the instrumental groups yield college credit.

THE COLLEGE CHOIR

The Hill College Chorale is the primary performing vocal music organization on campus. Membership is open. Smaller specialized ensembles are by audition. The chorale and various ensembles perform locally and at various state-wide functions.

THE HILL PLAYERS

The Hill Players are made up of students majoring in or interested in the field of drama. The group produces at least one major production each semester, along with a number of one-act plays and programs performed for local clubs and organizations. To be eligible for participation, a student should enroll in DRAM 1120, since rehearsals are held during the scheduled meeting of this class.

ATHLETICS

Hill College participates as a Division I member of the National Junior College Athletic Association (NJCAA) in Region V. The region is comprised of Division I schools in North and West Texas as well as New Mexico. Our programs have won several North Texas

Junior College Athletic Conference Championships and consistently compete in the play-offs with several trips to the National Championships.

Hill College competes in women's volleyball, soccer, basketball, and softball, and fields men's teams in basketball, soccer, and baseball.

RODEO

Hill College is a member of and competes in the Southern Region of the National Intercollegiate Rodeo Association (N.I.R.A.). The rodeo team has been very successful since the team's beginning in 1977. Hill College has consistently had one of the largest rodeo programs in the country with around seventy competitors every year.

Horse stalls and a practice facility are furnished for team members. Numerous scholarships are available for students who participate in the Rodeo Program.

STUDENT CENTERS

Hill College provides student centers at the Hill County Campus, Johnson County Campus and Burleson Center. The student centers provide an opportunity for students, to study, snack, unwind, watch tv or play games such as pool, ping pong, board games, and video games during extended hours. Hours of operation are extended at various campuses/centers to accommodate students after business hours to include evenings and weekends.

WELLNESS CENTERS

Hill College offers wellness centers on the Hill County and Johnson County Campuses providing various weight lifting and cardio equipment for recreational use. Hours of operation are extended to accommodate students after business hours to include evenings and weekends.

CODE OF STUDENT CONDUCT

The Deans of Students oversee services and resources that promote student rights and responsibilities and student welfare in support of Hill College's commitment to student development, engagement, retention and success. The deans are charged with enforcing the Code of Student Conduct and Academic Integrity, as well as educating the campus regarding student rights and responsibilities. The college student is considered a responsible adult and shall be charged with notice and knowledge of and required to comply with the contents and provisions of the college districts rules and regulations concerning student conduct. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook and Residence Life Handbook located on the [Campus Life](#) webpage.

OFFICIAL SUMMONS

Administrative officers of the college may request that a student come to the office to discuss matters concerning records, financial affairs, conduct, educational programs or

other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

ABSENCE POLICY

Refer to individual course syllabus and outline for each class. It should be remembered that absences always result in work being missed and that in spite of the best efforts of both the instructor and the student, this usually means that grades will suffer.

RELIGIOUS HOLY DAYS & STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Hill College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day.

In order for the absence to be considered as "Excusable," the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature.

STUDENT RECORDS

A permanent record is defined as one's accumulated record including data confirming a student's eligibility for admission and proof that registration requirements have been met. The procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in Student Information Services.

Personal Information about Students. College personnel are often called upon by outside agencies to give personal information concerning a particular student. When such requests are made, the college may:

1. Indicate whether or not the person is a student of the college;
2. Indicate the length of time that the individual has been a student;
3. Indicate whether the person is a full or part-time student;
4. Indicate degrees and awards received; or,
5. Provide other directory information.

Other information may be released regarding a student upon receipt of written consent from the student involved.

Confidentiality of Student Records

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.

3. Request for information for security checks by governmental agencies will be honored only with the student's permission.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the student's permission.
5. College officials may use discretion in fulfilling other requests not specified above.

The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Authorized Access to Student Records. As provided in P.L. 93-380, the following will be provided access to a student's record without prior consent from the student.

1. Officials, faculty, and staff of Hill College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires.
3. Individuals needing the information in connection with a student's application for or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (A.C.T., C.E.E.B., E.T.S.) developing, validating, or administering predictive tests or student aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena.
9. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Directory Information

Hill College complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). FERPA is a Federal law designed to protect the privacy of a student's educational records that are not considered "directory" information. Educational records, as defined by FJ(LEGAL), are records, files, documents, and other materials that contain information directly related to a student, which are maintained by Hill College. Hill College has defined directory information as name, address, telephone number, classification, field of study (major), dates of attendance and enrollment verification, degrees and dates awarded, honors/designations, and the most recent previous institution attended. This information can be provided to anyone who inquires and usually includes but is not limited to other institutions, prospective employers, or family members.

Each student has the right to request that directory information not be released and can do so by completing the [Request to Withhold/Release Disclosure of Directory Information](#)

[Form](#). Forms are available in Student Information Services and on the Hill College website via the link above.