**Tax Time- What is a 1098-T Form**

The 1098-T is an IRS form entitled “Tuition Statement” that assists the student in determining if he/she qualifies for certain education related tax credits under the Taxpayer Relief Act of 1997 (TRA97). The IRS requires eligible educational institutions such as Georgia Highlands College, who receive payment for qualified tuition and related expenses during the calendar year to provide this statement to the students and to the IRS.

All students will not qualify for a 1098-t form, if your financial aid exceeds your balance, you may not be eligible for the form. Students can logon to [www.1098t.com](http://www.1098t.com) to print the form.

For more information regarding the 1098-T form, logon to the GHC Business office website at [http://www.highlands.edu/site/business-office-the-1098t-form](http://www.highlands.edu/site/business-office-the-1098t-form). Georgia Highlands College **cannot** determine if a student qualifies for a tax credit and is **not allowed** to give tax advice. Students should read the instructions on the 1098-T statement and obtain IRS publication 970 and Form 8863 or contact a tax professional about their personal income tax situation. The IRS website for the above form and publication is [www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html), and the IRS can be reached at 1-800-829-1040.

**Fee Payment Deadline**

Many students are often confused about what fee payment deadline is and how it will affect them. Fee payment deadline is the date when a student must ensure their balance is paid in full, guaranteed by financial aid, or guaranteed by a third party to avoid their classes being deleted for non-payment.

GHC often has three fee payment deadlines each term and students are notified via email, flyers, and phone messages of each upcoming fee payment deadline. Students that have applied for financial aid and have questions about the status can check out the NEW CHECK MY FINANCIAL AID STATUS OPTION available on the GHC Home Page>Financial Aid>Check My Aid Status.

For your convenience, fee payments can be made at any of our five business office locations, or online. To pay online go to the GHC homepage, and click Pay Your Account under Student Interests.

To check your financial aid status, go to: [https://www.highlands.edu/site/financial-aid-check-my-status](https://www.highlands.edu/site/financial-aid-check-my-status)

To make a payment go to: [https://www.highlands.edu/site/paymentIntro](https://www.highlands.edu/site/paymentIntro)
Bookstore Dates


Financial Aid Recipients
Can order their books ONLINE
Using their financial aid at http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=173904
But only during above Bookstore Dates!
Don't Delay, Order Today.

Bookstore Dates

Did you know that GHC has specified Bookstore Dates?
For Spring 2012, GHC will allow students to charge their books against their excess financial aid at either of our two bookstore locations, Rome or Cartersville. The approved Spring 2012 dates for charging at the bookstore are as follows:

December 19th – January 18th

To ensure your balance will be available to use at the bookstore, please make sure all financial aid paperwork is submitted on time. To be able to use your available financial aid at the bookstore, your application package for financial aid must be complete, aid awarded and authorized in Banner SCORE. Financial aid balances will be updated at the bookstore once a day during the above dates.

Third Party Payments

For students wanting to charge against their third party aid, a Spring 2012 Bookstore Memo must be received in the business office prior to charging. Third party students will only be allowed to charge during the above dates, NO EXCEPTIONS!

What is a Third Party Student???

Often times you may hear the term Third Party and wonder what it entails. A third party student is one where an organization, not owned by you or a family member, makes a commitment to pay your educational expenses. They are also known as a third party sponsor. When payment is due on your student account, the sponsor is billed by the College. This payment process is termed "third party billing."

- What is a third party authorization?

A third party authorization, which may be a letter on official letterhead, purchase order, or voucher, must be signed by an officer of the organization. The authorization should include the following information:

- sponsored student’s name and student ID
- amount of the sponsorship
- type of charges the sponsor will pay, such as tuition, mandatory fees, optional fees, health insurance, parking, books, supplies
- non-required fees, which are not authorized under the description "fee" and must be listed individually
- sponsorship period. If the term(s) or date(s) the authorization is in effect are not indicated, the effective period will be the current term. The College does not notify the student or sponsor when authorization expires
- sponsor’s name and billing address
- contact name, phone number, and e-mail address
- signature of the sponsor or other person authorized to make commitments on behalf of the sponsor

- When does the sponsor send the authorization?

Both the agency and student are responsible to ensure the authorization is received before the first fee payment deadline to avoid the student's schedule being deleted for non-payment.

- Where does the sponsor send the third party authorization?

You may mail, fax, or bring the authorization document to the GHC Business Office.

Return Forms to: Any
GHC Business Office

Mail:
Georgia Highlands
College Business Office
3175 Cedartown Highway
Rome, GA 30161

Fax:
678-872-8119
Starting in Fall 2011, GHC implemented a new attendance policy. Georgia Highlands College requires that all faculty members report their students' progress throughout the course of the semester as part of the institution-wide Early Warning Program (EWP). The objective of the program is to support academic success by reviewing early indicators of satisfactory student progress. In accordance with EWP, faculty members provide the Registrar's Office with academic reports of each student enrolled in their course(s) at checkpoints staggered throughout the term.

- As a GHC student, what does this mean to me?

Please note that any changes to your schedule after the drop/add period, could have serious Financial Aid implications.

Example:
Bolt was registered for 6 hours and had taken out a student loan to pay for his spring charges. Bolt skipped out on the first three classes of his College Algebra course and was reported on the Non-Attendance List. He was withdrawn from College Algebra for Non-Attendance, and is now not eligible for his student loans. Bolt must now pay for his charges out of pocket or be dropped from his remaining class for non-payment. Had Bolt met with an advisor prior to registration, he might have realized that an 8:00am College Algebra class was not in his best interest. To find out more information about advising, go to http://www.highlands.edu/site/advising.

Mission of the Bursar's Office...

The mission of the Business Office is to support the college by providing professional and quality services to the students, faculty, staff, parents and the campus community. We will provide accurate financial information on a timely basis, while ensuring all services are in compliance with Georgia Highlands College policies, Board of Regents policies and procedures along with all state and federal regulatory requirements.

HOT TOPICS coming in the next issue:

Refunds, When Will I get Mine?

When you WITHDRAW, will you owe $$$$?

GHC Scholarships, Do you Qualify???