Hutton Honors College (HHC)
Hutton International Experiences Program (HIEP)
Disbursement Information & Award Requirements

Disbursement Information
- Please submit this form at the mandatory awards meeting. Late forms are not accepted and your funding will be revoked if not on file.
- The full amount of your HIEP funds will appear as anticipated aid in your One.IU account (via the SIS Student Section portal) as follows:
  - Winter Break trips: mid-December
  - Spring semester/Spring Break trips: Spring term
  - Summer trips: Summer term
  - Fall & Academic Year trips: Fall term
- **Disbursement:** Your HIEP funds will then pass into your Bursar account and will be applied to any outstanding balance. Your remaining funds will then be deposited directly into your checking account if you have a direct deposit arrangement with IU. If you do not have a direct deposit agreement with IU, then your funds will be mailed to your current local address. *We strongly recommend that you set up a direct deposit agreement to avoid lost checks in the mail!*
- **Award Timing:** You are responsible for paying your bills in a timely manner. Generally, your HIEP funds will not disburse until 10 days before the start of the IU semester/term that you plan to go abroad. If you are going on an IU OVST program, then your HIEP funds will not disburse until 10 days before the official start date of your IU OVST program.
- **Financial Aid Notice:** If you filed a FAFSA and receive need-based federal financial aid (for example, Stafford loans, Pell Promise Grant, 21st Century Scholars Covenant), and you receive funding from HIEP, your HIEP funds may not be paid-out in the form of cash funds (i.e., as money paid into your Bursar account), but instead, may be used by IU’s Office of Student Financial Assistance (OSFA) to reduce your student loans or other aid. If your federal financial aid is sufficiently large (i.e., is close to or already meets your cost of attendance at IU), you must contact Student Central (email: scu@indiana.edu) to learn how your HIEP funds may impact your aid and to determine whether your cost of attendance budget can be adjusted accordingly.
- **Change of Plans:** To receive your HIEP funding, you must participate in your described program. It is your responsibility to notify the HIEP manager if you have a change in plans, cancel your trip, reschedule for a different term, etc. If you are unable to participate in the program, then you must notify the HIEP manager prior to your planned departure date.
- **Fraud/Misrepresentation:** Your HIEP funds may be cancelled at any time if you misrepresented any of the information on your HIEP application and/or were otherwise ineligible to receive the grant.
- **Misconduct:** By accepting HIEP funding, you agree to be bound by Indiana University’s *Code of Student Rights, Responsibilities, and Conduct* even while you are abroad. Violations may cause your grant to be rescinded.

**Return Essay & Photo Requirements**
- You must write an essay (750-1000 words) discussing your experience abroad, and you must submit one photograph of yourself taken during your trip. For details, please refer to: [https://hiep.indiana.edu/hiep-grant-program/recipients.html](https://hiep.indiana.edu/hiep-grant-program/recipients.html)
- **Deadlines:** Your HIEP funds will be revoked if you do not submit your essay & photo by these dates:
  - Winter Break awards: February 15
  - Fall awards: March 15
  - Spring Break awards: April 1

- Summer awards: August 15
  - Academic Year awards: September 15
  - Graduating seniors: before your graduation date or the above, whichever is earlier

**Whom to Contact with Questions**

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<tr>
<td><strong>Jeff Heerdink</strong>, HIEP Manager</td>
<td><strong>Bryce Campbell</strong>, Grant Coordinator</td>
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<td><strong>Ph#: 856-1016</strong></td>
<td><strong>Ph#: 855-5275</strong></td>
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<tr>
<td><a href="mailto:hiep@indiana.edu">hiep@indiana.edu</a></td>
<td><a href="mailto:bgfichte@indiana.edu">bgfichte@indiana.edu</a></td>
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<td>• HIEP program</td>
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<td>• return essay &amp; photo</td>
<td>• how it will impact your bursar account and/or financial aid</td>
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<td>• change of travel plans</td>
<td>• other questions relating to fund disbursement</td>
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By signing below, you understand that the Hutton Honors College (HHC) Hutton International Experiences Program (HIEP) Grant is a one-time only award, that the information on your application remains correct to the best of your knowledge, and that you will complete the return requirements. You also understand that HIEP funding may only be used for expenses related to your described program as stated in your application. If you do not go on your trip, you must contact the HIEP manager prior to your intended departure date. If you do not go on your trip, you must return the HIEP Grant monies you have received. You should also be aware that any materials or information you provide before, during, or after your time abroad may be used on IU’s website, for printed material, or other publicity purposes, and in limited use by the IU Foundation. However, you can request that your information not be used or remain anonymous at any time and, in addition, efforts will be made to notify you when information about your HIEP funding is being used. Your signature below confirms that you understand all of the contents of this form.

**Printed Name:** ___________________________________________ **Destination Country:** ________________________________

**Signature:** ____________________________ **Date:** ____________________________

**Term Going Abroad:** ____________________________________________

Hutton Honors College, HIEP Grant, 811 E. Seventh St., Bloomington, IN 47405

*Revised 11/06/2017*