



Financial Aid, Consumer & VA PROCEDURE GUIDE

2024-2025



FINANCIAL AID, CONSUMER AND VA PROCEDURE GUIDE 2024-2025

(JULY 2024) – This Financial Aid, Consumer and VA Procedure Guide (FA-M-0003) is reviewed annually to determine if revisions are applicable.

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SECTION 1: METRO TECH

Introduction

Metro Tech is a career and technology center with four campuses. The school was established in 1979 by a vote of the people to serve Oklahoma City in providing career and technology education (CTE). The Oklahoma CTE system was created in the 1960s as a third, publicly-supported education branch with its own Oklahoma State Board of Career and Technology Education (OSBCTE) and Oklahoma Department of Career and Technology Education (ODCTE). Metro Tech is one of 29 technology centers in the state of Oklahoma.

Metro Tech provides full-time career majors for high school and adult students. High school students receive credit toward high school graduation. Both student groups can earn trade certifications and/or licenses.

Federal regulations require institutions to make available information concerning financial assistance and general institutional information including but not limited to Campus Security, institutional staff and The Family Educational Rights and Privacy Act (FERPA). The purpose of this document is to inform the consumer and to record Financial Aid Policies and Procedures.

This manual is intended to:

1. Set forth the institution's policies in regard to student aid and describe the procedures which must be taken to implement these policies.
2. Provide general procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
3. Provide quick reference to various practices.
4. Facilitate the orientation and training of personnel when changes occur.
5. Inform the consumer.

Mission, Vision, Commitment and Core Values

Mission statement

Metro Tech prepares people for successful employment and life in a global society. (Board Policy BP-1001).

Vision Statement

Metro Tech will be recognized as a strategic partner in economic development by preparing a high-quality workforce.

Commitment

Metro Tech provides the highest quality programs and services enabling students to succeed in their chosen career field (Board Policy BP-1007).

Core Values

- Customer-focused
- Learning-centered
- Accountable and ethical



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- Innovative
- Nurturing, sensitive and supportive
- Dedicated to continuous quality improvement
- Agile and flexible

Core Competencies

- Holistic approach to education
- Career and technical training
- High skill/high wage

Vision 2025 Pillars

1. Academic Excellence & Quality Career Training
2. Empowered Employees as
3. Community & Workforce Partnerships
4. Growth, Finance & Investments

Statement of Purpose & Philosophy of the Financial Aid Office

Metro Tech believes that everyone who desires training should have all the opportunities of attending school regardless of their financial situation. Metro Tech Financial Aid Office (FAO) continues to promote financial assistance opportunities to eligible students who might otherwise be depriving themselves of the benefit of career and technology training.

The primary purpose of financial aid programs at Metro Tech is to aid students who, without such assistance, would be unable to pursue their education.

To fulfill this purpose the Metro Tech FAO aims to provide:

- *Focus on Service:* Make the Metro Tech FAO a high-performance office by focusing on service, quality, results, and student satisfaction.
- *Current and Timely Information:* Provide students with fast, courteous, seamless service and high-quality information.
- *Financial Integrity:* Maintain program management procedures and services for fiscal accountability.

Location and Office Hours

Metro Tech's Financial Aid Office | 1900 Springlake Drive | District Center building, main floor | Oklahoma City
Office hours: Monday through Friday, 7:30 a.m. to 4:30 p.m.

Exceptions are school holidays and on occasions when it might be necessary to close the financial aid office so all staff can take advantage of the training offered. When this does occur information of the office closure date and time will be posted in advance.

Board of Education

- | | |
|-----------------------------------|--------------------------|
| • Mr. Ron Perry | Board Member, District 1 |
| • Ms. Sarah McKinney | Board Member, District 2 |
| • Ms. Elizabeth A. Richards, J.D. | Board Member, District 3 |
| • Mr. Jess Eddy | Board Member, District 4 |
| • Dr. Linda Ware-Toure | Board Member, District 5 |
| • Ms. Miriam Campos | Board Member, District 6 |
| • Mr. Jimmy McKinney | Board Member, District 7 |



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Financial Aid Personnel

Alicia Smith, Financial Aid Director (405)595-4437
Alicia.smith@metrotech.edu

Craig Marable, Officer (405)595-4436
Craig.marable@metrotech.edu

Melissa Thornton, Officer (405)595-4430
Melissa.thornton@metrotech.edu

Regina Powell, Specialist (405)595-4457
Regina.powell@metrotech.edu

Jerkiya Davis, Financial Aid Representative (405)595-4446
Jerkiya.davis@metrotech.edu

Site Directors

- | | |
|-------------------------|--|
| • Tammy Michele Sanders | Business and Technology Center (BTC), and Child Development Center (CDC) |
| • Michael Branch | Aviation Center (AC) |
| • Brian Lever | STEM Center (STEM) |
| • Zac Gleeson | South Bryant Campus (SBC) |
| • Ty Goldsmith | Evening South Bryant Campus (Eve. SBC) |
| • Vacant | Health Careers Center (HCC) |

Nondiscrimination / Title IX Coordinator and Campus Compliance Officers

Metro Tech believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Tech does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

For questions or concerns, contact:

Gerald Scott, Nondiscrimination / Title IX Coordinator Phone: (405)595-4418
Gerald.scott@metrotech.edu.

Campus Compliance Officers:

Justin Funk	Aviation Center
Ashlei Lewis	Aviation Center
Khanita Jefferson	Springlake Campus
Ryan Patton	Springlake Campus
Crystal Rogers	South Bryant Campus
Landon Young	South Bryant Campus
Kennell Winrow	Downtown Business Center (DBC)

Campus Compliance Officers forward student complaints to Gerald Scott.

Employee complaints should be directed to the District Compliance Officer, Alwyn Decoteau, Director, Personnel.

For additional information: [Equal Opportunity Policy](#)



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METRO TECH SCHOOL CALENDAR REGULAR SCHOOL CALENDAR FY '24- '25

Independence Day (School and Offices Closed)	July 4, 2024
Teacher/Instructors Report	July 25, 2024
Faculty Workdays (No Students)	July 25-August 2, 2024
Site/Department Level PD	July 30, 2024
Professional Development (All District)	July 25-26 2024
Oklahoma Summit-OkACTE	August 1-2, 2024
Classes Begin	August 5, 2024
Labor Day Holiday (School and Offices Closed)	September 2, 2024
Professional Development	September 27, 2024
Fall Break (School Closed, Offices Open)	October 14-18, 2024
Thanksgiving Break (School and Offices Closed)	November 25-29, 2024
Winter Break (School and Offices Closed)	Dec.23, 2024-Jan 03, 2025
Classes Resume and Full-time staff	January 6, 2025
M. L. King, Jr. Holiday	January 20,2025
Professional Development	February 21, 2025
Faculty Workday (No Students)	February 24 ,2025
Spring Break (School and Offices Closed)	March 17-21, 2025
Last Day of Secondary Classes	May 22, 2025
Faculty Workdays (No Students)	May 23, 2025
Memorial Day (School and Offices Closed)	May 26, 2025
Juneteenth (School and Offices Closed)	June 19, 2025

The only other school closing might be due to unusually bad weather making transportation to and from the Metro Tech Campuses hazardous for travel.



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2024-2025 CAREER MAJORS	FACULTY / INSTRUCTORS	FACILITY
These Career Majors are approved for Financial Aid. View a full listing of Career Majors and associated courses on Metro Tech's Website at Adult Programs		
Metro Tech has processes in place that establishes a consistent methodology for researching and adding new career training programs and for modifying current career majors offered.		
CLUSTER: ARCHITECTURE & CONSTRUCTION:		
1. Residential Carpentry	K Sanders	SBC
2. Electrician's Assistant Unlimited Complete	A Hightower/G Brunner	SBC
3. HVAC Technician	T Smith/M Jordan	SBC
CLUSTER: ARTS, A/V TECHNOLOGY & COMMUNICATION:		
1. Graphic Design	D Roberts/H Wolohon	BTC
2. Digital Cinema	D Roberts/H Wolohon	BTC
CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION:		
1. Legal Office Assistant	B Kasperitis	BTC
2. Medical Coding Specialist	T Balliet	HCC
CLUSTER: FINANCE		
1. Accounting Associate	B Kasperitis	BTC
CLUSTER: HEALTH SCIENCE:		
1. Medical Assistant	K Johnson	HCC
2. Practical Nurse	J Pinkerton/S Koonce	HCC
	S Whitfield/B Castle/C Slattery	HCC
3. Surgical Technologist	C Srite/Abigail Rice	HCC
4. Radiologic Technologist	A Davison/A Beckner/M Shrock	HCC
CLUSTER: HOSPITALITY & TOURISM:		
1. Culinarian	R Barreto / C Pennington	DC
CLUSTER: HUMAN SERVICES:		
1. Early Care and Education Master Teacher	E Thornburg	EEC
2. Cosmetologist, Esthetician, Master Instructor, Nail Technician	T Chandler/T Anderson	CC
3. Barbering	L Rouce	EEC
CLUSTER: INFORMATION TECHNOLOGY:		
1. Computer Network Support Technician	M Adams	BTC
CLUSTER: LAW ENFORCEMENT SERVICES:		
1. Basic Peace Officer Certification	K Loggins	SBC
CLUSTER: MANUFACTURING:		
1. Structural Welder	K Smith/V Hines	SBC



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CLUSTER: TRANSPORTATION, DISTRIBUTION & LOGISTICS:

1. Aviation Maintenance Technician	L Classen/Z Cooksey S Slone/J Whittington R Hensley/J Funk N Mason/J Jacobs	AC
2. Combination Collision Repair Technician	A Younger	SBC
3. Automotive Service Technician	TBD/J Hill	SBC

Bursar

Terri Johnson All Campuses

College Connection Coordinator

Enrollment & Student Services Assistant All Campuses

Counselors

Kelly Powers	SBC/Director
Ryan Patten	AC/SC
Vacant	BTC
Leslie Cooksey	SBC
Michael James	HCC/CC

Registrar

Tonya Walker All Campuses

Instructor Credentials

Individual instructors' credentials can be reviewed with the Human Resources department.

Accreditation and Availability of Documents

Metro Tech is accredited by the Oklahoma Board of Career Technology Education (OBCTE), Oklahoma State Department of Education and North Central Association-Commission on Accreditation and School Improvement (NCA-CASI). Full-time career majors are also approved by the Oklahoma State Accrediting Agency.

The contact information for filing complaints with the accreditor is: [Comments and/or Complaints Career Tech](#)

Current or prospective students wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to do so to the Superintendent's Office.

Within ten (10) working days of submission of the request, documentation will be made available for inspection.

SECTION 2: GUIDANCE, ACADEMIC AND OTHER SERVICES

Academic Center

Metro Tech provides programs and services enabling students to succeed in their chosen career field. Career Advisors are available to assist students in finding their career, technical aptitudes and interest, as well as to discuss the admissions process. For further information contact a Career Advisor at (405) 595-4678.



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Services to Students with Disabilities/Intellectual Disabilities

Metro Tech provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA). Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). At the present time, Metro Tech does not offer any comprehensive transition and postsecondary programs for students with intellectual disabilities. If you have questions or need accommodations, or to obtain a copy of the complete Notice of Rights: Section 504/ADA, contact Tim Lankford, (405)595-2213 or click on the link: [Disability Services](#), or Special Population Liaison at ses.info@metrotech.edu

Counseling

Site counselors are available to assist students in finding their career, technical aptitudes and interests, as well as to discuss other student concerns. For more information use the link below.

<https://www.metrotech.edu/student-resources>

Guidance & Academics

Metro Tech Career Services is responsible for providing career advisement and support to assist students in navigating through their career path. Our objective is to connect students to campus and community resources in support of their career goals, by providing, career counseling, resume and cover letter review, interview preparation, job search strategies, and facilitating workshops for personal and professional growth. For more information on services, please contact:

- Khanita Jefferson | Springlake Campus | 405-595-4327 | Khanita.jefferson@metrotech.edu
- Landon Young | South Bryant Campus/Aviation Career Center | 405-595-2242 | Landon.Young@metrotech.edu

B.E.S.T.- Basic Education Skills Training



The Basic Education and Skills Training Program (BEST) is designed for recipients of Temporary Aid for Needy Families (TANF) through the Department of Human Services (DHS). Activities and courses are planned to meet the individual needs of eligible participants through assessment, counseling, academic remediation, life skills, and job readiness. TANF recipients who are referred to BEST through their caseworker may enroll in short or long-term programs offered through Metro Tech. Federal financial assistance is also available for full-time career technology courses for BEST participants. The ultimate goal of BEST is to have the participant succeed in his/her employment goals and find suitable employment. The BEST Program is located at 3901 Martin Luther King Avenue (Early Education Center North). Contact 405-595-4315 for additional information.

HISET Curriculum PREP

HISET preparation, through the American Job Center at 5005 N. Lincoln, OKC has several sessions. Please contact Lashae Tucker at 405-595-4338 to pre-register or for any questions. Once you have registered for your session you will report to the American Job Center, (at the time and date given) let the receptionist know you are there for the HiSet-GED Prep Session/Orientation. You will need your photo ID, be prepared to receive all information (forms to complete) for the 8 Week Course Plan preparing you for your GED Test at Metro Tech or any other State Testing site in Oklahoma and you will also schedule a time to take the required TABE PRE-TEST of ADULT BASIC ED (TABE).

Current 2024-2025 Career Majors (Programs)

A complete listing of 2024-2025 career majors by cluster may be viewed on Metro Tech website click here [Adult Programs](#) Career Majors greater than 600 hours (except those offered to secondary students only) are approved for



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financial aid. The listing for each Career Major may indicate whether or not the Career Major is approved for financial aid and/or Veteran's Educational Benefits.

Information on career majors can also be obtained from Guidance and Academic Services and/or the FAO.

Note: Metro Tech has processes in place that establishes a consistent methodology for researching and adding new career training programs and for modifying current career majors offered.

Student Diversity

Information regarding Metro Tech student diversity, including the percentage of enrolled, full time students in the following categories: male, female, self-identified members of a major racial or ethnic group and Federal Grant recipients can be found at:

http://nces.ed.gov/globallocator/col_info_popup.asp?ID=363165

SECTION 3: CONSUMER INFORMATION

Availability of Metro Tech Employees for information Dissemination

All Financial Aid Staff are designated as the employees responsible for disbursing information to all students in Metro Tech. Staff are available to see students individually to discuss any questions a student might have regarding financial assistance. The office hours are 7:30 to 4:30 Monday through Friday. The Financial Aid Employees are responsible for ensuring that all Metro Tech districts are aware of changes to existing Financial Aid Policies and Procedures or the development of new Financial Aid Policies and Procedures. The Financial Aid staff is also responsible for disseminating information as it relates to Title IV regulations and consumer information.

College Navigator Website

Metro Tech is required to report enrollment, completion, placement, retention, transfer out and diversity rates. This information can be obtained by accessing the United States Department of Education College Navigator Website at: [College Navigator MT](#). Enter "Metro Technology Centers" for the Institution name, "Oklahoma" for the State and "73111" for the zip code. Click on the search button and when "Metro Technology Centers" pops up, click on the school name to further access the individual classification of information listed. The mission of Metro Tech is "prepares people for successful employment and life in a global society" and as such, this mission prepares students for gainful employment upon successful completion of the training pursued. Metro Techs' mission does not include providing substantial preparation for its students to enroll in another eligible school (such as an eligible four-year school), therefore the reporting of transfer out rates are not applicable.

Textbook Information

Cost for books and supplies vary by program/career major. Metro techs' website, [Adult Programs](#) provides information on books and supplies for full time programs/career majors.

Net Price Calculator

Metro Tech will make available on its website, the Net Price Calculator. Metro Tech will use the template provided by the U.S. Department of Education to develop the Net Price Calculator. The purpose of the Net Price Calculator is to assist current and prospective students and their families in estimating the individual net price for an Institution. The most recent Net Price Calculator can be accessed at the following website: <https://collegecost.ed.gov/net-price>



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Immunizations

Metro Tech as a District does not have an immunization policy. Secondary students from sending schools are required to follow the immunization policy of their respective school districts. Students enrolled in Health Career Majors follow the policies as required by participating clinical sites. In addition, students enrolled in any other career major that would require immunization, would follow the policies of the participating sites requiring the immunization.

Hepatitis “B” Vaccination

Due to the potential exposure to bloodborne pathogens or infectious bodily fluids, students enrolled in health programs, that require a clinical experience, are required to have started the series of three (3) Hepatitis “B” vaccinations or sign a declination form acknowledging the student’s decision to refuse to be vaccinated. Instructors will inform students of additional requirements, if any.

Copyright Infringement Policies/Internet/Information Policy

Metro Tech requires that all students and employees adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person’s ideas or creative work without giving credit to that person). The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright Infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work a court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

Safeguarding Customer Information

Metro Tech takes safeguarding customer information seriously, all information received is forwarded to the appropriate personnel to ensure compliance within this area.

Constitution Day

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17 as the date on which educational institutions are required to hold “Constitution Day Activities”, however, during the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005). For the purpose of this requirement. Metro Tech celebrates Constitution Day and carries out activities which may include a guest speaker, presentation/video or projects assigned by instructors.



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Voter Registration

Per HEOA (Sec. 493(a)(1)) Metro Tech provides the following link to the Oklahoma Voter Registration website to access and download the Oklahoma Voter Registration Application Form by clicking <https://vote.gov/> or <https://oklahoma.gov/elections/voter-registration/register-to-vote.html>

Metro Tech FAO sends information to all students who have a FA application through EDEXpress document tracking letter. The links are also available on the MT FA website.

Student Diversity, Completion/Graduation, Placement, Retention, and Transfer Out Rates

Metro Tech is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, replacement and retention and diversity rates for all students enrolled.

Transfer-Out Rates: The mission of Metro Tech “prepares people for successful employment and life in a global society” and as such, this mission prepares students for gainful employment upon successful completion of the training pursued. Metro Techs’ mission does not include providing substantial preparation for its students to enroll in another eligible school (such as an eligible four-year school) therefore, the reporting of transfer out rates is not applicable.

Annual Security Report

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Act,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed to all current students and employees, as well as to all prospective students and employees, for a list of how the information is distributed go to www.metrotech.edu. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by Director, Environmental Safety and Regulatory Affairs, David Hall.

Safety & Security Report

Metro Tech is a career and technology center district serving the Oklahoma City metropolitan area. We offer a variety of training and career programs to high school students, adults and business and industry. Housing is not available for students nor does any student organization own, operate or manage on/off-campus facilities. Additionally, no off-campus facilities such as field houses or infirmaries are owned or operated by Metro Tech.

Campuses are provided with armed, CLEET-licensed security guards during hours of operation. Each campus is staffed with administrative personnel that oversee campus operations.

District policy specifies that any crime occurring on campus is to be reported immediately to campus administration or a security guard. All crimes are officially reported to the Oklahoma City Police Department.

Any student, parent, employee or visitor having information of, or suspicion of a crime or a known or suspected threat to school safety may call the Oklahoma School Security Institute (OSSI) Tip line at 1-855-337-8300 or by going to www.Tipline.OK.gov.

Obtain a copy of this report. A copy of this report or additional information relating to Metro Tech crime statistics can be obtained by contacting:

David Hall, Director of Environmental Safety and Regulatory Affairs
1700 Springlake Drive, Oklahoma City, OK 73111
david.hall@metrotech.edu.



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To view statistical data, as well as to view data from previous years, go to <http://ope.ed.gov/security/>.

Information for Crime Victims about Disciplinary Proceedings

Metro Tech will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Contact David Hall, Director, Environmental Safety & Regulatory Affairs, at 405-595-4789 for additional information.

Campus Crime Statistics

Metro Tech is responsible for providing a safe educational environment and must maintain the trust of the public. Any student or employee or staff member who is impaired by a controlled substance or alcohol is a serious risk to others. Metro Tech adheres to all Federal, State, and Local Laws in reporting the use and/or possession of controlled substances by the student /employee. **Board Policies** (Board Policy 7031)

[Sexual Misconduct/Harassment and the Violence Against Women Act](#)

Contact Information for Metro Tech and Career Tech

Metro Tech believes in the worth of all individuals and is committed to equal opportunity for employees, students and any person visiting a District campus. All members of the Metro Tech community are expected to treat other community members with civility and respect. To this end, Metro Tech has developed policies to ensure the rights of students are protected:

Additional Resources

Metro Tech: [Suggestions, Comments and Complaints](#)

BP-5020 [Student Complaints of Discrimination, Harassment and/or Retaliation](#)

BP-5029 [Student Bullying](#)

BP-2031 [Equal Opportunity/Diversity/Civility/Non-Discrimination](#)

The above-referenced policies and procedures as well as other Metro Tech policies are made available via the following:

1. The Metro Tech [Student Handbook](#)
2. [eLearn](#) - Accessible by all Metro Tech Students'
 - Inquiries concerning this notification may be addressed to Metro Tech |1900 Springlake Drive | Oklahoma City, Oklahoma 73111.
 - Students may contact the following individuals to deliver verbal or in-person copies of the [Metro Tech Complaint Form](#)

Gerald Scott | Nondiscrimination/Title IX Coordinator | (405) 595-4417
Alwyn (Jay) Decoteau | Director, Personnel | (405) 595-4416
David Martin | Deputy Superintendent | (405) 595-4401

[Comments or Complaints Policy — CareerTech \(CT\) - okcareertech.org](#)



Annual Notice of Disclosure

Annually, Metro Tech updates its Financial Aid, Consumer and VA Procedure Guide.

SECTION 4: FINANCIAL AID ASSISTANCE

Title IV Programs Assistance: General Conditions of Eligibility

The following federally funded Title IV programs of financial assistance are available through Metro Tech.

Federal Pell Grants, Federal Direct Loan, (Subsidized/Unsubsidized). In general, a student is eligible to participate if the student:

- Is a regular student enrolled or accepted for enrollment at an eligible institution for the purpose of obtaining a degree or certificate in an eligible program offered by the institution.
- Has a high school diploma or a General Educational Development (GED) certificate, High School Equivalency Test (HiSet) or a state-recognized equivalent; or completing a high school education in a home-school setting approved under state law.
- Is not simultaneously enrolled in an elementary or secondary school.
- Is a U.S. citizen, or U.S. National, a U.S. Permanent Resident or other Eligible Noncitizen, or is a citizen of the Freely Associated States, The Federated States of Micronesia, and the Republics of Palau and the Marshall Islands. These students can only receive aid from some of the FSA programs and do not have an A-number/ARN. They are not eligible for loans.
- Has a valid and correct Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- Certifies, by signing a Statement of Educational Purpose, that he/she will use federal and/or student financial aid only to pay for educational costs.
- Is not in default on any Federal Perkins Loan, Federal Direct Loan, Federal Stafford Loan, or Federal Supplemental Loan for Students; and has not borrowed in excess of the aggregate loan limits, under Title IV programs, at any institution.
- Does not owe an overpayment on a Pell Grant or loan or state student financial aid received at any institution.
- Does not have property subject to a lien for debt owed to the United States.
- Is maintaining satisfactory academic progress (SAP) according to the standards of the program and the institution.
- Has financial need, if applicable.
- Has provided acceptable documentation to resolve any discrepancies and/or to complete selection for verification.
- Will not receive Federal and/or State financial aid from two or more institutions concurrently or from two or more programs concurrently.

A student's eligibility for Title IV aid could be, but is not limited to, such factors as:

- Prior degrees/Enrollment Status
- Remedial course work/Correspondence study



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- Study by telecommunications/Incarceration
- Unusual Enrollment History (UEH)

Unusual Enrollment History (UEH)

A student with an unusual enrollment history will be identified and institutions will receive notification of such via the Student's Institutional Student Information Record (ISIR) by means of a UEH Flag and an accompanying "C" Code. The institution will be required to review the UEH information for the student for a resolution to determine whether or not a student is eligible for continued aid at the institution using guideline provided by the United States Department of Education (ED). If an institution determines to deny additional aid to a student, the reasons for the denial will be placed in the student's financial aid file as documentation and maintained for possible review. Further, the decision of the institution is final and is not appealable to ED. These are general eligibility requirements. Specific eligibility requirements are discussed in the program sections.

Definition of a Regular Student and Special Student for Title IV Eligibility

Regular Student

A student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (a) have attained a high school diploma, or its recognized equivalent, be beyond the age of compulsory school attendance in the state in which the school is physically located or have met the statutory exemption for compulsory school attendance and (b) complete admission requirements and assessments including academic achievement and career interest. A student who is dually enrolled in high school and a school of higher education (beyond high school) is not eligible for Title IV Federal Student Aid.

A student granted Regular Student Status will be enrolled for the purpose of completing the entire program and for the purpose of receiving a certificate or appropriate licensure. A regular full-time student must attend a minimum of 24 clock hours per week. A regular half time student or part-time student must attend a minimum of 12 clock hours per week. In addition to receive federal financial aid assistance, regular students must be enrolled in an approved program/career major.

Special Student with Ability to Benefit

Entering students who do not possess a high school diploma, HSET or GED and have not attained passing scores on an approved test under Ability-to-Benefit regulations or who have not completed 225 clock hours applicable to an eligible program/career major at Metro Tech, are classified as special students and are therefore not eligible to receive Title IV Student Financial Assistance. Student in Oklahoma who have completed 30 hours of college credit can be granted a High School Diploma through the State of Oklahoma. It is the student's responsibility to get the copy of the State issued diploma for admissions to the school.

Note: The above is applicable to students who first enroll or register prior to July 1, 2012. Due to the provisions of the Consolidated Appropriations Act, 2012 (Public Law 112-74): Students who do not have a high school diploma or a recognized equivalent (e.g. GED), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV Student Financial Assistance.

Students who do not meet the criteria in the "Note above for Regular Student are also classified as special student. Students must complete the program hours. Testing out of a program does not satisfy completion of hours. No Title IV Student Financial Assistance can be paid for the 225 clock hours. 34 CFR 668.32(e)(5)

How to Apply for Federal Financial Assistance

To apply for assistance from the following Title IV Programs and State Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) on-line at [FAFSA ONLINE](#)



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Students who attend Metro Tech may apply through the FAFSA for:

- Federal PELL Grant
- Federal Subsidized Student Loan
- Federal Unsubsidized Direct Student Loan
- Oklahoma Tuition Aid Grant (OTAG)

Items usually needed to complete the FAFSA are driver's license or ID number, social security number and date of birth, balances of cash, checking and savings accounts, asset information, tax returns, records of child support received and FSA ID. Students, and other contributors are required to sign the FAFSA. By signing the FAFSA the student is certifying that the funds received will be used for the cost of attending a higher education institution (tuition, fees, books, transportation, and living costs) and that the student is not in default on a student loan or has made satisfactory arrangements to repay it, does not owe money back on a Federal student grant or has made satisfactory arrangements to repay it, will notify Metro Tech if defaulted on a Federal student loan, and will not receive a Federal Pell Grant from more than one institution of higher education for the same period of time (concurrent attendance). Also, by signing, the student agrees they will provide information to verify the accuracy of the FAFSA. If a student purposely gives false or misleading information, they may be fined up to \$20,000, sent to prison, or both.

How Need is Determined

Federal Needs Analysis Methodology

Federal needs analysis methodology for determining the Student Aid Index for a student, as well as his/her Cost of Attendance (COA).

A. Cost of Attendance (COA)

The COA (Cost of Attendance) is the average total amount it will cost to go to school usually expressed as a yearly figure. The COA covers tuition and fees, food and housing, and allowances for books, supplies, transportation, childcare, costs related to a disability, and miscellaneous expenses.

B. Student Aid Index (SAI)

The Student Aid Index (SAI) is a number that determines each student's eligibility for certain types of federal student aid. This number is calculated with the SAI formulas, which use the information that students provide of the FAFSA form. Financial aid administrators (FAAs) subtract the SAI from each student's cost of attendance to determine their need for federal student financial assistance offered by the U.S. Department of Education.

SAI Formula

All data used to calculate a student's SAI comes from the information the student (and applicable contributor(s)) provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the FAFSA Processing System (FPS) for processing. The FPS sends an electronic output document called a (FAFSA student summary) to the student. The FAFSA student summary lists the student's SAI. All schools listed on the student's FAFSA will receive application information and processing results in an electronic file called an Institutional Student Information Record (ISIR). There are three regular (full-data) formulas- (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Information regarding SAI formulas, are available upon request. Contact the FAO for additional information. Contact financialaid@metrotech.edu

Use of Professional Judgment in Special Cases

"Professional Judgment" also known as a "Special Circumstance" is a discretionary decision or professional opinion reached on the basis of the experience of a financial aid director or financial aid officer. The professional judgment decisions of Metro Tech will be applied to all Student Financial Aid programs and will be done on an individual case-by-case basis and will only be made to data items in the cost of attendance and the need analysis (determination of the



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Student Aid Index). Data used in Professional Judgment decisions will be submitted via Financial Aid Administrators Access (FAA) to FAFSA Processing System On-line. As with any and all professional judgments documentation must substantiate the reason for any adjustment, documentation must be kept in the students file. The form can be found on the MT website under FA forms.

Dependency Over-ride

(D/O) also known as an **Unusual Circumstance**. A D/O is when a student under the age of 24 is unable to obtain the parents information to complete the FAFSA yet does not meet one of the dependency questions that is asked on the FAFSA. Students who are not able to get parents information should contact the FAO to inquire as to documentation and process of applying for a D/O. Cases will be viewed on a case by case basis with appropriate documentation.

Unaccompanied Youth or Risk of being Homeless

Is in a category of its own, it is not a Professional Judgement or Dependency Over-ride. If a student answers yes on the FAFSA to the homeless or at risk of being homeless question and can say yes to having documentation they will be asked to submit the document (s) to the FAO. If the student says yes to the question on the FAFSA, but says no to documentation, then they will be asked to schedule an appointment with the FAO.

Institutional Costs

Tuition:

All post-secondary students pay tuition according to the following 2024-2025 schedule:
For all Programs/Career major's tuition is \$3.25 per clock hour.

Costs for individual Career Majors/Programs can be viewed on each specific career major page at: [Adult Programs](#)
Select full details for a career major to view the specific cost.

Books and Supply Cost

The cost of books and supplies varies among the different programs. You can find direct and indirect expenses included in the program cost at [Adult Programs](#)

Living Cost

Metro Tech does not offer housing. All students live off campus and commute.

Student Budgets

For purposes of awarding Federal Title IV need-based assistance, the District estimates reasonable expenses for a six to twelve-month period for the following categories of students. Expenses include room and board, transportation and miscellaneous costs. This information comes from the U.S. Department of Labor – Bureau of Labor Statistics.

INDEPENDENT STATUS				DEPENDENT STATUS	
1 Month		\$2296		1 Month	\$1081
6 Month		\$13785		6 Month	\$6502
9 Month		\$20575		9 Month	\$9756
12 Month		\$27572		12 Month	\$13007



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Title IV Programs and Other Programs Available

Types of financial aid assistance available at Metro Tech:

- Federal Pell Grant Program
 - William D Ford Federal Direct Loan Program
 - Oklahoma Tuition Aid Grant (OTAG)
 - Oklahoma Promise
 - Tuition Waivers
 - Oklahoma Air National Guard
 - Next Step Tuition Waiver (Metro Tech)
 - Independent Living Act (DHS Tuition Waiver)
 - Superintendent Waiver (Metro Tech)
 - Other Programs
 - Workforce Innovation Board (COWIB)
 - United Urban Indian Council, Inc.
 - Veterans Readiness & Employment
 - Montgomery GI Bill ® (Active Duty), Chapter 30
 - Montgomery GI Bill ® (Selected Reserve), Chapter 1606
 - Dependents Education Assistance Program, Chapter 35
 - Post 911 GI Bill®, Chapter 33
- “GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.”

Otha Grimes – Francis Tuttle Memorial Scholarship Program

[Otha Grimes Scholarship Online Instructions and Worksheet](#)

[Otha Grimes Scholarship Online Application](#)

Description of Financial Aid Programs Available and Application Procedures

Federal Pell Grant Program

Definition

The Federal PELL Grant Program is a federally funded program which provides \$7395.00 and/or up to %150 of the scheduled award for the 2024-2025 Award Year to post-secondary students enrolled in an eligible program at least half-time. Metro Tech considers any third payment of Pell in an academic year to be a trailer and will be paid out of the current award year.

Application Procedures

Students and contributors (if applicable) will need to apply for a Federal Student Aid ID which can be done at <https://studentaid.gov/fsa-id/sign-in/landing>. This ID is used to sign the Free Application for Federal Student Aid and to give consent to retrieve information from the IRS.

Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. Students without access to a computer may use designated computers in the FAO to complete the FAFSA. Within approximately seven (7) to ten (10) days, the student will receive an eligibility report called a FAFSA student summary. This report includes a summary of application information and the determination of the student's, Student Aid Index (SAI).



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Metro Tech is set up to receive electronic transmission of the record known as the Institutional Student Information Record (ISIR). Transmissions are usually received within 10 days of the date the FAFSA is processed by the FAFSA Processing System (FPS). Metro Tech only receives ISIRS for students who indicated the Metro Tech's school code of

016140 and 016222 (which has been merged with 016140) on the application. These reports include a summary of application information and the determination of the student's, SAI.

The SAI is the result of the computation involving the financial and non-financial data submitted on the FAFSA.

The method of computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting the FAO. The Financial Aid Director and/or Financial Aid Officer determines all application requirements have been met. If so, the Financial Aid Director/Officer uses the ISIR and the current SAI to determine the scheduled Pell Award and estimated disbursement. The student is notified through an award offer via email.

Eligibility Requirements

Students must meet the eligibility requirements for Title IV Programs of Assistance: General Conditions of Eligibility. A student will not be entitled to receive a Federal Pell Grant payment from more than one school concurrently or more than one program at a time.

Lifetime Eligibility Used: Per the Consolidation Appropriations Act of 2012 (CAA), for the 2012-2013 award year and subsequent award years, a student's maximum duration Pell Grant eligibility is six years full time awards or 12 pay periods, as measured by the percentage of "Lifetime Eligibility Used" (LEU). A student is ineligible to receive further Pell Grant funds if they have 600% or greater of "Lifetime Eligibility Used" (LEU).

A student must be enrolled in an eligible program/career major and be maintaining satisfactory progress to receive payments a student must not be in default on any prior loan(s) and must not owe a refund on any Pell, Supplemental, or State grant and must not have borrowed in excess of the loan limits, under Title IV programs received from any institution.

Criteria for Selecting Recipients

All eligible recipients will be paid. Federal Pell Grant amounts are based on:

- Federal Pell Grant Cost of Attendance for a full academic year.
- Enrollment status of the student (i.e. full-time or part-time).
- Length of the program and length of time the student is enrolled.

For 2024-2025: A Pell academic year of 900 hours/26 weeks (with a payment period of 450 hours 13 weeks) is applicable to all Career Majors/Programs that are 900 hours or greater. For Career Majors less than 900 hours, the payment period is one half of the total hours of the Career Major and weeks are determined based on the hours.

Method and Frequency of Disbursement

Students receive their first Pell payment approximately two to four weeks after their start date or when all necessary paperwork has been submitted to the FAO. The remaining Pell or subsequent payment will be disbursed only when the student has completed the required hours/weeks and/or required coursework, grades and required attendance percentage in a payment period for which they have received payment. Due to open entry/open exit enrollment dates, the disbursement dates vary with each student.

Metro Tech utilizes the Regular Disbursement System for payment of Federal Pell Grants. Once the student has submitted all required documentation to the aid office and no discrepancies exist, the student will be notified by email of his/her Federal Pell Grant Award. Students will be notified by the Bursar/Student Services when the checks are available to be disbursed.



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Students withdrawing from school prior to Metro Tech receiving a valid ISIR are not eligible to receive Pell disbursements. Eligible students who have not been paid prior to withdrawal, for whom Metro Tech has received a valid ISIR prior to withdrawal, will receive disbursements for the period enrolled as an eligible student. Students are notified by email and/or phone to pick up their checks.

If student does not pick up the check within 21 business days, the check will be mailed to the student by the bursar through certified mail. According to the federal check disbursement policy, Metro Tech will collect applicable tuition and fees from the Pell disbursement before a check is issued to the student. Applicable outstanding book charges will be deducted also with appropriate authorization from the student.

William D. Ford Federal Direct Loan (Direct Loan) Program (Subsidized and Unsubsidized)

Definition

The William D. Ford Direct Loan Program makes low interest loans available to students, (attending school at least half-time) to help pay their cost of attending post-secondary school. Eligible students borrow directly from the U.S. Department of Education at participating schools.

A Subsidized Direct loan is awarded on the basis of financial need. Students will not be charged interest before they begin repayment (six months grace period) or during deferment periods. The federal government “subsidizes” the interest during these periods.

An Unsubsidized Direct loan is a non-need based. Students will be charged interest from the time the loan is disbursed until the loan has been paid in full. Students have the options to pay interest or can allow interest to accrue while they are in school or during other periods of non-payment—interest will be capitalized. The interest will be added to the principal amount of the loan, and additional interest will be based on that higher amount.

The interest rate effective for 2024-2025 Federal Direct Student Loans first disbursed on or after July 1, 2024 and prior to July 1, 2025 is a fixed rate of 6.53%.

Application Procedures

Students must complete a FAFSA, at <https://studentaid.gov/fsa-id/sign-in/landing>. The Direct Subsidized Loan is considered a need-based program. After all paperwork has been received, a needs analysis is performed and the amount of loan is limited by the need found as follows: COA minus SAI (if negative use zero), minus other financial assistance. An offer notification listing loan eligibility, information on the electronic Master Promissory Note (MPN) process and other pertinent information will be sent to the student. Students are required to submit the signed award letter, a completed MPN, and for first time loan applicants at Metro Tech, documentation of completion of entrance loan counseling to the financial aid office thirty days prior to the end of the applicable payment period. If all eligibility requirements are met, Metro Tech will electronically certify the MPN using the Direct Loan Module of the USDE EdExpress Financial Aid Management Software.

Eligibility Requirements

Students must meet the eligibility requirements for Title IV Programs of Assistance: General Conditions of Eligibility. Students must not be in default on any Title IV loan and must not owe a refund on any Title IV grant received from any institution.

Previous defaulters must submit an appeal for approval through the Metro Tech Default Appeals Committee prior to the awarding and processing of Federal Direct Loans. If an appeal is not approved the student will be notified through email and if approved the student will receive a revised award letter through email. Metro Techs' decision will be final and cannot be appealed to the U.S. Department of Education.

The decision is not due to discrimination on the basis of race, national origin, religion, sex, income, age, or disability.



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Criteria for Eligible Applicants

Metro Tech processes all MPN's received from eligible applicants as outlined above. Attendance is checked before loans are certified and/or disbursed. In the case of unsatisfactory attendance, loans will not be certified or disbursed until the attendance requirement has been met. (If the criteria are not met, loan funds will not be requested from the U.S. Department of Education). In the event that loan funds are received and the criteria is not met, the loan funds will be returned to the U.S. Department of Education.

In addition, Metro Tech can refuse to certify a student's loan application or can certify a loan for an amount less than a student would otherwise be eligible for on a case by case basis. Metro Tech will document the reason for its actions and will provide a written explanation to the student via email. Metro Techs' decision will be final and cannot be appealed to the U.S. Department of Education.

The decision is not due to discrimination on the basis of race, national origin, religion, sex, income, age, or disability.

Criteria for Determining Direct Loan Amounts (for an academic year of 900 hours)

Dependent Undergraduate Students

A first-year dependent undergraduate student is eligible for a base of \$3500.00 (maximum) in Subsidized and/or Unsubsidized Loans for the academic year. A second-year dependent undergraduate student is eligible for a base of \$4500.00 (maximum) in Subsidized and/or Unsubsidized Loans for the academic year. A first- or second-year student may be eligible to receive an additional Unsubsidized loan in the amount of \$2000.00. Total first year annual limit is \$5,500.00. Total second year annual limit is \$6,500.00.

A first-year independent student is eligible for \$9500.00—no more than \$3500.00 of this amount may be in Subsidized Loans. A second-year independent undergraduate student is eligible for \$10,500.00—no more than \$4,500.00 of this amount may be in Subsidized Loans.

Pro-Ration for Remaining Portions of the Program

For students in AMT, Radd Tech and Cosmo who have completed the first year of a program of study, but have not completed the remainder of a program, the FAO will determine what proportion of a full academic year second year portion represents and will prorate the loan amount.

For loans first disbursed on or after July 1, 1993 the loan limits are up to \$4,500 for a Subsidized and \$6,000 in Unsubsidized Loan in a program of study that is at least an academic year in length.

NOTE: We do not offer loans on remaining portions of programs that are less than 600 hours.

Note: For periods of study shorter than an academic year, the amounts students can borrow will be less than those listed above. In addition, students might receive less if students receive other financial aid that is used to cover a portion of the cost of attendance.

Method and Frequency of Disbursement

Loans are disbursed in two equal payments and funds are requested from the U.S. Department of Education for the established disbursement dates. The student's eligibility is checked prior to requesting the loan funds. According to the federal disbursement policy, Metro Tech will collect applicable tuition and fees from the Direct Loan funds before a refund is issued. Applicable outstanding book charges will be deducted also with appropriate authorization from the student. The Bursar/Student Services will notify the student of any remaining funds.



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Entrance and Exit Counseling

All Metro Tech Direct Loan applicants must complete Entrance Loan Counseling which must be completed at [Entrance Counseling](#). This counseling session provides the student with complete loan information including loan procedures and borrower rights and responsibilities, repayment, use of the master promissory note, consequences of default, etc.

Prior to completion of their programs, students must complete Exit Loan Counseling at [Exit Counseling](#) as well as One on One Counseling with the Default Management Officer. Information concerning student loan balances, repayment, deferment, forbearance, and default is thoroughly covered. Exit Counseling and One on One Counseling is also required of students who complete early or withdraw. Students are notified, by email, (copies of the email will be placed in a PDF file and kept by the person handling the Default Management Plan) of the entrance and exit counseling requirements. Students are placed on hold until exit requirements are met. Please contact the Default Management Officer at 405-595-4430 for an appointment.

Grace Period

A student who graduates, leaves school, or drops below half-time status, has six months before she/he begins repaying the loan. This is called a "GRACE PERIOD". If the student has a SUBSIDIZED Direct Loan, she/he will not have to pay any interest or principle during this period. If the student had an UNSUBSIDIZED Direct Loan, she/he will be responsible for paying the interest during this six-month period.

Repayment

Repayment begins six months from your date of last attendance. Minimum payment is \$50.00 per month for students who have borrowed \$5000.00 or less.

Fee/Additional Cost

Students, with Direct Loans first disbursed on or after October 1, 2020 and before October 1, 2024 pay a loan fee of 1.057% of the loan amount, deducted proportionately from each loan disbursement. Loans first disbursed on or after 10/01/19 and before 10/01/20 will have a loan fee of 1.059%. For loans disbursed on or after July 1, 2024 and before July 1, 2025 will be 1.057%. The fee for the loan amount will be deducted proportionately for each loan disbursement.

National Student Data System (NSLDS)

Direct Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by Guarantee Agencies, Servicers, Lenders, Institutions and Students.

PLUS Loans

Metro Tech does not participate in PLUS Loans

Private Loans

Metro Tech does not participate in Private Loans.



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Default Management

Metro Tech uses Ascendium Education Solutions as part of the Default Management process. More information can be found in the Default Management Guide at: [FA WEBSITE](#) under loan counseling. Students with a previous defaulted loan must complete a default loan appeal. If a student is denied the denial cannot be appealed nor can you request an appeal again. More information can be found in the default appeal guide.

The decision is not due to discrimination on the basis of race, national origin, religion, sex, income, age, or disability.

Code of Conduct

Click here for [Title IV Code of Conduct](#)

Oklahoma Tuition Aid Grant Program (OTAG)

Definition

OTAG assist schools in providing grants to eligible students who have substantial need. Students may receive up to \$1500.00 per academic year as a full-time student for tuition assistance. Metro Tech awards a max of \$1000 per academic school year.

Application Procedures

Students may apply for OTAG by completing the FAFSA at [FAFSA ONLINE](#). The FAFSA should be completed as soon as possible after October 1st of each year.

Eligibility Requirements

Students must meet the eligibility requirements Title IV programs of Assistance: General Conditions of Eligibility. Students must be legal residents of the State of Oklahoma as determined by the current Policy on Resident Status of enrolled students in the Oklahoma State System of Higher Education. Student must be Pell eligible and have some level of unmet financial need.

Students must be enrolled or accepted for enrollment as a full-time or part-time student in an Oklahoma post-secondary educational institution accredited by the Oklahoma State of Regents or Oklahoma Department of Career and Technology Education at the time of disbursement. Students must maintain satisfactory progress in his/her program.

Criteria for Selecting Recipients enrolled at Metro Tech:

- Pell Grant Eligible
- Oklahoma Resident
- Unmet Financial Need
- Enrolled in an Employment Demand Program
- Continuous Enrollment

The following programs are what Metro Tech is offering OTAG funds based on Employment Demand Program:

Aviation
Radd Tech
Nursing
Medical Assisting
HVAC, Electricians and Welding

<https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/>



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Method and Frequency of Disbursement

Eligible recipients must be enrolled, attending, and meeting satisfactory academic progress (SAP) to receive their award. OTAG is disbursed in conjunction with Pell payments for the applicable payment period for which the student has become eligible. Funds for OTAG are sent to the institution, and if no funds are owed to the school, a check, or a check for the credit balance after any payment for student charges, is disbursed to the student by the Bursar's office/Student Services. This usually, but not always, occurs once in the fall semester and once in the spring semester at the beginning of the next payment period after SAP is checked. OTAG awards are not offered retroactively.

Once all the checks have been distributed, the FAO returns a Disbursement and Accounting of Funds Report to OTAG confirming all funds have been issued or returned to OTAG if the student was determined to be ineligible.

The FAO will verify that the student is enrolled and attending (at least half-time) an eligible program and is an Oklahoma resident as defined by OTAG. Once verification is completed, the Claim Form is returned to the OTAG office for processing and the issuance of an ACH payment made to Metro Tech.

All eligible students and programs will receive no more than \$1000 per academic year. Awards will be on a first come first serve basis.

OTAG will not be added to the award letter until the student has started class and is scheduled to be paid. At this time Oklahoma Residency will be confirmed.

A spreadsheet will be kept to show the amount of funds disbursed and funds still available.

OTAG awards are not offered retroactively. For additional information: [OTAG](#)

Full time Active Duty Non-Resident Military students, spouses and dependents are eligible even if they have listed a state other than Oklahoma as their state of legal residence.

The FAO will review this current procedure and make any necessary adjustments for the 25-26 school year.

Other Financial Aid Programs/Services

United Urban Indian Council, INC.

UIC provides tuition assistance for job training in high demand occupational areas available through private schools and state operated technology centers and community colleges. The emphasis is on fields that prepare participants to find employment once they complete training. This program requires a High School Diploma or GED. UUIC also provides GED classes and Job Search assistance. To be eligible you must be American Indian or Native American, unemployed, underemployed or low income and a resident of Oklahoma County within the UUIC service area. Applicants should contact UUIC at 405-810-9202. Check out United Urban Indian Councils Facebook page at: <https://www.facebook.com/UnitedUrbanIndianCouncil/>

COWIB – WORKFORCE INNOVATION BOARD (WIB)

(Replaces the Workforce Investment Act (WIA) of 1998).

COWIB will help job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy.

[For more information and locations click here](#)

Bureau of Indian Affairs

Students may contact their Tribal offices for assistance with payment of their education. Grants usually provide funds for tuition and books and occasionally supplies and clothing allowances.



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Scholarships

Otha Grimes – Francis Tuttle Tech Center Scholarship

The Oklahoma Foundation for Career and Technology Education administers these scholarships. The financial aid office provides application information to site counselors/representatives when applications are available. This scholarship is targeted for students who do not receive other tuition assistance. Award amounts are determined by the Foundation. Contact the Financial Aid Office for questions or information.

Metro Tech Foundation Scholarships

Metro Tech has several institutional scholarships students may apply for. To see a list of available scholarships, criteria and due date click the link below. <https://www.metrotech.edu/foundation>

Physician's Manpower Scholarship

Physicians Manpower Training Commission is an Oklahoma supported program that was established in 1982 for the purpose of providing financial assistance to Oklahoma nursing students pursuing LPN, AND, BSN, and MSN degrees. It is for nursing students only. Between 250 and 300 nursing students receive funding each year. There is one application period per year which runs April to June. Applications must be complete and received by the Physician Manpower Training Commission in Oklahoma City, OK by June 30th of each year. This program is a scholarship/loan program in which students applying for the scholarship are required to sign a contract with the State of Oklahoma for one year of nursing service upon completion of the Nursing program and successful attainment of licensure. More information and applications are available at <http://www.pmtc.ok.gov>

Tuition Waivers

Oklahoma Air and Army National Guard

This fee waiver is available to members of the Oklahoma Air or Army National Guard who has been certified as a member in good standing, is an Oklahoma Resident, is enrolled in a full-time technology program and attending either full-time or half-time, and meets all enrollment, admission and retention requirements of the institution. Applications are available through the FAO.

Metro Tech Next Step Tuition Waiver

Students graduating from Oklahoma City schools in the Metro Tech district along with Crooked Oak, Millwood and Home-Schooled students are eligible for free tuition up to the age of 21. See student enrollment for additional information. If a student is eligible for Oklahoma Promise it will be used before the Next Step Tuition Waiver.

Superintendent's Scholarship

At the discretion of the Superintendent, a one-time individual student scholarship may be awarded. The scholarship is limited to the annual tuition cost for one full-time career major.

Oklahoma Independent Living Act (DHS Tuition Waiver)

This waiver is given to students who were in Foster Care for at least nine months between the ages of 16 and 18. Metro Tech will receive a letter from the State Independent Living Program Child Welfare Services when a student is eligible. The Bursar should be given a copy of the letter and all tuition waived for eligible full-time program. For additional information call (405) 521-6671.

For more information click here: [Oklahoma Independent Living Act](#)



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Disclosure of Financial Assistance

Students must report all outside scholarships and assistance they have applied for, received, or may receive to the FAO for consideration in the student's cost of attendance. Over-awards due to nondisclosure may result in a return of Federal funds, State Funds, or in-house scholarships. Over-awards due to multiple sponsors may result in a return of Federal or other funds. The school is required to address, and the student will be responsible for, any and all debt incurred due to over-awards or conflicts due to multiple sponsors and scholarships.

Veterans Educational Benefits and Programs

Veteran's Educational Benefits

Chapter 30 – The Montgomery GI Bill® Active Duty Educational Assistance Program known as MGIB-AD, provides education benefits to Veterans and Service Members who have at least two years active duty. Benefit typically paid to student on monthly basis.

Chapter 33 - Post 9/11 GI Bill® helps you pay for school or job training. If you served on active duty after September 10, 2001 you may qualify.

Chapter 35 – If you are a child or a spouse of a Veteran or service member who has died, is captured or missing, or has disabilities, you may be able to get help paying for school or job training through the DEA Program.

Chapter 1606 The Montgomery GI Bill® - Selective Reserve (MGIB-SR) is an education program for members of the Selective Reserve, this includes the Army, Marine Corps, Navy, Air Force, and Coast Guard Reserves.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Web site at <https://www.benefits.va.gov/gibill>."

You can also get additional information about VA Educational Benefits for Metro Technology Centers at: <https://www.metrotech.edu/admission-cost/student-services/veteran-educational-benefits-resources>

Additional information can be found at [va.gov](https://www.va.gov) or by calling 1-888-442-4551. Contact the MT FAO for additional information.

Veteran Readiness & Employment

Eligibility for Veterans Readiness & Employment - Chapter 31. Funds are intended to assist those who have disabilities or injuries. Educational benefits may pay for tuition and/or books. For more information go to: <https://www.benefits.va.gov/vocrehab/>

Student files, Verification Polices & Procedures

The FAO keeps a file on each student. Students are required to complete the Financial Aid Student forms, including but not limited to:

1. Student Data Form and Release Authorization
2. Electronic Notification Authorization
3. Satisfactory Academic Progress Acknowledgement
4. Withdrawal Information Acknowledgement

Students will not receive an official award offer until all forms are complete. A student's file is considered incomplete due to missing, but required, signatures or documents, particularly for enrollment or verification and awards. Metro Tech will not pay a student until all required documentation is received and correctly verified.



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Metro Tech FAO verifies 100% of all applications selected for verification by the FAFSA Processing System (FPS). The FAO may select a student for verification for conflicting information or unusual circumstance, but not as a general rule.

The student is notified by email of their selection for verification, the required documents needed for review and given 15 days to respond to a verification request in order to receive an award offer and payment. Otherwise, the student could owe a debt to the school. The student is advised that payment of their financial aid can be delayed or cancelled if the documentation is not received in a timely manner.

Reviewing a student's file often involves more than just the verification process. In addition to verification items, Metro Tech FAO reviews an applicant's file for database matches, reject codes, and "C" codes. The financial aid staff also reviews a student's file for other need analysis data elements. Schools must also review subsequent ISIR records for changes that may impact the applicant's aid eligibility. For these reasons, verification is considered under the broader process of file review. If the Department selects the student for verification, there will be no exemptions from the verification process.

If a student has transferred from another institution where verification was performed, Metro Tech, FAO policy is to complete the verification process by requesting the required documents.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Metro Tech complies with the Family Educational Rights and Privacy Act of 1974. Information maintained by Metro Tech about students and former students is covered under Family Educational Rights and Privacy Act. FERPA is a federal law established in 1974 that gives parents and students who are 18 years of age or older, specific rights to access educational records and to protect the privacy of these records. These rights include: the right to inspect and review education records; the right to request the amendment of education records that the student believes is inaccurate, misleading, or otherwise in violation of student's privacy rights under FERPA; the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Metro Tech to comply with FERPA. The name and address of the Office that administers Family Educational Rights and Privacy Act is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605, phone: 800-272-5327. Contact Tonya Walker, 405-595-4433 for FERPA information.

Metro Tech FAO will review the request of a student's information on a case by case basis to determine if the person has a legitimate educational interest in the student record.

Confidentiality of Student Records

All records in the Financial Aid Department that are a part of a student's official file shall be considered confidential. No information shall be released that falls under FERPA without the signed request of the student.

Financial Aid reserves the right to limit what will be discussed over the phone or information sent through e-mail. Staff must be comfortable knowing they are talking with the student so they will need to ask questions pertinent to the student identity for the student to answer. All requests for information regarding a student not made by the student must be in writing and must be accompanied by a release from the student unless it is an employee of Metro Tech who has the right to know this information and falls under the group of staff members that are allowed access to the student information. Metro Tech FAO expects Metro Tech students to be primarily responsible for their financial aid and for the communication



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of their financial aid status. The FAO will only give out specific information to the student regarding their file in person with picture ID.

When a student comes in to the visit with the FAO they will check in with Student Services, then show picture ID to the financial aid staff member assisting them. If it is determined or the student requests to visit with a Financial Aid Officer

and/or Financial Aid Specialist they will be directed to the appropriate office. Only the student will be directed to the Financial Aid staff member's office (and any minor children or an interpreter). The Financial Aid Director (or staff member given permission in advance) has the right to visit with the student via web cam/Zoom on a case by case basis. Most third-party sources are corresponded with, through email once the signed authorization form is received in the Financial Aid Office. Any correspondence via the phone would be done by verifying information on the caller ID.

A release form, cannot be used to pick up checks for a student. If a student is unable to pick up their check after 21 days, the check will be mailed to the student by Certified Mail from the Bursar Office.

Acceptable Documentation & Forms

The FAO uses verification worksheets that are modeled after the verification worksheets that the Department of Education provides each year. Also, a "document tracking" letter is emailed with clear directions explaining what documentation is needed. Students have 15 days to respond to an initial request for verification documents and may be given an additional 15 days to respond to initial or subsequent requests. It is explained to the student that the award and disbursement will be delayed until verification is complete and changes will be made if discrepancies are found. Students who fail to respond or provide verification after the deadline will either not be eligible for a disbursement of funds or may receive a delayed disbursement.

If other documents are still missing, another "document tracking" letter is emailed. Documents are returned to the student if not signed by the appropriate person. Once all documents are received and complete, the FAO will review all information. All verification corrections will be made by the FAO online. Once all information is complete and correct, an award offer will be emailed to the student.

Corrections to Conflicting Information & Updates

When financial aid staff review a student's ISIR and find conflicting information they will resolve it. This will be done by requesting the student make a correction to the information or have the student come in to sign a signature page so that the financial aid staff can make the correction.

Errors occur if the student submits wrong information. A school must have correct data before paying a student; therefore, corrections to items that were reported erroneously on the initial FAFSA may be submitted.

After the FAFSA is signed, the following items can be updated under certain conditions:

- Dependency status
- Household size

Updating Dependency Status: An applicant must update his or her dependency status if it changes at any time during the award year, whether the student is selected for verification or not. However, there is one major exception and that is when the update is caused by a change in the student's marital status.

Updating Household Size. Household size cannot be updated unless the student is selected for verification. If the student is selected for verification, these items must be updated to be correct at the time of verification, unless they changed due to a change in the student's marital status.



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If corrections or updating is required, the Institution will not award or disburse any funds until the final, corrected ISIR has been received.

Metro Tech has the discretion to allow updates to the dependency status or household size based on a change in the student's marital status if the Institution deems it necessary to address an inequity or to reflect more accurately the applicant's ability to pay. The Institution will review each applicant on a case by case basis and must document the reason for allowing the update. Updates to all other pertinent information such as spousal income and taxes paid will be made.

Data Elements to be Verified

The student will be placed in one of three selection groups. The student will only be required to submit information for the group selected. For more information regarding the various verification groups, please see the FAO. The following items are data elements that the student (and the applicable contributor(s)) might be asked to verify:

These are acceptable methods of documenting the required verification items, but in certain cases, any other reasonable documentation would be allowed. This documentation is to be submitted to the Metro Tech FAO not to the Department of Education.

Metro Tech has the authority to require students to provide certain documentation as deemed necessary to complete the verification requirements.

Documentation requirements:

- Dept. of Education approved verification worksheet
- Signed statements attesting information to be true and correct to the best of his/her knowledge
- Guardianship, foster care, homelessness, Marriage license/Common Law, proof of separation, divorce decree

V1—Standard Verification Group

Tax Filers

All contributors (student, parent or spouse) are required to give consent for the IRS to retrieve the required information requested on the FAFSA.

Tax filers (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- Adjusted gross income
- Income earned from work
- U.S. income tax paid
- Untaxed Portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax exempt interest income
- Education Credits
- Foreign income exempt from federal taxation
- Family size

Non-Tax Filers

Student, student spouse, parent and parent spouse/partner, as applicable, must verify the following:

- Income earned from work
- Household size



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Non-Tax Filers (contributors) are required to give consent on the FAFSA, the IRS will verify if the Non-Tax Filers, status is correct. Non-filers selected for verification must submit w2's for all income earned from work and verify household size.

Students should contact the FAO for further guidance on documentation needed in the event an Amended Tax Return was filed.

V4 - Identity & Statement of Educational Purpose

Students must verify the following:

- Identity
- Statement of educational purpose (SEP).

Students should appear in person at the FAO and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID. The institution must maintain an annotated copy of that ID that includes the date it was received and the name of the person authorized to receive it. Students must also sign a statement of educational purpose that certifies who they are and that federal student aid they may receive will only be used for educational purposes. Metro Tech will require all students to appear in person at the institution to satisfy this requirement.

V5 – Aggregate Verification Group

This group is essentially a combination of V1 or V4. Tax filers and non-tax filers must verify the items listed in the Standard Verification group (V1). Student must also verify identity and statement of educational purpose.

Household Size

The student's household size will be taken from the tax information retrieved from the IRS. If the household size is different then what was on the tax return the contributor will have the opportunity to update the household size on the FAFSA before submitting it. If selected for verification, household size will be documented by Metro Tech using a verification worksheet, which includes the suggested text developed by the U.S. Department of Education.

Metro Tech may request student who are reporting more than one (1) in the household size who has low income to verify they provide more than half of the support for other family members.

Verification Deadline

For the 2024-2025 award year, a Federal Pell Grant Applicant whose application is selected for verification must complete the verification process no later than one hundred twenty (120) days after the last day of the student's enrollment or September 21, 2025 whichever is earlier. Federal Loan applicants must complete the verification process thirty (30) days prior to their last date of attendance in class.

Student Notification of Verification Change

If a correction on the ISIR is needed which will affect SAI or Title IV award amount, the FAO is authorized to make the changes and the student will receive an updated transaction of the report from the FAFSA Processing System. Any non-dollar item and any dollar item of \$25 or more on a verification will be submitted. The student will be notified of the results of the change by email.

A student's application might be selected for verification after corrections are submitted and after aid has been paid on a previous unselected transaction. Verification is required before making further disbursements. If verification does not



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justify aid already disbursed, the student is responsible for repaying all aid for which they are not eligible, but may keep Direct Loan money received.

Exceptions to Documentation Requirements

- Death of the student
- Not an Aid recipient

- Applicant verified by another school
- Selected for verification post enrollment and all disbursements already made
- In some cases, for a spouse or parent (refer to the Student Handbook)
- In some cases, for a declared natural disaster (refer to the Student Handbook)
- The applicant is eligible to receive only unsubsidized financial assistance. Metro Tech will verify all selected applicants even those who are only eligible for an unsubsidized loan

Reporting Results for Verification Tracking Flag V5

Institutions are required to report results for any student for whom an ISIR with tracking flag V5 is received. This information will be reported on the FAA Access to FAFSA Processing System (FPS) Online website using the Identity Verification Results options. Each student will be reported using one of the following codes that applies to the student.

- 1---verification completed in person, no issues found
- 2---verification completed remotely, no issues found
- 3---verification attempted, issues found with identity
- 5---no response from applicant or unable to locate

Database Matches, Reject Codes. & “C” Codes Clearance

It is policy and procedure for Metro Tech to review and resolve database matches, reject codes, and “C” codes before packaging. The FAO will refer to the ISIR Guide for “action needed.” The student will be notified as to what action is necessary to resolve the matter.

Review of Subsequent ISIR Transactions

EdExpress has the option to print duplicate ISIRS at import. The FAO reviews at the time of import all duplicate ISIRS. If a change in SAI on a packaged student is needed, the student is notified, and adjustments are made as soon as possible.

Referral of Overpayment Cases

If the verification process or correction to an ISIR reveals an overpayment has occurred Metro Tech will make every reasonable effort to collect the overpayment. If Metro Tech is not able to collect the overpayment (which could be the result of an institutional error), the institution will pay the overpayment for the student and invoice the student. The student would need to make arrangements with the Bursar to pay the overpayment. The student would not be allowed to reenter Metro Tech or receive a transcript until the charges have been paid.

If the Institution is not able to collect Federal Pell Grant overpayments (which were not the result of an Institution error), the Institution will refer the overpayment case to the U.S. Department of Education. If a case is referred to the Department of Education, the student will be ineligible to receive federal student aid funds at any school.



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Direct Loan Program: If the Institution determines that a student has received more than the amount for which s/he was eligible, the Institution will then determine if the overpayment was a result of a student error or school error. The Institution will try to eliminate the overpayment by adjusting subsequent disbursements in the award year. If this is not possible, and the overpayment is a result of student error, the Institution will notify the student of the overpayment amount and request repayment from the student. If the Institution is unable to eliminate the overpayment, the Institution will not make any further payments until they completely repay the overpayment to the school.

Referral of Fraud Cases

If Metro Tech suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, Metro Tech will report its suspicions to the Office of the Inspector General (OIG).

Metro Tech does not misrepresent the nature of its educational programs, financial charges or the employability of the Institutions graduates. In addition, Metro Tech does not describe its participation in the Title IV Assistance Programs in a manner that suggests the approval or endorsement by the US Department of Education of the quality of its educational programs. Concerns regarding misrepresentation should be directed to the office of the Superintendent.

OIG Contact Information

Regional Office Telephone: Dallas, TX (214) 661-9530
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

Scholarship/Financial Aid Fraud

Unfortunately, there are many scam artists that prey on innocent students. You should **never** pay for the FAFSA application, scholarship searches or financial aid searches. Each year the U.S. Department of Education receives numerous complaints from students and parents who are victims of fraud. The official website for the **Free** Application for Federal Student Aid is www.studentaid.gov/h/apply-for-aid/fafsa . For more information on reporting Fraud and Identify Theft, please contact the FAO.

NSLDS & Loans

NSLDS is the National Student Loan Data System database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information at the website www.studentaid.gov by logging in with protected access. Students must never share their protected access with any other entity. The FAO will counsel students regarding prior loans, defaults, LEU's, and other statuses as needed. For more information regarding the NSLDS website, please contact the FAO.

Misrepresentation

Metro Tech prohibits employees from making false and erroneous statements to students, prospective students, and any member of the public, accrediting agencies, or the Department. The U.S. Department of Education takes misrepresentation seriously, and if a school engages in any type of misrepresentation regarding its programs, charges, or employability, it may revoke the school's participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.



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Satisfactory Academic Progress (SAP)

Definition

Satisfactory Academic Progress (SAP) means the student is progressing in a positive manner toward fulfilling certificate requirements in the expected length of time, and be in good standing. Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma, HSET, GED or assessment, which is used to determine the ability to benefit. Students who do not make the required SAP standards may become ineligible for financial aid. Continued eligibility is based on meeting the minimum standards in terms of conduct, grades, attendance and satisfactory progress policy to continue enrollment.

For Metro Tech, an academic year is 900 hours/26 weeks (with a payment period of 450 hours and 13 weeks) for Career Majors/Programs that are 900 hours or greater. For Career Majors less than 900 hours, the payment period is one half of the total hours of the Career Major.

Grading scale

Metro Tech uses the A-F grading scale

Requirements for Satisfactory Academic Progress

Maintain a cumulative grade of "C"; or 70% (2.0) grade point average or greater (Qualitative Requirement), if a program requires higher cumulative grade then it must be met.

Maintain 90% attendance during each pay period.

Note: If you miss more than 10% of your Pay Period Hours (example below), your financial aid will be terminated, there is not appeal process.

Example: If the pay period is 450 hours you will be allowed 45 hours in absences (this includes tardies).

If a student fails to meet the cumulative grade or attendance requirement of 90% per pay period, they will have their aid terminated. There is no appeal process.

Students must successfully complete their hours at a rate of 67% which means the student will finish their program (career major) within 150% of the career major's published timeframe. (Quantitative Standard)

Example: A 900-hour program/career major must be completed in 1350 hours ($900 \times 150\% = 1350$). At any time, a student is not progressing at 67% pace his/her financial aid will be terminated.

At the end of each pay period when SAP is checked, if the student has not completed 67% of the hours in the pay period they will be denied aid for the remaining hours in the program since they are not progressing in a positive manner (example: 450 hours pay period the student must have completed at least 302 hours $450 \times 67\%$ is 301.5).

Conditions for Completing/Graduating from a Program

Maintain a cumulative grade of "C"; or 70% (2.0) grade point average or greater (Qualitative Requirement), if a program requires higher cumulative grade then it must be met. Students must successfully complete all their seat time and program hours.

Schedule for Checking Satisfactory Academic Progress

A new student's enrollment status will be checked and documented in the student's file to ensure the student is enrolled in and attending an approved program on at least a half-time basis.

If the student has met the initial entrance and eligibility standards, the student will receive the first payment as scheduled. Students receiving loans at Metro Tech are required to be in class for 30 class days before loans are certified. Attendance will be checked prior to certifying loans, if attendance is below 90% loans will not be processed until student has met the attendance requirement.



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An official review will be checked at the point when the student's scheduled clock hours for the payment period has elapsed, to determine eligibility for the next pay period. At the end of each pay period, the student must demonstrate that she/he meets the qualitative and quantitative standards outlined above. If the student does not meet these standards, the FAO will terminate the student's future financial aid disbursements. The student will receive an email explaining why they lost eligibility.

A student must successfully complete all hours in the pay period before any additional aid can be paid.

Example: Student has completed 400 hours out of 450, has a C grade and 90% attendance, although they have met the 67% hours, attendance and grades until they have completed the 450 hours they cannot be paid.

Financial Aid Ineligibility (Terminated Status)

A student who is terminated from Financial Aid and or VA Benefits for not meeting the SAP requirements at the end of the pay period will lose eligibility for federal student aid, state grants and loans.

A student who does not complete at least 67% of the pay period hours will have their aid terminated for the rest of the program.

If the student feels there was an error in the calculation of their SAP it is the student's responsibility to have their instructor notify the FAO.

Re-establishing Eligibility

A student who has been terminated from Financial Aid/VA Benefits cannot appeal. In order to regain eligibility for financial aid they must complete a pay period at their own expense or complete the program/career major currently enrolled in. Students who are completing a pay period at their own expense (self-pay) must meet all of the SAP.

Transfer Students

A transfer student is a student who was previously enrolled at another school or in another program/career major at Metro Tech. Any hours that transfer to a new program will count as advanced credit. The student will not be paid for any advance credit.

All students whether VA, FA or Self-pay are required to submit transcripts, student can complete an Advanced Credit form which can be found on the MT FA page under forms or can print a copy at the FA office to be submitted to the registrar office. All FA and VA students are required to have transcripts evaluated for advance credit if applicable. See the Registrar for questions or additional information and procedures. MT does not have Articulation Agreements.

Many programs at Metro Tech have related curriculum. If a student transfers to a program that is related to the student's previous program, then the SAP status from the previous program will carry forward to the new program.

If a student transfers to a new program and it is determined that the student had no previously attempted or completed hours from the previous program, then the student will begin the new program in good standing.

Students who Withdraw

Students in good standing who withdraw and return to the same program within 180 days will automatically be placed back in the pay period they withdrew from. The pay period will be recalculated based on the last day of the student's attendance and the first day they return to class. Students returning to the same program after 180 days will be evaluated for advance credit.

Leave of Absence

Students may apply for a "Leave of Absence" (LOA) for a minimum of five (5) consecutive days, or a maximum of fifteen (15 days) consecutive days of leave. The student is required to apply in advance for the LOA unless unforeseen circumstances prevent the student from doing so. If it is an after-the-fact LOA, documentation related to a medical condition or an emergency must be attached. If appropriate documentation cannot be provided, the days will be counted as absences.



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All arrangements for a LOA must be recommended by the Teacher/Instructor or Counselor, and approved by the Director/Campus Administrator. If a leave of absence is granted, the student is allowed to cease to attend the class for a specified period. When the student returns from the LOA s/he will be allowed the same amount of time absent to make up work missed. The period of absence will not be counted toward accumulated hours of absence, and no grades will be kept during the leave. Requests for a LOA will be made on a form designated by the Superintendent. Students enrolled in the adult Cosmetology and Aviation Maintenance Technology Programs must make up all hours absent in order to receive a certificate of completion. Students will be allowed only one (1) Leave of Absence per year.

Note: If the leave of absence does not meet the conditions outlined in 34 CFR 668.22(d), the student will be considered to have ceased attendance and to have withdrawn and Return of Title IV Funds will be applicable.

For the purpose of the LOA for a year we will use July 1st to June 30th as our academic year. LOA must be received from the site within 48 hours of being signed, if not received in the time frame indicated then the time will be counted as absences. **NO FINANCIAL AID WILL BE DISBURSED DURING THE TIME OF A LOA.**

Metro Tech LOA policy can be found in the 24/25 Student Handbook on page 15.

Directors Exempt (DE)

Directors may request Directors Exempt (DE) days for extenuating circumstances for students. These requests must have prior approval from the Dean of Instruction (see page 15 of the Student Handbook). DE days are treated as non-class days.

Tuition & Books/Supply Charges

Tuition charges for a student's entire program is applied to the student's account when they start class. The Bursar will adjust any tuition charges when necessary for advance credit.

Books and supplies are added at the time of tuition. If a student needs any additional books and/or supplies they will be added only after the student has signed acknowledging the additional charges and the form is received by Bursar. If the student is originally charged for books and/or supplies they did not receive, they will be removed once the student gets with the instructor and the instructor sends the required form to the Bursar, who will then remove the charges. [Adult Programs](#)

Tuition & Books/Supply Payments

Tuition will be taken/collected from Title IV funds as follows:

For all career majors with the exception of Aviation or Radiologic Technician, tuition will be taken/collected in two installments equal to one half of the total cost of the tuition and books/supplies. For Aviation and Radiologic Technician, the tuition will be taken/collected in four installments, equal to one fourth the total cost of tuition and books/supplies.

(Includes books and supplies) Refer to: [Adult Programs](#)

Institutional Refund Policy

To review the Tuition Refund Policy, click on link below:

Refer to: <http://www.metrotech.edu/individuals/adults/tuition-costs>

No refunds will be given for books, supplies, or any other non-tuition items. If a full-time student's tuition is paid through financial aid, or agency assistance, refunds will be handled according to the rules and policies of the tuition source.



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Return of Title IV Funds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive. A student is considered to have withdrawn if they do not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment.

Based on 34 CFR 668.22: Treatment of Title IV Funds: Federal law now specifies how a school must determine the amount of Federal Financial Aid that a student earns if they withdraw, drop or is dismissed prior to completing more than 60% of a payment period.

It is the responsibility of the Institution, when a student withdraws during a payment period, to determine the amount of Title IV assistance that the student earned as of the withdrawal date.

If the total amount of Title IV assistance the student earned based on the required calculation, is less than the amount that was disbursed to the student, as determined by the student's withdrawal date; the difference of these two amounts must be returned to the Title IV programs in the order specified by the regulation.

If the student completely withdraws from school during a payment period, the institution must calculate, according to the Return to Title IV formula, the portion of the total scheduled financial assistance earned and are therefore entitled to receive up to the time the student withdrew. If the calculation determines the student received more assistance than was earned, the unearned funds must be returned to the Federal Government.

Once a student has completed more than 60% of the payment period, the student has earned all of the assistance.

Metro Tech is an Institution that is required to take attendance. The date of the Institution's determination that the student withdrew should be no later than 14 days after the student last date of attendance as determined by the student's Metro Tech attendance records. If the student notifies anyone at Metro Tech of their intent (verbal or written) to withdraw prior to the date the Institution normally would determine the student withdrew, the date of determination is the date of the student's notification.

Note: The Institution is not required to administratively withdraw a student who has been absent for 14 days or less; however, after 14 days, the Institution is expected to have determined whether the student intends to return to classes or withdraw. If the Institution eventually determines the student to be a withdrawal, the end of the 14-day period begins the time frame for the completion of the Return of Title IV Funds calculation.

At Metro Tech based on the regulation, the Title IV funds will be returned to the loan programs first and then to the grant program. The funds owed to the grant program by the student will be reported to NSLDS as an overpayment. The student is required to pay back 50% of the over-payment to the federal government.

The order specified by the regulation is:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PELL Grant

Students Who Complete Early

Effective July 1st 2021, students who complete a program without completing the weeks and/or seat time will have their financial aid prorated based on the actual hours completed. Example student was paid for 900 hours, completed the program in 750 hours, the aid will be reduced to 750 hours and returned to the DOE. Spreadsheets of early completers for both Financial Aid and VA Educational Benefits students will be kept by the FA office. Money being returned by the school for early completers will not be collected from the student.

Method used for all students whose withdrawal is official or unofficial

Metro Tech will first determine the withdrawal date (the student's last date of attendance at an academically related activity). This will be documented by the Student Information Update Form (SIU) used by Metro Tech which shows the



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change of status of a student and/or by the information listed in PowerSchool. If information regarding last date of attendance is not clear, student's instructor will be contacted via email to confirm student's last date of attendance.

Official Place of Notification

The student may contact their assigned Site Counselor to give notice of intent to withdraw. Metro Tech will use the defined payment period for a program for the basis of determining what aid was earned or unearned.

Post Withdrawal Disbursement of Title IV Fund

If the Return to Title IV Funds calculation determines the student received less federal aid money than the amount earned, Metro Tech will make a disbursement of the earned aid that was not disbursed if the student has met all other

eligibility requirements (ex. satisfactory progress, completed hours from previous pay period). Per the regulations, Metro Tech will credit a student's account with a post-withdrawal disbursement for current tuition costs.

Metro Tech will also credit a student's account for outstanding book charges based on prior written approval received from the student. Earned funds in excess of tuition and/or books will be provided to the student. Metro Tech will send notification no later than 30 calendar days after the date the school determines the student withdrew.

The student will be advised they have 21 calendar days from the date the school sent notification to accept the disbursement. Metro Tech may choose to make a post-withdrawal disbursement after the 21st day period on a case-by-case basis.

Credit Balances

When a student withdraws during a payment period and a credit balance is created, Metro Tech will not release the credit balance until a Return of Title IV Funds calculation has been performed. The Title IV credit balance will be allocated as follows:

- Repay any grant overpayment owed by the student as a result of the current withdrawal.
- Any remaining credit balance funds will be used to pay authorized charges at the Institution.
- Reduce the student's Title IV loan debt and lastly to the student.

Metro Tech issues credit balances by check. All attempts will be made to notify students of the availability of credit balance checks by phone and/or email. If a credit balance check is not picked up within 21 days, then the Bursar will mail the check to student by certified mail on the 21st day. If check is not cashed, Metro Tech must return the funds no later than 240 days after the date the check was issued.

Period of Enrollment

If the program is shorter than the academic year, (900 hours) the minimum period is the length of the program.

Overpayments

An "Overpayment" of a grant means that a student's payment exceeds the amount they are eligible to receive. If an "overpayment" does occur, a portion of the award may need to be refunded to the Title IV programs, and/or the student may need to repay a portion of the award funds they received. Metro Technology Centers is required to return the full amount owed (that exceeds \$1.00) to any Title IV program no later than 45 days after the date the Institution determines that the student has withdrawn. Current regulations specify a student does not have to repay a grant overpayment of \$50.00 or less that is a result of the student's withdrawal. Loan amounts to be paid by the Institution are done electronically. Loan amounts to be paid by the student are repaid according to the terms of the student's promissory note.



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SECTION 5: ADMINISTRATIVE CAPABILITY

Adequate Staffing

Information regarding how and where to contact individuals designated to assist students in obtaining the institutional or financial aid information that is required to be disclosed is made available to prospective and enrolled students on our website, in our Student Handbook, and in our Financial Aid, Consumer & VA Procedure Guide, which is located in the FAO and on our website. The FAO is available to students Monday through Friday from 7:30 a.m. to 4:30 p.m. and is open to walk-ins. Any students with questions regarding financial aid or consumer information should contact the FAO.

Policies and Procedures Development Responsibilities

The Financial Aid Director is responsible for initiating the development of financial aid policies and procedures at Metro Tech.

Guidance from the Federal Department of Education is utilized in creating the FAO policies and procedures. This information can be found at: <https://fsapartners.ed.gov/knowledge-center> and the Federal Student Aid (FSA) Handbook.

Guidance from National Association of Student Financial Aid Administrators (NASFAA) also helps to create these policies and procedures.

It is the responsibility of the Financial Aid Director, with assistance from the financial aid staff, for the continued development and implementation of policies with regard to Title IV Assistance. These policies are developed as a result of requirements set forth by Title IV regulations and policies and procedures of Metro Tech.

If there are policy requirements that are not addressed by Metro Tech, input is received from school counselors, instructors, administrators, and the school attorney in developing other policies and procedures as they relate to Title IV Student Assistance.

If at any time policies and procedures as they relate to Title IV Student Assistance are determined to conflict with federal regulations or cause un-do hardship on students; they are reviewed and revised each year as needed or required by Federal regulations.

Institution Division Structure – Separation of Function

Financial Aid Office (FAO)

The purpose of the FAO is:

1. To provide professional financial aid counseling to students and parents concerning how to meet the costs of education.
2. To administer Title IV Aid programs competently according to the institution's philosophy and policies and federal regulations.
3. To maintain institutional records of assistance programs and students who have been assisted.

The primary responsibilities of the financial aid office are to assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, complete federally mandated reports and design, and implement systems to accomplish these tasks. This position requires knowledge of federal regulations, institutional policies and procedures, ability to deal with clients about sensitive issues, and ability to deal with continually changing program regulations. In addition, the FAO coordinates assistance programs with agencies such as the State Department of Career and Technology Education, the U.S. Department of Education, the Veterans Administration, the Bureau of Indian Affairs, Department of Human Services, Oklahoma Career and Technology Foundation, Oklahoma Tuition Aid Grant, and other agencies and scholarship organizations.



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FAO Responsibilities

- Maintaining student financial aid records/files
- Assisting students/prospective students with applications for financial aid
- Authorizing and processing Title IV Pell awards and payments
- Authorizing and processing Federal Student Loans
- Verifying application data on selected applicants
- Constructing the financial aid office budget
- Calculating student Pell Grant awards and disbursing funds
- Calculating student Loan awards and disbursing funds
- Monitoring satisfactory academic progress reports
- Calculating return to Title IV funds
- Calculating overpayments when a student withdraws or completes early (school and student repayments)
- Monitor on NSLDS, transfers, and Pell overpayments
- Maintaining up-to-date knowledge of relevant federal and state regulations
- Coordinating fiscal matters with the business office and balancing accounts
- Revising student consumer information and policy & procedure manual
- Assist in completing IPEDS reports
- Reporting gainful employment reports and disclosures
- Conducting exit interviews for student Loans
- Certifying VA Educational Benefits for eligible students
- Other general office duties

Business Office Responsibilities

The purpose of the Business Office is:

- Reconciliation of all grant & loan funds
- Disbursement of Pell, Loans and third-party checks
- Maintaining student accounts (Accounts Receivable Specialist)
- Requesting/Returning funds from G6 funding system for Pell and Loan funds

The three related but distinct functions of authorizing payments, allocating school and student payment amounts and printing/dispersing checks to students are carried out by organizationally independent individuals. No one office is responsible for any two or more functions. Three separate offices are in place to maintain participation in Title IV programs. Communication between these and other offices commonly occur throughout the process, such as establishing, confirming, and verifying student eligibility. The breakdown of the functions of each office is as follows:

- The FAO awards aid to students and authorizes amount of payment.
- The Bursar bills/adjusts accounts. The Bursar disburses funds to student in the form of a check.
- The Finance office determines amounts paid to the school and to the student. Draws down funds from G6 and disburses funds to students in the form of a check.

Students should speak with the FAO for questions regarding their financial aid and speak with the Bursar for any questions regarding their bill or account. The FAO and Bursar have an open-door policy, and office hours are Monday through Friday from 7:30 a.m. to 4:30 p.m. However, students are encouraged to make an appointment.



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Disbursement Process

Metro Tech draws down grant funds from GAPS before the scheduled disbursement. The process is as follows: 1) The FAO prepares a list of students, amounts to be paid and enters the amount into the student accounting system. 2) The business office draws down funds from the G6 account and transfers it to the bank. 3) The Business office accountant reviews the list of students scheduled to be paid, determines how much is due to the school and how much, if any, is due to the student. The business office accountant coordinates with the Bursar's office to determine how to apply multiple awards and makes the appropriate entries in the MBA system of PowerSchool checks are written and then disbursed to students if applicable.

Each student receives an award offer which states their awards and amount. They will also receive an estimated disbursement letter which will have the pay periods and estimated Pell disbursement dates. Students are paid within the first payment period once enrollment can be verified and Pell schedule. The students will be notified by the Bursar when a check is ready to be picked up. The student must pick up their own check in person with valid ID. If the student has not picked up the check within 21 days it will be sent by certified mail by the Bursar. The student will get an email from www.Studentloans.gov with the estimated disbursement date (the school intends to draw down student loan funds).

Reconciliation

The FAO, Bursar and the Finance Office work together to reconcile before and after each disbursement is made. The FAO and Finance Office review and reconcile all disbursements, returns, Pell accounts and Student Loan accounts on a monthly basis and at the end of the school year.

Audits & Program Reviews

It is the policy of Metro Tech to have an independent auditor conduct annual audits over all school financial records including Title IV programs. All past annual audits have had no findings in the financial aid department.

Records Management & Retention

Metro Tech maintains student financial aid records (student files) for three (3) school years as required by the Department of Education. After that time, the old student records/files are imaged and destroyed. The three most current years are maintained in the FAO locked storage room. Files are kept in this locked room with financial aid staff having the only key and are only reviewed by the FAO.

General Title IV Student Eligibility Requirements

The general student eligibility criteria for Title IV funds are listed on our website, and we disclose this information in our Financial Aid, Consumer & VA Procedure Guide, which is also on our website.

Satisfactory Academic Progress

For continued eligibility for financial aid assistance, students must maintain SAP. We disclose this information in our Student Handbook, which is distributed annually to all students and in our Financial Aid, Consumer & VA Procedure Guide, (which is located on our website); also, students who receive Title IV assistance and/or VA Educational Benefits are counseled by the FAO regarding SAP and sign a Statement of Understanding and an Attendance and SAP disclosure.



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Verification

Metro Tech provides information to students regarding verification. If a student is selected for verification, the FAO gives them the appropriate documents to complete and return. We disclose this information to all prospective and current students in our Financial Aid, Consumer & VA Procedure Guide.

Information Discrepancies/Title IV Fraud

Every student receiving federal aid consults with the FAO, who has students sign a Statement of Educational Purpose. All students selected by FPS for review are verified. Applicants who may have engaged in fraud or other criminal misconduct in connection with Title IV programs are referred to the Office of Inspector General (OIG). The Office of Inspector General determines the conclusion about the propriety of the student conduct. Metro Tech will not determine the conclusion.

To identify suspected fraud, Metro Tech has developed an adequate system to identify and resolve discrepancies in the information received from various sources with respect to a student's application for Title IV aid. Some of these areas include but are not limited to:

- All student aid applications (e.g., institutional, state, etc.)
- Need analysis documents (e.g., Institutional Student Information Records (ISIRs) and Student Aid Reports (SARs))
- Tax Return Transcripts (or copies of federal income tax returns as a last resort)
- Copies of W2s
- Information regarding a student's citizenship
- Previous educational experience (e.g., falsified school credential such as a high school diploma)
- Documentation of the student's social security number and Driver's License or ID
- Other factors relating to the student's eligibility for funds under the Title IV, HEA programs
- Falsified documents or forged signatures on an institutional application or on documents submitted for verification
- False statements of income
- False claim of independent status
- A pattern of misreported information from one year to the next

Validating Diplomas/GED

A copy of the high school diploma, GED (or equivalent), or transcript is requested during enrollment. The FAO may have reason to question the validity of a high school diploma or may require proof of valid completion of secondary education completion for certain verifications. The student or the institution that issued the diploma will be contacted.

Institutional Refund Policy & Return to Title IV Refund Policy

Metro Tech discloses our institutional refund policy and requirements for the Return of Title IV Funds Refund Policy to all students annually through our Student Handbook. We also disclose this information in our Financial Aid, Consumer & VA Procedure Guide which is available on our website as well as individually to all Title IV recipients.

Professional Development

The FAO is expected to keep current on any changes to Federal Student Aid (FSA). The most effective tool used in the financial aid office is ED's Information for [Financial Aid Professionals Knowledge Center website](#)



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The FAO has subscribed to Financial Aid Professionals Knowledge Center via email and is notified of new and timely statutory and/or regulatory changes that might impact the financial aid office's policies and procedures. These messages (Dear Colleague Letters, Policy Bulletins, Electronic Announcements, Notices of Proposed Rulemaking and Final Rules) are reviewed daily to see if the information is pertinent to our school.

The Federal Student Aid Handbook, ISIR (Institutional Student Information Record) Guide, and Application and Verification Guide are also readily available for reference. The FAO also receives information from the OASFAA, SWASFAA and NASFAA which informs the office of upcoming events, training, and workshops. As budget allows, the FAO attends conferences and training.

In addition to the Financial Aid, Consumer & VA Procedures Guide, other regulations, which affect student aid, will be adhered to.

These regulations and guides are located in the FAO, either in hard copy or electronic format, and are as follows:
Information for [Financial Aid Professionals Knowledge Center](#):

- Federal Student Aid Handbook
- Student Aid Index (SAI)
- Dear Colleague Letters & Electronic Announcements
- Direct Loan School Guide
- A Guide to Student Aid Reports (SARs) and Institutional Student Information Records (ISIRs)
- Federal Registers
- Student Aid Information Gateway (SAIG) Manuals: ED Connect User Guide
- EDExpress Desk Reference
- EDExpress Packaging Technical Reference
- National Student Loan Data System (NSLDS) Enrollment Reporting Guide
- Common Origination and Disbursement (COD) Technical Reference
- Audit Guide
- National Association of Student Financial Aid Administrators (NASFAA) Newsletters and Encyclopedia
- Metro Tech Board Policies
- Metro Tech Student Handbook
- Metro Tech Student Catalog information located at: [Adult Programs](#)

Memberships to Professional Associations

- National Association of Student Financial Aid Administrators (NASFAA)
- Oklahoma Association of Student Financial Aid Administrators (OASFAA)
- Southwest Association of Student Financial Aid Administrators (SWASFAA)
- Oklahoma Veteran Education Specialist Association (OVESA)

Student Budgets

The policy for components of student budgets is determined by student dependency status, the number of hours in the program, and district status. The Oklahoma Career Tech sends a student expense budget based off the Consumer Price Index for our area as a guide for housing/utilities, food, transportation, commodities and misc., How Budgets are Derived & Updated (Higher Education Act, Section 472). It is Metro Tech policy to adhere to the federally mandated basic components used to derive a student budget. These components are:

- Tuition and fees
- Books
- Loan Fees
- Commodities



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- Equipment
- Supplies
- Course Material/Exam
- Food
- Transportation cost
- Miscellaneous
- Housing/Living expenses

Books and supplies are calculated on an average cost of all programs. Budgets are usually reviewed and updated every year, except on years where few changes have been made.

Financial Aid Counseling

Metro Tech identifies and discloses all sources of aid, provides a disbursement methodology, makes readily available the rights and responsibilities of students, and informs students of our institutional refund policy, Return to Title IV Refund policy, professional judgment and over awards in our Financial Aid, Consumer & VA Procedure guide, Student Handbook and through individual disclosures.

Rights and Responsibilities of Recipients

Right-To-Know

The institution's accrediting and licensing organizations
All programs offered and to receive detailed information regarding each program of interest
All financial aid that is available at this institution
What procedures are for application
Deadlines for submitting application
How the school determines your need
How much you will receive and when you will get your aid
How satisfactory progress is determined
Interest rates on your loans, the total amount you must repay, when you start repaying, the length of time you have to repay, and what payment options you have
The institution's refund policy

Responsibilities

You are required to repay all loans
Notify your lender if you graduate, withdraw from school or drop below half-time
Notify your lender if you change schools
Before leaving school, you must attend an exit loan interview online and one on one with a Financial Aid Officer
Maintain satisfactory academic progress (SAP)
Ask questions about financial aid
Notify the financial aid office before withdrawing
Report all outside assistance to the financial aid office
Complete and submit all required paperwork
Use funds for expenses related to this institution's cost and educational related expenses

Applications and Software

Metro Tech uses the FAFSA. The quickest way to apply is online at www.studentaid.gov. For students who do not have access to a computer, can use computers available in the FAO. Students needing assistance in completing the application should schedule an appointment with the FAO.

The FAO uses the Department of Education software, EDEXpress and EDConnect, to process and send data. All ISIRS are imported daily, and approximately three business days after submission of the FAFSA, the FAO should receive the



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student's ISIR. Document tracking letters are emailed once the records are imported. The FAO will determine the awards once student has submitted all documents requested on the document tracking letter, an award offer will be emailed. All awards are estimated until actually paid.

Metro Tech participates in the following programs:

1. Federal Pell Grant
2. Oklahoma Tuition Aid Grant (OTAG)
3. Federal Loans
4. Oklahoma Promise

Awarding/Packaging Financial Aid

The primary purpose of financial aid programs at Metro Tech is to help students seeking a quality education and training to assist individuals in obtaining employable skills. MetroTech assists students in seeking every opportunity for financial assistance and believes the primary responsibility for financing education lies first with the student and his/her family (applicable contributor). A

student is packaged when all enrollment and financial aid requests are complete, which includes the verification process. MetroTech uses the EDEXpress software to package and award eligible students. Packaging starts in early summer. The student is notified by email with an "estimated award offer" generated with EDEXpress software. There are some occasions that may cause a revised "estimated award offer" to be generated:

- If the student changes his/her FAFSA student summary which caused a change in the SAI
- Enrollment status changes or student report one program but started a different program
- A student defaults on a student loan or an over award exist due to a third-party payment

In such instances the student is notified by email of the change and is required to sign a revised grant letter if applicable. MetroTech is notified of student funding at separate times throughout the year by outside resources such as Chickasaw or Choctaw Nation (BIA), Workforce Investment Act, Rehabilitation Services, and others. These agencies usually pay all tuition, and fees, and sometimes books and supplies. MetroTech is not prohibited from charging tuition and fees; therefore, it is included in the cost of attendance component.

Document Collection & Tracking

The FAO periodically emails document tracking letters. A student will not be packaged until all requested information is received, reviewed, and accepted. A student is contacted by email, phone and through the instructor as a final resort until documents are received.

Forms

The FAO has each student who is eligible to receive Federal Aid (Pell Grant and Federal Loans) review and sign an award offer, a statement of understanding/educational purpose, an Attendance and SAP disclosure, and an early withdrawal and treatment of Title IV aid notice. The student's grant offer explains the disbursement process, and indicates their disbursement amounts and scheduled dates.

Students who are offered and want student loans must sign the award offer letter, complete the entrance counseling and master promissory note before loans will be originated. Metro Tech requires all students taking out loans to be in class 30 class days before loans will be originated and attendance must be at 90%.



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SECTION 6: INSTITUTIONAL ELIGIBILITY AND GENERAL PROVISIONS

General Requirements

Metro Tech is a secondary and postsecondary institution that discloses its entities that license and accredit in its Consumer Information Guide which is located on its website for prospective and current students.

Program Eligibility

All full-time programs are approved through our State Accrediting Agency, the Oklahoma Department of Career and Technology Education. All full-time programs provide training to prepare the student for gainful employment in a recognized occupation. MetroTech does the following:

- Measures programs in clock hours
- Defines an academic year as 900 clock hours and 26 weeks
- Measures the length of the program in clock hours and weeks of instruction
- Has a vocational certificate as the recognized credential for completion of the program hours.

Metro Techs' policy in regard to eligible programs for Title IV is the same that is defined in the Department of Education's Federal Student Aid Handbook. A program is determined eligible for students to receive Title IV funds if the program is at least 600 clock hours in length, the student is attending at least twelve (12) clock hours/week and will receive a certificate of completion. The FAO reviews the career majors and ensures that all required criteria is met before the program is added to the ECAR (Eligibility and Certification Approval Report), and a student is paid. All programs are approved first by our accrediting agency, Oklahoma Department of Career and Technical Education in Stillwater, Oklahoma.

To ensure that a student is enrolled in an eligible program, the program enrollment is documented, and copies of the student's enrollment application are kept in the Admission Office. The Adult Enrollment Counselors, coordinates with the Site Counselors and FAO to facilitate the enrollment process. The FAO determines financial aid eligibility. Programs that are under 600 clock hours do not meet the definition of an eligible program, therefore are not eligible for Title IV aid.

Procedures for Establishing Eligibility

Metro is under the administration and supervision of a duly elected Board of Education. Our Program Participation Agreement (PPA), Eligibility and Certification Approval Report (ECAR), Accrediting agency letters, and State authorization documents can be viewed upon request to enrolled and prospective students.

Program Participation Agreement

The current Program Participation Agreement expires September 30, 2026. State Authorization for our next recertification process will begin approximately June 30, 2026. This should allow adequate time for review by the U.S. Department of Education and response by Metro Tech if/when it is requested. A Copy of the current PPA is on file in the FAO.

Eligibility and Certification Approval Report (ECAR)

The FAO is responsible for updated information contained in the institution's eligibility application (such as additional locations, recent programs, change in CEO (Chief Executive Officer) or governance, Title IV program administrator, etc.) The FAO is expected to update the information no later than 10 days after the change occurs. The financial aid director ensures all changes and updates are submitted and approved each award year prior to the first Pell grant disbursement. The ECAR is updated yearly.



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National Student Loan Data System

The FAO is responsible for certifying student's enrollment on NSLDS. Enrollment is reported on a monthly basis. Students are informed of NSLDS through our Financial Aid, Consumer & VA Procedure Guide and exit interview if they received loans.

Electronic Application for Approval to Participate (E-APP)

Changes to education program/career major offerings or key officials are submitted to the DOE using the Electronic Application for Approval to Participate (E-APP). If mid-year changes are required, the E-APP may be updated mid-year.

Copies of the E-APP and supporting documentation are maintained in the FA Director's office.

School Response to Natural Disasters, Emergencies and Health Crises

Metro Tech is committed to working with Federal, State and local governments and authorities in case of disaster, emergencies, threats, and crises. Some examples are monthly drills for intruders, tornadoes and fire drills, along with a yearly mass casualty exercise which also includes many outside agencies participation.

SECTION 7: GLOSSARY OF FINANCIAL AID TERMS

Ability-to-Benefit

Applies to students who do not have a high school diploma, its equivalent, or GED. These students may still be able to receive Federal Student Aid if they take a test measuring their ability-to-benefit from the education offered or by completing 225 clock hours applicable to an eligible career major offered at Metro Tech. The test must be administered independently and must be approved by the U.S. Department of Education. This is applicable to students who first enroll or register prior to July 1, 2012. Due to the provisions of the Consolidated Appropriations Act, 2012 (Public Law 112-74): Students who do not have a high school diploma, a recognized equivalent (e.g. GED or HISET), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV Student Financial Assistance. Students should check with FAO for more information.

Award Year

The award year begins July 1st of one year, and extends to June 30th of the next year. Funding for the Pell Grant and campus-based programs is provided on the basis of the "award year", thus a student is paid out of funds designated for a particular award year.

Contributor

A contributor is the person(s) required to consent/sign the FAFSA. This person is the student and could be the parent and/or spouse.

Cost of Attendance

The total amount it will cost a student to go to school, usually expressed as a yearly figure. The cost of attendance covers tuition and fees, housing and food allowance for off-campus students and allowances for books, supplies, transportation, child care, costs related to handicap, and miscellaneous expenses.

Default



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Failure to repay a student loan according to the terms agreed to when you signed a promissory note. Default also means failure to submit request for deferment or cancellation on a timely basis. If you default on a student loan, your school, lender, State and Federal Government can take action to recover the money, including notifying national credit bureaus of your default.

Direct and Indirect cost

Direct costs (things that will be charged on the bill) and indirect costs (estimated out of pocket expenses that will not be charged to your bill).

Entrance/Exit Interviews

Student borrowers are required to complete Entrance Counseling sessions before their loan will be originated. Student borrowers must also complete Exit Counseling before leaving school and a One on One Exit Counseling session with Melissa Thornton, if she is unavailable one of the other Financial Aid Staff members will assist. Contact Melissa Thornton at 405-595-4430. Students during the exit process will receive information in person or by email which will include the link for students to review NSLDS. Students are also given a copy of the current NSLDS during the exit interview.

Financial Aid Administrator (FAA)

An individual who works for a college or career school and is responsible for preparing and communicating information on student loans, grants or scholarships. The FAA and staff help students who apply for and receive student aid. The FAA is also capable of analyzing student needs and making professional judgment changes when necessary.

Free Application for Federal Student Aid (FAFSA)

The U. S. Department of Education Student Financial Assistance Programs Application that is used by Metro Tech that the students use to apply for federal student aid. The FAFSA is available on-line at [FAFSA ONLINE](#).

Institutional Student Information Record (ISIR)

Electronic output document received by schools listed on the student's FAFSA.

Master Promissory Note (MPN)

The binding legal document you sign when you get a student loan. It lists the conditions under which you're borrowing and the terms under which you agree to pay back the loan. The MPN includes information on how interest is calculated and what deferment and cancellation provisions are available to the borrower.

Maximum Time Frame

For an undergraduate program measured in clock hours, a period that is no longer than 150 percent of the published length of the educational program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note: A student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Pace of Progression

The pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum timeframe and provides for measurement of the student's progress at each



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Satisfactory Academic Progress evaluation. Cumulative hours the student has successfully completed by the cumulative hours the student has attempted = Pace of Progression.

Student Aid Index (SAI)

A formal evaluation of a student's approximate financial resources to contribute toward their postsecondary education for a specific award year.

Satisfactory Academic Progress (SAP)

Standards set by a school to determine if a student is moving toward graduation at a rate acceptable to the school. To be eligible to receive federal student financial aid, a student must meet and maintain his or her school's standards of satisfactory academic progress toward the degree or certificate offered by the school. SAP includes a quantitative standard which consists of a grade point average of at least a "C" or its equivalent. SAP also includes a quantitative standard (pace of progression) at which students must progress through their program to ensure they will graduate within the maximum time frame and maintaining 90% or above attendance.

Successfully Complete

A student successfully completed the clock hours in a payment period if the institution considers the student to have passed the coursework associated with the hours in the payment period.

Statement of Educational Purpose/Certification Statement on Refunds and Default

By signing the FAFSA the student is also signing a Statement of Educational Purpose, which is required to receive Federal Student Aid Funds. By signing the FAFSA, a student agrees to spend Federal Student Aid Funds on educational expenses. In addition, a student states they do not owe a refund on a Pell Grant or SEOG, that they are not in default on a Perkins Loan, Federal Direct Loans, or SLS, and the amount borrowed under those loan programs doesn't exceed the allowable limits.

Subsidized Loan

A loan awarded to a student on the basis of financial need. The federal government pays the borrower's accrued interest during some significant periods, such as when the student is in school, thereby "subsidizing" the loan.

Unsubsidized Loan

A loan awarded to a student that is not need based. The borrower is responsible for accrued interest throughout the life of the loan.



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CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Contacts

- Financial Aid Office @ 405-595-4437 for a paper copy of Financial Aid Student Consumer Guide, career major brochures and for questions concerning the institutional information published in the Guide, and Student Handbook.
- Registrar @ 405-595-4433 for questions concerning FERPA
- Director of Environmental Safety & Regulatory Affairs @ 405-595-4789 for questions concerning the Campus Crime and Security Report.
- An electronic version of the Financial Aid Consumer Guide may be viewed at:
http://www.metrotech.edu/sites/default/files/docs/individuals/aid/consumer_guide.pdf
- An electronic version of Board Policy may be viewed at:
<https://www.metrotech.edu/about/board-education/policies>

Metro Tech believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Tech does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay. For special accommodations, call: 405-595-4418, or email gerald.scott@metrotech.edu.

Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Notice of Availability of Institutional and Financial Aid Information	<p>Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p>The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	<p>Student Handbook</p> <p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p> <p>Student Orientations</p>

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	<p>34 CFR 668.43; 34 CFR 668.44</p> <p>Each school must make available to prospective and enrolled students' information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	<p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>FA WEBSITE</p> <p>Student Orientations</p>
Student Financial Aid Information	<p>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students' information about:</p> <p>All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school.</p> <p>Terms and conditions of the Title IV, HEA loans</p> <p>Criteria for selecting recipients and for determining award amount</p> <p>Eligibility requirements and procedures for applying for aid</p> <p>Methods and frequency of disbursements of aid</p> <p>Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</p> <p>Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</p> <p>Procedures and forms by which students apply for assistance</p> <p>A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid</p> <p>General conditions and terms applicable to employment provided as part of financial aid package</p> <p>The exit counseling information the school provides and collects</p>	<p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p>
State Grant Assistance	<p>HEA Sec. 480 (j)</p> <p>School must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located. The school must also provide sources of information about grant assistance from other states to borrowers from other states.</p> <p>Eligibility requirements and procedures for applying for aid.</p> <p>Methods and frequency of disbursements of aid</p>	<p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p>

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Facilities and Services Available to Students with Disabilities	<p>34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231 34 CFR 668.44</p> <p>Each school must make available to prospective and enrolled students' information about facilities and services available to students with disabilities, including students with intellectual disabilities.</p> <p>A description of the services and facilities available to students with disabilities, including students with intellectual disabilities as defined.</p> <p>The titles of persons designated under § 668.44 and information regarding how and where those persons may be contacted.</p>	<p>Special Population Services</p> <p>Consumer FA & VA Guide</p> <p>Student Handbook</p>
Cost of Attendance	<p>34 CFR 668.41(a) – (d); 34 CFR 668.43; Current FSA HB Vol. 3, Chapter 2; and DCL-GEN-22-15</p> <p>Each school must make available to prospective and enrolled students' information about the cost of attendance, including tuition and fees, books, course materials, supplies and equipment, food and housing, living expenses, transportation costs, course materials, cost of obtaining a license, certification or first professional credential, miscellaneous personal expenses, and any additional costs for a program in which the student is enrolled or expresses an interest.</p>	<p>Adult Programs</p> <p>Consumer FA & VA Guide</p>
Determining the Prorated amounts of Charges for student ledgers	<p>34 CFR 668.164 (c)(5) and (m)</p> <p>Institutions should clearly inform students that the Cost of Attendance must be prorated by the payment period for the cost of books, supplies and equipment [including kits] when determine the amount of Title IV aid to credit for a given payment period.</p> <p>This information should be clearly posted by payment period on the student ledger for future review by the student.</p> <p>With the implementation of the cash management final regulations on July 1, 2016, the Department clarified its policy with respect to the proration of charges for books and supplies when a student does not have a real and reasonable opportunity to obtain those books and supplies, and equipment from a source other than the institution.</p> <p>We consider all institutional charges to be part of a student's tuition and fees for the purposes of implementing the regulations found in 34 CFR 668.164(c)(1)(i) relating to the crediting of a student's account.</p>	<p>Consumer FA & VA Guide</p> <p>Adult Programs</p>
Refund Policy	Each school must make available to prospective and enrolled students' information about:	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p>



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	Any refund policy the school must comply with the return of unearned tuition and fees or other refundable portions of costs paid to the school.	Adult Programs
Requirements for Withdrawals and Return of Title IV Financial Aid	<p>34 CFR 668.41(a) –(d); 34 CFR 668.43 and 668.22</p> <p>Each school must make available to prospective and enrolled students' information about:</p> <p>Requirements and procedures for official and unofficial withdrawal; as well as administrative withdrawals.</p> <p>Requirements for Return of Title IV, HEA grant or loan aid</p>	Consumer FA & VA Guide FA WEBSITE
Academic Program (Educational Program, Instructional Facilities, and Faculty)	<p>34 CFR 668.41(a) –(d); 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students' information about the academic program of the school, including:</p> <p>Current degree programs and other educational and training programs</p> <p>Instructional, laboratory, and other physical plant facilities that relate to the academic program</p> <p>Faculty and other instructional personnel</p> <p>Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]</p> <p>If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification.</p>	Adult Programs
Transfer of Credit Policies and Articulation Agreements	<p>34 CFR 668.43</p> <p>Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:</p> <p>Any established criteria the school uses regarding the transfer of credit earned at another institution</p>	Consumer FA & VA Guide



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	<p>Any established criteria the school uses regarding the transfer of credit earned at another institution. a list of postsecondary schools with which the school has established an articulation agreement, or, if the school has no articulation agreements, a statement to that effect.</p> <p>A list of postsecondary schools with which the school has established an articulation agreement or if the school has no articulation agreements, a statement to that effect.</p> <p>written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or another demonstrated competency of learning.</p>	
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	<p>34 CFR 668.43(a) (10),</p> <p>Schools must readily make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:</p> <p>A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities</p> <p>A summary of the penalties for violation of federal copyright laws</p> <p>The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system</p>	<p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>Board Policies</p>
Required Written Arrangements Disclosures	<p>34 CFR 668.43(a) (12)</p> <p>All Participating Title IV Schools that have Written Arrangements are required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement</p>	N/A
School and Program Accreditation, Approval, or Licensure	<p>34 CFR 668.41(a) –(d); 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students:</p> <p>Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</p> <p>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</p>	<p>Adult Programs</p> <p>Consumer FA & VA Guide</p>
Vaccinations	HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20	Student Handbook



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Policy	<p>U.S.C. 1092(a)(1): added HEA Section 485(a)(1)(V)</p> <p>Institution must make available to current and prospective students' information about institutional policies regarding vaccinations.</p>	Consumer FA & VA Guide
Consumer Information on College Navigator Website	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))</p> <p>Link to the College Navigator web site: College Navigator - National Center for Education Statistics</p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> Student activities offered by the school Services offered by the school for individuals with disabilities Career and placement services offered to students during and after enrollment Policies of the school related to transfer of credit from other schools <p>Note: NCES conducts IPEDS: Complete information about the IPEDS surveys and the College Navigator website is available at: https://nces.ed.gov/collegenavigator/</p>	College Navigator MT
Student Body Diversity	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q)</p> <p>Schools must make available to current and prospective students' information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> Male Female Self-identified members of a major racial or ethnic group Federal Pell Grant recipients 	College Navigator MT
Net Price Calculator	<p>20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); Net Price Calculator Information Center</p> <p>Schools must make available on their websites a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer</p>	College Navigator MT

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	<p>noting that the estimate is not final, is not binding, and may change.</p> <p>Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds.</p> <p>A direct link to the Department's FAFSA website must also be included and can be found at https://studentaid.gov</p>	
Textbook Information Information for Students	<p>(20 U.S.C. 1015b), DCL-GEN-10-09</p> <p>Schools Receiving Any Federal Funds to the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's internet:</p> <p>course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed.</p> <p>To the maximum extent practicable, a school must post verified textbook pricing information for both required and recommended materials for all classes (i.e., not just the school's online classes) on the schedule that the school has posted online.</p> <p>Note:</p> <p>If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material.</p> <p>If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined."</p> <p>If applicable, the school must include on the school's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</p> <p>The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</p>	Adult Programs
Disbursement for Books and Supplies	<p>668.164(m); 668.16(h); 668.42; 668.165(a)(1)</p> <p>Disbursement of books and supplies policy for title IV eligible students must be provided to students in their consumer information</p>	Consumer FA & VA Guide Adult Programs
Voter	HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C.	Consumer FA & VA Guide

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
registration Forms	<p>1094(a)(23): added HEA Section 487(a)(23)(D), 34 CFR 75.500(d) and 76.500(d); DCL-GEN-22-05</p> <p>The school must make a good-faith effort to distribute voter registration forms to for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school. This requirement was included in the National Voter Registration Act of 1993 (also known as the "MVRA" or "motor voter law").</p> <p>Make the voter registration form widely available to students at the school</p> <p>If applicable schools must request voter registration forms from the state 120 days prior to the state's deadline for registering to vote.</p> <p>This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The school must make the voter registration forms widely available to its students and must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students.</p> <p>The school can mail paper copies, or it may send an electronic message to each student with a voter registration form or with an Internet address where the form can be downloaded. The message must be devoted exclusively to voter registration</p>	
Constitution Day	<p>Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; https://www.constitutionday.com/</p> <p>Students attending schools receiving Federal funds.</p> <p>Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution.</p> <p>However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.</p>	Consumer FA & VA Guide
Drug and Alcohol Abuse Prevention	<p>34 CFR 86.100</p> <p>Schools Receiving Any Federal Funds must annually distribute in</p>	Board Policies

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Program	<p>writing to each student and each employee:</p> <ul style="list-style-type: none"> • Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities • Descriptions of applicable legal sanctions under state, local, and federal law • Description of health risks • Description of available counseling, treatment, rehabilitation, or re-entry programs • Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions. <p>Note: Students who enroll or employees who are hired after the annual distribution must receive the information.</p> <p>Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a "biennial review" of the school's program that:</p> <ul style="list-style-type: none"> • Determines the effectiveness of the program and implements needed changes • Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are presorted to campus officials • Determines the number and type of sanctions that are imposed • Ensures that sanctions are consistently enforced 	
Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right- to-Know Act)	<p>34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)</p> <p>All Participating Title IV Schools that enroll first-time, full-time undergraduate students must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school.</p> <p>Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and</p>	College Navigator MT

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	<p>separate from any additional information).</p> <p>A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort.</p> <p>A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.</p> <p>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: http://nces.ed.gov/ipeds</p> <p>Disaggregated Completion/Graduation Rates:</p> <p>The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant • Students who did not receive either a Pell Grant or subsidized Stafford Loan <p>Students are to be considered to have received a grant or loan if they received it for the period used for determining the cohort – fall term or full year.</p> <p>The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student.</p> <p><u>Exclusions:</u></p> <p>Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.</p> <p>The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school</p> <p>Those schools may include the students who leave for such service in their completion/graduation rate calculation but allow for the time the</p>	



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.	
Placement in Employment	<p>34 CFR 668.41(d)</p> <p>Schools must make available to current and prospective students' information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>	College Navigator MT
Job Placement Rates	<p>34 CFR 668.14(b) (10)</p> <p>All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:</p> <ul style="list-style-type: none"> • The most recent available data concerning employment statistics and graduation statistics • Any other information necessary to substantiate the truthfulness of the advertisements • Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students. 	College Navigator MT
Completion/graduation, transfer-out & retention Rate	<p>The institution's completion or graduation rate for fulltime, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major with 150% of the normal (scheduled length of career major) for graduation or completion</p> <p>Cohort for non-term schools (Technology Centers): Student who enter between 07/01 and 06/30 and are enrolled at least 15 days if their career major is less than or equal 900 clock hors, or 30 days if their career major is longer than 900 hours</p> <p>Transfer out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</p> <p>Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants</p>	<p>College Navigator MT</p> <p>Consumer FA & VA Guide</p> <p>Student Handbook</p>

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	Retention rates of certificate or degree seeking first-time undergraduate students	
Security Report (Including Crime Statistics and Fire Safety Reports)	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting</p> <p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees.</p> <p>If the school distributes the report by posting it on the school's website, the school must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>
Crime Reporting, Crime Statistics and Policy Statements Victims' Rights Record Retention and Reporting availability of Counseling and Assistance VAWA statements Disciplinary actions and procedures	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>The report must contain information about:</p> <p>The crime statistics required in 34 CFR 668.46(c)</p> <p>A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including:</p> <p>Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1)</p> <p>Policies for preparing the annual disclosure of crime statistics</p> <p>A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and</p> <p>Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	<p>A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities</p> <p>A statement of policies concerning campus law enforcement that: Addresses the enforcement authority and jurisdiction of security personnel</p> <p>Addresses the working relationship of campus security personnel with State and local police agencies, including: Whether those security personnel have the authority to make arrests; and Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses</p> <p>Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and</p> <p>Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics</p> <p>A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others</p> <p>A description of programs designed to inform students and employees about the prevention of crimes</p> <p>A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities.</p> <p>A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws</p> <p>A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws</p> <p>A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a)</p>	



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	<p>through (d) of the HEA</p> <p>A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include:</p> <p>A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j)</p> <p>Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:</p> <p>The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order</p> <p>How and to whom the alleged offense should be reported</p> <p>Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:</p> <p>Notify proper law enforcement authorities, including on-campus and local police</p> <p>Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses</p> <p>Decline to notify such authorities</p> <p>Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school</p> <p>Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:</p> <p>Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a) (20))</p> <p>Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures</p> <p>A statement that the school will provide written notification to students</p>	



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	<p>and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community</p> <p>A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.</p> <p>The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement</p> <p>An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k)</p> <p>A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi)</p> <p>A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address</p>	
Clery Act, Hate Crimes and Violence Against Women Act [VAWA] Requirements	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Note: On Jan. 19, 2021, we replaced the "Clery Act Appendix for FSA Handbook" attachment to this announcement. Link: Clery Act Appendix for FSA Handbook in PDF Format, 13 Pages, 245KB</p> <p>Crime Reporting Notification:</p> <p>VAWA</p> <p>Your school must in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a) (20) of the VAWA of 1994 (U.S.C.13925(a) (20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes.</p> <p><i>Crime statistics</i> — The following provides a list of the crimes that must</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>

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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	<p>be reported and resources for where definitions for each Clery Crime can be found.</p> <p><i>Crimes that must be reported and disclosed.</i> An institution must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:</p> <p>Primary crimes, including— Criminal homicide:</p> <p>Murder and nonnegligent manslaughter; and Negligent manslaughter.</p> <p>Sex offenses:</p> <ul style="list-style-type: none"> • Rape • Fondling • Incest; and • Statutory rape • Robbery • Aggravated assault • Burglary • Motor vehicle theft • Arson <p>Hate crimes, including—</p> <p>The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and</p> <p>The number of the following crimes that are determined to be hate crimes:</p> <ul style="list-style-type: none"> • Larceny-theft. • Simple assault • Intimidation • Destruction/damage/vandalism of property. • Dating violence, domestic violence, and stalking as defined in paragraph (a) of this section <p>Note:</p> <p>Arrests and referrals for disciplinary actions, including— Arrests for liquor law violations, drug law violations, and illegal</p>	



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	<p>weapons possession.</p> <p>Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.</p>	
Crime Log	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of Clery geography in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department.</p> <p>This log must include:</p> <ul style="list-style-type: none"> • The nature, date, time, and general location of each crime • The disposition of the complaint, if known <p>The school must make an entry or an addition to an entry to the log within two business days, as defined in 34 CFR 668.46(a), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim</p> <p>The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would:</p> <ul style="list-style-type: none"> • Jeopardize an ongoing criminal investigation or the safety of an individual • Cause a suspect to flee or evade detection • Result in the destruction of evidence <p>The school must disclose any information withheld under 34 CFR 668.46(f)(3) once the adverse effect described in that paragraph is no longer likely to occur</p> <p>The school may withhold under 34 CFR 668.46(f)(2) and (3) only that information that would cause the adverse effects described in that section</p> <p>The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours.</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>

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	<p>The school must make any portion of the log older than 60 days available within two business days of a request for public inspection</p>	
Emergency Notification, Emergency response and Evacuation Procedures	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting</p> <p>Timely Warning and Emergency Notification</p> <p>Hate crimes, including:</p> <ul style="list-style-type: none"> • The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes • The number of the following crimes that are determined to be hate crimes: <ul style="list-style-type: none"> - Larceny-theft - Simple assault - Intimidation - Destruction/damage/vandalism of property - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a) <p>Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to 34 CFR 668.46(b)(2) or local police agencies</p> <p>Crimes that are considered by the school to represent a threat to students and employees</p> <p>The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.</p> <p>If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures.</p> <p>A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.</p> <p>Emergency Response and Evacuation Procedures:</p> <p>The school must include a statement of policy regarding emergency and response evacuation in the annual security report.</p> <p>This statement must include:</p> <p>A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g)</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
	<p>The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.</p> <p>A description of the process the school will use to: Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1)</p> <p>Determine appropriate segment(s) of campus community to receive a notification</p> <p>Determine the content of the notification. Initiate the notification system.</p>	
Security Report- Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy	<p>34 CFR 668.46(b) (11); 34 CFR 668.46(j)</p> <p>As required by 34 CFR 668.46(b)(11), a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p> <p>A description of the school's primary prevention and awareness programs for all incoming students and new employees, which must include:</p> <ul style="list-style-type: none"> - A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a) - The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction - The definition of "consent," in reference to sexual activity, in the applicable jurisdiction - A description of safe and positive options for bystander intervention <p>Information on risk reduction</p> <ul style="list-style-type: none"> - The information described in 34 CFR 668.46(b)(11) and (k)(2) <p>A description of the school's ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F</p> <p>Other required information:</p> <p>The school must ensure that the proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction is done according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v)</p> <p>The school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1)</p>	<p>Safety & Security Report</p> <p>Student Handbook</p> <p>Consumer FA & VA Guide</p>



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking Information for Crime Victims about Disciplinary Proceedings	<p>34 CFR 668.46(k)</p> <p>As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that:</p> <p>Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking.</p> <p>Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking</p> <p>Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking.</p> <p>Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking</p> <p>Provides that the proceedings will:</p> <p>Include a prompt, fair, and impartial process from the initial investigation to the final result</p> <p>Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability</p> <p>Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.</p> <p>Note: Instructions are reminded that if the accuser is not the victim you must also include them with the same opportunities.</p> <p>Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the school may establish restrictions regarding the extent to</p>	<p>Safety & Security Report</p> <p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>Board Policies</p>



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	<p>which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties.</p> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <p>The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking</p> <p>The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available</p> <p>Any change to the result</p> <p>When such results become final</p> <p>Note: in cases where the accuser is not the victim the institution must also remember to notify the victim.</p>	
Privacy of Student Records – family Educational Rights and Privacy Act (FERPA)	<p>34 CFR 668.41(c); 34 CFR Part 99</p> <p>Schools Receiving Funds for any U.S. Department of Education Program (including Federal Student Aid) must annually provide a notice to all enrolled students about:</p> <p>The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education</p> <p>Procedures for reviewing educational records and requesting amendment of records</p> <p>If applicable, information about the school's policy regarding disclosures to school officials with a legitimate educational interest in the educational records.</p> <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <p>The types of information the school has designated as directory information</p> <p>The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing</p>	<p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>Board Policies</p>



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Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Student Loan Information Published by the U.S. Department of Education	HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d)) All schools participating in Title IV, HEA programs are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs	Consumer FA & VA Guide FA WEBSITE
National Student Loan	HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b) and https://nsldsfa.ed.gov/help/faq)	NSLDS STUDENT
Data System (NSLDS)	All Schools that are participating in Title IV, HEA Loan programs and who enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. Note: Institutions must provide a link to the student NSLDS hyper link on their website as part of their required consumer information.	FA WEBSITE Consumer FA & VA Guide
Entrance Counseling for Student Loan Borrowers	Schools Participating in the Title IV, HEA Direct Loan Programs prior to the first disbursement , each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities.	Consumer FA & VA Guide FA WEBSITE



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Exit Counseling for Student Loan Borrowers	34 CFR 685.304(b) Schools Receiving any <u>Federal Funds</u> must provide information to prospective borrowers about <u>Private Educational Loans</u> must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school.	Consumer FA & VA Guide FA WEBSITE
Code of Conduct for Education Loans	Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement must prominently publish on the school's website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit: <ul style="list-style-type: none">• Revenue-sharing arrangements with any lender• Receiving gifts from a lender, a guarantor, or a loan service• Contracting arrangement providing financial benefit from any lender or affiliate of a lender• Directing borrowers to particular lenders, or refusing or delaying loan certifications• Offers of funds for private loans• Call center or financial aid office staffing assistance• Advisory board compensation	FA WEBSITE Title IV Code of Conduct

2024-2025 Consumer Information Disclosures At-A-Glance (Last updated 02/23/24)

A hard copy of this can be picked up in the Financial Aid Office



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OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

June 5, 2024

Aaron Collins, Superintendent
Metro Technology Center
1900 Springlake Drive
Oklahoma City, OK 73111-5238

Dear Mr. Collins:

The Oklahoma Department of Career and Technology Education has received and reviewed an update of programs to be offered by Metro Technology Center School District No. 22 for the 2024-2025 school year. The purpose of this letter is to show approval of the programs that you will be reporting to the U.S. Department of Education for inclusion on the school's Eligibility and Certification Approval Report (ECAR). This list indicates the programs approved for the Aviation Career Center, South Bryant and Springlake campuses.

The Oklahoma State Board of Career and Technology Education approved Metro Technology Center for continued full postsecondary accreditation on February 18, 2021. This accreditation remains valid as long as the school continues to satisfy the conditions for accreditation as established by the State Board, not to exceed a five-year period. It is the responsibility of the accredited institution to report (within 30 days) any substantive program or institutional change that might affect its accreditation status. The next onsite evaluation is scheduled for the 2025-2026 school year. Please call me at (405) 743-5575 if you have any questions or if I can be of assistance.

Thank you for your commitment to providing quality career and technology education.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joey Vanek'.

Joey Vanek
Accreditation Manager

cc: Alicia Smith, Financial Aid Director
Casey Denton, Director of Curriculum & Instructional Support
Jeremy Cowley, Director, Student Affairs and Workforce Development
David Martin, Assistant Superintendent of Instruction
Sandra McKnight, ODCTE Financial Aid Specialist

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Metro Technology Centers
OPE ID: 005339 00
Approved / Accredited Programs
2024 - 2025 Academic Year

CTP Code	SOC Code	State Program Name	Technology Center Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryant	Springlake
09.0702	27-3099.00	Multimedia Technology - Advanced	Multimedia Journalism	960	36			X
10.0299	27-4032.00	Audio and Video Technology-AR	Digital Cinema	960	36			X
10.0299	27-4032.00	Audio and Video Technology-AR	Digital Cinema (teach-out) *	1035	36			X
11.0901	15-1231.00	Computer / Network Support - Advanced	Network PC Support Technician (teach-out) *	1050	37			X
11.1003	15-1231.00	Cybersecurity - Advanced	Cybersecurity Network Specialist	960	36			X
12.0401	39-5012.00	COSMETOLOGY	Cosmetologist	1500	56			X
12.0402	39-5011.00	BARBER	Barber	1500	56			X
12.0413	39-5011.00 39-5012.00	MASTER INSTRUCTOR	MASTER INSTRUCTOR	1000	42			X
12.0500	35-1011.00 35-2012.00 35-2014.00 35-2019.00	Culinary Arts	Culinarian	960	36			X
12.0500	35-1011.00 35-2012.00 35-2014.00 35-2019.00	Culinary Arts	Culinarian (teach-out) *	1050	37			X
13.1210	25-2011.00	Early Care and Education Teacher	EARLY CARE AND EDUCATION MASTER TEACHER	960	36			X
13.1210	25-2011.00	Early Care and Education Teacher	EARLY CARE AND EDUCATION MASTER TEACHER (teach-out) *	1050	37			X
13.1210	25-2011.00	Early Care and Education Teacher	EARLY CARE AND EDUCATION DIRECTOR (teach-out) *	1300				X
22.0301	43-6012.00	Administrative Support Legal - Advanced	Legal Office Assistant	960	36			X
22.0301	43-6012.00	Administrative Support Legal - Advanced	Legal Office Assistant (teach-out) *	1080	40			X
43.0107	33-3051.00	Criminal Justice	Basic Peace Officer Certification	750	18		X	
46.0201	47-2031.00	Carpentry	RESIDENTIAL CARPENTRY	960	36		X	
46.0201	47-2031.00	Carpentry	RESIDENTIAL CARPENTRY (teach-out) *	1050	37		X	
46.0302	47-2111.00	Electricity	Electrician's Assistant Unlimited Complete	1000	39		X	
46.0302	47-2111.00	Electrical Trades	Electrician's Assistant Unlimited Complete (teach-out) *	1050	37		X	



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Metro Technology Centers
OPE ID: 005339 00
Approved / Accredited Programs
2024 - 2025 Academic Year

CIP Code	SOC Code	State Program Name	Technology Center Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryant	Springlake
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	HVAC Technician	1000	39		X	
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	HVAC Technician (teach-out) *	1050	37		X	
47.0603	49-3021.00	Automotive Collision Repair and Refinishing	Combination Collision Repair Technician	960	36		X	
47.0603	49-3021.00	Automotive Collision Repair and Refinishing	Combination Collision Repair Technician (teach-out) *	1050	37		X	
47.0604	49-3023.00	Automotive Service Technology	Automotive Service Technician	960	36		X	
47.0604	49-3023.00	Automotive Service Technology	Automotive Service Technician (teach-out)	1050	37		X	
47.0607	49-3011.00	A & P Mechanic	Aviation Maintenance Technician	1957.5	69	X		
48.0508	51-4121.06	WELDING	Structural Welder	960	36		X	
48.0508	51-4121.06	WELDING	STRUCTURAL WELDER (teach-out) *	1050	37		X	
50.0409	27-1024.00	Graphic Communications	Graphic Designer	960	36			X
50.0409	27-1024.00	Graphic Communications	Graphic Designer (teach-out) *	1035	37			X
51.0713	29-2072.00	Business Information Management Medical - Advanced	Medical Coding Specialist	960	36			X
51.0713	29-2072.00	Business Information Management Medical - Advanced	Medical Coding Specialist (teach-out) *	1130	36			X
51.0801	31-9092.00	Medical Services - Medical Assisting	MEDICAL ASSISTANT	960	38			X
51.0909	29-2055.00	Surgical Technologist	Surgical Technologist	1230	37			X
51.0911	29-2034.00	Radiologic Technologist	Radiologic Technologist	2576	79			X
51.3901	29-2061.00	Licensed Practical Nurse	Practical Nurse	1240	39			X
52.0302	43-3031.00	Accounting - Advanced	Accounting Associate	960	36			X
52.0302	43-3031.00	Accounting - Advanced	Accounting Associate (teach-out) *	1045	38			X
52.0402	43-6011.00	Administrative Support - Advanced	Executive Administrative Assistant (teach-out) *	1080	40			X

Bolded titles are considered to be NEW programs

* For returning students only (teach-out)



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