



**FINANCIAL AID, CONSUMER AND VA
PROCEDURE GUIDE
2023-2024**



METRO TECHNOLOGY CENTERS SCHOOL DISTRICT #22

FINANCIAL AID, CONSUMER AND VA PROCEDURE GUIDE 2023-2024

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

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SECTION 1: Metro Technology Centers

Introduction

Metro Technology Centers 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.

Short-term adult and career development (ACD) courses can be 1 to 100 hours on any subject where a need has been identified. Customized courses are provided to promote personal, economic and organizational development for industry-specific training and development (ITD) clients. Other services provided by Metro Tech include career and business counseling, assessment, financial aid, employment services, computerized academic centers including ESL English as a Second Language), child care, disability services and bus transportation. Metro Tech also provides special programs such as, transition from government assistance to the workplace (BEST) and HISET preparation. 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:

Set forth the institution's policies in regard to student aid and describe the procedures which must be taken to implement these policies.

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.

Provide quick reference to various practices.

Facilitate the orientation and training of personnel when changes occur.

Inform the consumer.

Mission, Vision and Core Values

Mission statement

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

Vision Statement

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

Commitment

Metro Technology Centers 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
- 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

Four Pillars

- Student Academic & Career Excellence
- Employees
- Community & Workforce Partnerships
- Growth, Finance & Investments

Statement of Purpose & Philosophy of the Financial Aid Office

The mission of Metro Technology Center is to prepare people for successful employment and life in a global society.

Metro Technology Center believes that everyone who desires training should have all the opportunities of attending school regardless of their financial situation. Metro Technology Centers

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Financial Aid Office 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 District #22 is to provide assistance to students who without such assistance would be unable to pursue their education. To fulfill this purpose the Metro Technology Centers Financial Aid Office Strategic Aims are:

- Focus on Service: Make the Metro Tech Financial Aid Office 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.
- The Metro Technology Financial Aid Office (FAO) is located at 1900 Springlake Drive in the District Center, first floor. They are open Monday through Friday from 7:30 a.m. to 4:30 p.m. except on 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

Ms. Miriam Campos
Ms. Sarah McKinney
Ms. Elizabeth A. Richards, J.D.
Mr. Matt Latham
Dr. Linda Ware Toure
Mr. Ron Perry
Mr. Jimmy McKinney
Don Wright
Ms. E. Elaine Schuster, J.D.

Board Member, District 6
Board Member, District 2
Board Member, District 3
Board Member, District 4
Board Member, District 5
Board Member, District 1
Board Member, District 7
Board Member Emeritus
Board Member Emeritus

Personnel

Financial Aid

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

Kelly Harjo-Cox, Officer (405)595-4446
Kelly.harjo-cox@metrotech.edu

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

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

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

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Site Directors

Tammy Michele Sanders
Michael Branch
Brian Lever
Zac Gleeson
Ty Goldsmith
Mylissa Hall

BTC, Child Care
Aviation Center
STEM Center
South Bryant Campus
Evening South Bryant
Health Career Center

Nondiscrimination/Title IX Coordinator and Campus Compliance Officers

Metro Technology Centers 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 Technology Centers 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, call: 405-595-4418; or email: gerald.scott@metrotech.edu.
(Nondiscrimination/Title IX Coordinator)

Campus Compliance Officers:

Ryan Patton
Jessica Jacobs
Khanita Jefferson
Crystal Rogers
Landon Young
Kennell Lee

STEM Center
Aviation Center
Springlake Campus
South Bryant Campus
South Bryant Campus
Downtown Business Campus

Campus Compliance Officers forward Student complaints to Gerald Scott, all Employee complaints go to the District Compliance Officer, Senior Director Romel Muex. Ed. D

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

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METRO TECHNOLOGY CENTERS SCHOOL CALENDAR REGULAR SCHOOL CALENDAR 23-24

Independence Day (School and Offices Closed)	July 4, 2023
Teacher/Instructors Report	July 19, 2023
Faculty Workdays (No Students)	July 19-21, 25,31 2023
Site/Department Level PD	July 24, 2023
Professional Development (All District)	July 26-28 2023
Oklahoma Summit-OkACTE	August 1-2, 2023
Faculty Workday (No Students)	August 3, 2023
Back to School Day (No Students)	August 4, 2023
Classes Begin	August 7, 2023
Open House Day (No Students)	September 15, 2023
Labor Day Holiday (School and Offices Closed)	September 4, 2023
Professional Development	October 16, 2023
Fall Break (School Closed, Offices Open)	October 9-13, 2023
Thanksgiving Break (School Closed)	November 20-24, 2023
Thanksgiving Break (Offices Closed)	November 22-24, 2023
Winter Break (School and Offices Closed)	Dec.18, 2023-Jan 01, 2024
Classes Resume and Full-time staff	January 2, 2024
M. L. King, Jr. Holiday (School and Offices Closed)	January 15, 2024
Parent Conference Day	February 16, 2024
Faculty Workday (No Students)	February 20 ,2024
Spring Break (School Closed)	March 18-22, 2024
Spring Break (Offices Closed)	March 21-22, 2024
Snow Days if needed	March 18-20, 2024
Last Day of Secondary Classes	May 21, 2024
Faculty Workdays (No Students)	May 22-24 2024
Memorial Day (School and Offices Closed)	May 27, 2024
Juneteenth (School and Offices Closed)	June 19, 2024

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

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2023-2024 CAREER MAJORS FACILITY

FACULTY/INSTRUCTORS

These Career Majors are approved for Financial Aid. View a full listing of Career Majors and associated courses on Metro Tech's Website at [Career Major Catalog](#).

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. Civil CAD Technician	R Powers	SC
4. Architectural CAD Technician	R Powers	SC
5. 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 Anderson	BTC
2. Medical Coding Specialist	T Balliet	HCC

CLUSTER: FINANCE

1. Accounting Associate	B Anderson	BTC
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CLUSTER: HEALTH SCIENCE:

1. Medical Assistant	K Johnson	HCC
2. Eye Care Technology	M Orozco	HCC
3. Practical Nurse	J Pinkerton/S Koonce	HCC
	S Whitfield/B Castle/C Slattery	
4. Surgical Technologist	C Srite	HCC
5. Radiologic Technologist	A Davison/A Beckner/M Shrock	HCC

CLUSTER: HOSPITALITY & TOURISM:

1. Culinarian	R Barreto/C Pennington	DC
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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 Rouse	EEC

CLUSTER: INFORMATION TECHNOLOGY:

1. Computer Network Support Technician	M Adams	BTC
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CLUSTER: LAW ENFORCEMENT SERVICES:

1. Basic Peace Officer Certification	K Loggins	SBC
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CLUSTER: MANUFACTURING:

1. Manufacturing CAD Technician	R Powers	SC
2. Structural Welder	K Smith/V Hines	SBC

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	D Goosby/J Hill	SBC

Bursar Campuses	Terri Johnson	All
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College Connection Coordinator Campuses	Student services Rep	All
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Counselors	Kelly Powers Ryan Patten Casey Rainbolt Leslie Cooksey Michael James	SBC/Director AC/SC BTC SBC HCC/CC
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Registrar	Tonya Walker	All Campuses
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Instructor Credentials

Individual instructors' credentials can be reviewed with the Human Resource 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 & 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](#)

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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, Academics, Career & College Connection and other Services

Academic Center

Metro Technology Centers 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.

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.

Career Services

Career Services supports and provides resources to our teachers/instructors, students, alumni, employers and our community in finding rewarding and successful training related careers for our graduates. The services include: resume prep, career readiness and advancement workshops, job search resources and 24-hour access to the Metro Technology's 12Twenty job bank. Career Services provide job referrals and assistance with work-based learning opportunities such as job shadowing and internship placement. For further information contact a Career Services Representative at (405) 595-4327 or (405) 595-2242 or go to <https://www.metrotech.edu/student-resources> for more information.

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

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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 Technology Centers. Federal financial assistance is also available for full-time career technology courses for BEST participants. The ultimate goal of Basic Education and Skills Training is to have the participant succeed in his/her employment goals and find suitable employment. The Basic Education and Skills Training 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 Soncearay Higgins at 405-426-8858 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, \$20 Metro Tech Registration Fee (can be paid at any time), 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 2023-2024 Career Majors (Programs)

A complete listing of 2023-2024 Career Majors by cluster may be viewed on Metro Technology Center's website click here [Career Major Catalog](#) Career Majors greater than 600 hours (except those offered to secondary students only) are approved for 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 Financial Aid Office.

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.

Transfer of Credit/Cooperative Agreements for College Credit/Prior Learning Assessments (PLA)

Students enrolled in Metro Technology Centers programs may be able to earn college credit from participating colleges through Prior Learning Assessment (PLA) and/or Academic Contracts and/or Transfer Credits approved by the Oklahoma State Regents for Higher Education and the Higher Learning Commission (HLC).

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For more information please visit Metro Tech's website:

<http://www.metrotech.edu/individuals/everyone/college-credit> or contact a Student Services Representative at (405) 595-4678.

Student Diversity

Information regarding Metro Technology Centers 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 Technology Centers Employees for information Dissemination

All Financial Aid Staff are designated as the employees responsible for disbursing information to all students in Metro Technology Centers School District #22. 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 Technology Centers' districts is 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 Technology Centers 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: <http://nces.ed.gov/collegenavigator>. 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 Technology Centers "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 Technology Centers' 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 tech's website, [FT Programs](#) provides information on books and supplies for full time programs/career majors.

Net Price Calculator

Metro Technology Centers will make available on its website, the Net Price Calculator. Metro Technology Centers 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>

Immunizations

Metro Technology Centers 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 Technology Centers 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

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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

Metro Technology Centers' provides a system of information technology resources to students, including access to the internet. The system has a limited educational purpose. This means the system may be used for learning activities, professional or career development, social networking for career development, research and communication related to Metro Tech business. Additional information regarding the Internet/Information and social media. Policy may be found in the student online handbook at [Student Handbook](#). In addition, "Using the Information Technology System, ITS Training Procedure (TP)-0001 provides information for all users of District Information Technology resources and provides guidance for use of those resources.

Safeguarding Customer Information

Metro Technology Centers is an Educational Institution that participates in the Federal Student Assistance Programs and is subject to the information security requirements established by the Federal Trade Commission (FTC) for Financial Institutions. Metro Technology Centers Board Policy Information Technology System (BP-3007) in conjunction with the Information Technology System Procedure-Using the Information Technology System, provides guidance on the use of information technology resources and appropriate guidelines. Specific "Safeguarding Customer Information" requirements have been forwarded to the appropriate personnel for review 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. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to United States Constitution. For the purpose of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "Institutions of Higher Education" receiving Federal funding. 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)

Metro Technology Centers observes Constitution Day in accordance with the guidance provided by the Department of Education. The Dean of the Instruction designates the person(s) to develop and implement Constitution Day activities which may include, but are not limited to, resources obtained from the Library of Congress' repositories for Constitutional documents and information and the National Archives.

Voter Registration

You must fill out a Voter Registration Application Form. Voter registration applications are available at your County Election Board, Post Offices, Tag Agencies, Libraries and many other public locations.

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You will be offered a Voter Registration Application when you get your driver's license and when you apply for assistance at some government agencies.

Per HEOA (Sec. 493(a)(1) Metro Technology Centers provides the following link to the Oklahoma Voter Registration website to access and download the Oklahoma Voter Registration Application Form

<https://vote.gov/>

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

Metro Technology Center is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, replacement and retention rates for all students enrolled. Please see the financial aid office for detailed calculations of these rates for the past (5) years.

Transfer-Out Rates: The mission of Metro Technology Centers "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 Technology Centers' 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

Metro Technology Centers is a National Incident Management System (NIMS) compliant public educational facility that offers both secondary and adult programs. Housing is not available for students nor does any student organization own, or manage on/off-campus facilities. Campus security, during hours of operation, is provided by a CLEET- licensed, armed security guard firm. To summon security, during hours of operation, call 595-4044 to reach the Security Dispatch. If calling from a campus phone simply call extension 4044. District policy requires that any crime occurring on campus is reported immediately to campus administration, a security staff member or by calling 911. All crimes are officially reported to the Oklahoma City Police Department (OCPD). All school bus passengers are required to wear a Photo I.D. to prohibit outsiders and help to ensure safety. All students are required to wear a Photo I.D. while on campus.

In compliance with the Jeanne Clery Act, students and employees are informed about campus safety and security through a number of means including student orientation, the Metro Technology Centers' Student Handbook, employee training, Metro Technology Centers internal and external websites and campus postings. Information provided includes: available security, how to report an incident, how to watch for suspicious or dangerous incidents and/or situations, and general ideas on crime prevention. 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) Tipline at 1-855-337-8300 or by going to www.Tipline.OK.gov. The Tipline is monitored 24 hours a day, 7 days a week. Information and training are available on preventing the possession, use and sale of alcoholic beverages and illegal drugs. This information and training are integrated into the current program(s). All federal and state laws on drugs, underage drinking and weapons are strictly enforced. Alcoholic beverages, illegal drugs and/or weapons are not tolerated on any Metro Technology Centers campus.

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Also, in compliance with the Clery Act, on October 1 of each year Metro Technology Centers publishes an annual campus crime and security report for distribution to all enrolled and prospective students and current employees. This report may be viewed, after October 1, at <http://ope.ed.gov/security/>. Select "Get Data for One Institution/Campus: Name of Institution is Metro Technology Centers; Institution City is Oklahoma City and State is Oklahoma. Click on "continue" at the bottom of the page and view data for Metro Technology Centers. The Annual Campus Crime and Security report may also be obtained by accessing the following Metro Tech website:

<http://www.metrotech.edu/about-metro-tech/campus-corner/campus-crime-statistics>

Information for Crime Victims about Disciplinary Proceedings

Metro Technology Center 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.

Metro Technology Centers is aware of the Violence Against Women Act (VAWA) of 1994 amendments to the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures and programs pertaining to these incidents in their annual security reports. Metro Technology Centers is currently updating this section to include the statutory requirements.

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

Campus Crime Statistics

<https://meeting.assemblemeetings.com/Public/Book/2507?docTypeId=224553&file=a4e18d15-c53d-4666-a994-e4eb4c925bdf> (Board Policy 7031)

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.

Sexual Misconduct/Harassment

<https://www.metrotech.edu/about/title-ix>

Contact Information for Metro Technology Centers and Career Tech

Metro Technology Centers 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 Technology Centers community are expected to treat other community members with civility and respect. To this end, Metro Technology Centers has

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developed policies to ensure the rights of students are protected:

[Additional Resources](#)

Metro Technology Centers: [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](#)

BP-5020 [Discrimination, Harassment, Retaliation, Intimidation and/or Threatening Behavior](#)

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

1. The Metro Technology Centers' [Student Handbook](#)
2. The Metro Technology Centers' <https://kalms.metrotech.edu/reference/board-education/policies>
3. [eLearn](#) - Accessible by all Metro Technology Centers Students'

Inquiries concerning this notification may be addressed to Metro Technology Centers School District #22, 1900 Springlake Drive, Oklahoma City, Oklahoma 73111.

Individuals may contact the following person/s to deliver verbal or in person copies of Metro Technology Centers' Official Complaint Form, linked below, to the following individuals:

[Official Complaint Form](#)

Gerald Scott
Nondiscrimination/Title IX Coordinator
(405) 595-4417

Romel Muex Senior Director, Human Resources
(405) 595-4483

David Martin, Assistant Superintendent, Instruction
(405) 595-4401

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

[Annual Notice of Disclosure](#)

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

[Section 4: Financial Assistance](#)

[Title IV Programs Assistance: General Conditions of Eligibility](#)

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The following federally funded Title IV programs of financial assistance are available through Metro Technology Centers School District #22.

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.
- Is not in default on any Federal Student Loans.
- 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 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.
- Has not have borrowed in excess of the annual or aggregate loan limits.
- 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 tow or more programs concurrently.

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

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- Prior degrees/Enrollment Status
- Remedial course work/Correspondence study
- Study by telecommunications/Incarceration
- Unusual Enrollment History (UEH)

Unusual Enrollment History (UEH)

Implemented by the U.S. Department of Education, effective with the 2013-2014 award year, as a means to prevent fraud and abuse in the Pell Grant and Title IV programs. 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 Technology Centers, 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.

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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](#)

Students who attend Metro Technology Centers may apply through the FAFSA for:

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

Items usually needed to complete the FAFSA: Income information, (i.e., federal income tax returns, W-2's, untaxed income amounts) driver's license or ID number, social security number and date of birth, balances of cash, checking and savings accounts, and asset information. A transcript of your tax return can be requested at www.irs.gov Students, and parent (if student is dependent), 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 Technology Centers 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. This information may include Federal Tax Returns, W-2's, Non-filers statement, Verification forms and other forms as needed. If a student purposely gives false or misleading information, they may be fined up to \$20,000, sent to prison, or both.

Students may use their password to virtually sign the application or may print the signature page and mail it in. **The student's password is unique to them and should not be shared or disclosed with anyone, and, should be stored in a safe place for renewal of application in subsequent years.** When completing the FAFSA, students and/or parents should pay special attention to any questions on income. These are the areas where most mistakes are made.

How Need is Determined

Federal Needs Analysis Methodology

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Federal needs analysis methodology for determining the Expected Family Contribution (EFC) 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. Expected Family Contribution (EFC)

The Expected Family Contribution or EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education for the year. The EFC is calculated according to a formula specified in the law. All the data the CPS (Central Processing System) uses to calculate the EFC comes from the information the student provides on the FAFSA. The EFC formula uses many variables, including income, assets and the number of people in the household for the award year. The law provides three different formulas to calculate the EFC: one for dependent students, one for independent students without dependents other than a spouse and one for independent students with dependents other than a spouse. Each formula has a simplified version which is the same as the regular formula except that asset information is not considered in the calculation. The law also provides for an automatic EFC for some students based on income threshold. Items and formulas used can be obtained from the Financial Aid Office upon request.

EFC Formula

The Expected Family Contribution (EFC) is a measure of the amount a student and family can be expected to contribute to the cost of the student's education for the year. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance. The EFC formula is calculated as specified by law and is used to determine the EFC and determine the need for aid from the following types of federal student financial assistance that Metro Technology Centers participates in: Federal Pell Grants, Federal Student Loans, OK Promise and Oklahoma Tuition Aid Grants. The methodology for determining the EFC is found in Chapter 2, Part F of Title IV of the Higher Education Act of 1965, as amended (HEA (Higher Education Act)). All data used to calculate a student's EFC comes from the information the student (and parent(s)) provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends either an electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student's EFC. 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. Also, there is a simplified version of each formula with fewer data elements. Instructions for applicants who are eligible for the

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automatic zero EFC calculation are included in each worksheet. Information regarding EFC formulas, accompanying worksheets and tables are available upon request. Contact the Financial Aid Office 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 Technology Centers 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 Expected Family Contribution). Data used in Professional Judgment decisions will be submitted via Financial Aid Administrators Access (FAA) to Central Processing System On-line. As with any and all professional judgements documentation must substantiate the reason for any adjustment, documentation must be kept in the students file. The student should contact the Financial Aid Office to have a Professional Judgement form emailed to them.

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 Financial Aid Office 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 Financial Aid Office. 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 Financial Aid Office.

Institutional Costs

Tuition:

All post-secondary students pay tuition according to the following 2023-2024 schedule:

For all Programs/Career major's tuition is \$2.50 per clock hour, with the exception of Aviation Maintenance Technician, which is \$3.25 per clock hour. Resident tuition is \$2.50 per clock hour for In-State and \$6.50 per clock hour Out of State Resident.

Costs for individual Career Majors/Programs can be viewed on each specific career major page at:

[Career Major Catalog](#)

Select full details for a career major to view the specific cost.

Books and Supply Cost

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The cost of books and supplies varies among the different programs; however, the average cost for books is \$300.00 and above per class.

For the Practical Nurse, and the Surgical Technologist Career Majors, students will have outside expenses. All of the required expenses are included in the total cost of the program and can be viewed at:

Practical Nurse - <http://www.metrotech.edu/course-programs/health-science/practical-nurse/apply>

Surgical Tech - <http://www.metrotech.edu/course-programs/health-science/surgical-technologist/apply>

You can find expenses included and not included in the program cost at the links above, under frequently asked questions.

All consumable (practice sets, workbooks, etc.,) may be purchased from the perspective site and are to be paid for in advance.

Students are to provide their own supplies, such as notebook paper, correction devices, etc.

Living Cost

Metro Technology Centers 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		\$2218		1 Month	\$1044
6 Month		\$13317		6 Month	\$6281
9 Month		\$19875		9 Month	\$9424
12 Month		\$26635		12 Month	\$12565

Title IV Programs and Other Programs Available

Types of financial aid assistance available at Metro Technology Centers School District #22:

- Federal Pell Grant Program
- William D Ford Federal Direct Loan Program
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma Promise
- Tuition Waivers
 - Oklahoma Air National Guard

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- Next Step Tuition Waiver (Metro Technology Centers)
 - Independent Living Act (DHS Tuition Waiver)
 - 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 2023-2024 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/or parents 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, log into Studentloan.gov and other Federal Aid websites both now and until further notice.

Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.ed.gov/h/apply-for-aid/afsa>. Students without access to a computer may use designated computers in the Financial Aid Office to complete the FAFSA. Within approximately seven (7) to ten (10) days, the student will receive an eligibility report called a Student Aid Report (SAR). This report includes a summary of application information and the determination of the student's Expected Family Contribution (EFC).

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Metro Technology Centers School District #22 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 Central Processing System. Metro Technology only receives Institutional Student Information Record's for students who indicated the Metro Technology'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 Expected Family Contribution (EFC).

The Expected Family Contribution (EFC) is the result of the computation involving the financial and non-financial data submitted on the Free Application for Federal Student Aid (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 Financial Aid Office. 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 Institutional Student Information Record information and the current Pell Grant Payment Schedule 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.

- Federal Pell Grant Payment Schedule (revised annually by the Department of Education).

For 2023-2024: 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 Financial Aid Office. The remaining Pell or

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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 Technology Centers' 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.

Students withdrawing from school prior to Metro Technology receiving a valid Institutional Student Information Record (ISIR) are not eligible to receive Pell disbursements. Eligible students who have not been paid prior to withdrawal, for whom Metro Technology Centers has received a valid Institutional Student Information Record 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 certified mail. According to the federal check disbursement policy, Metro Technology Centers' 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 2023-2024 Federal Direct Student Loans first disbursed on or after July 1, 2023 and prior to July 1, 2024 is a fixed rate of 5.50%.

Application Procedures

Students must complete a Free Application for Federal Student Aid (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: cost of education minus effective family contribution,

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minus aid received. An offer notification listing loan eligibility, information on the electronic Master Promissory Note process and other pertinent information will be sent to the student. Students are required to submit the signed award letter, a completed Master Promissory Note, 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 Master Promissory Note 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 Technology Centers' 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 Technology Centers' decision will be final and cannot be appealed to the U.S. Department of Education.

Criteria for Eligible Applicants

Metro Tech processes all Master Promissory Notes 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, the Metro Technology Centers School District 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 Technology Centers will document the reason for its actions and will provide a written explanation to the student via email. Metro Technology's decision will be final and cannot be appealed to the U.S. Department of Education.

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

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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 Financial Aid Office 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.

EXAMPLE: Program length is 1500 clock hours. Academic year = 900 clock hours, remaining portion of program = 600 clock hours: $600 \text{ divided by } 900 = 0.6667$. $\$4,500 \times 0.6667 = \3000.00 .

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

Direct Subsidized/Unsubsidized 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 Technology Centers 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.

Entrance and Exit Counseling

All Metro Technology Centers first time 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 405-595-4446 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

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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, 2022 and before October 1, 2023 pay an origination fee of up to 1.057% of the loan amount, deducted proportionately from 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.

Additional Cost

For loans first disbursed on or after July 1, 2023 and before July 1, 2024 will be 0. For loans disbursed on or after July 1, 2023 and before July 1, 2024 will be 5.50%. The fee for the loan amount will be deducted proportionately for each loan disbursement.

Plus Loans

Metro Technology Centers does not participate in PLUS Loans

Private Loans

Metro Technology Centers does not participate in Private Loans.

Default Management

Metro Technology Centers uses Ascendium Education Solutions as part of the Default Management process. More information can be found in the Default Management Guide at: <https://www.metrotech.edu/admission-cost/financial-aid> 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.

Code of Conduct

Title IV Code of Conduct

Oklahoma Tuition Aid Grant Program (OTAG)

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Definition

Oklahoma Tuition Aid Grant 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 Oklahoma Tuition Aid Grant (OTAG) by completing the Free Application for Federal Aid (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 Technology Centers:

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

The following programs are what Metro Technology Centers 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/>.

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

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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 Financial Aid Office 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.

OTAG award claim forms are requested by Metro Technology Centers from the OTAG State Office to determine the students who are eligible for the grant.

Upon receipt of the Claim Form, the financial aid office 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 Technology Centers.

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 Financial Aid Office will review this current procedure and make any necessary adjustments for the 24-25 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. Individual tribes may also provide tuition assistance. Interested individuals should contact the Educational Assistance Office of their respective tribe.

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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.

Oklahoma County Workforce Investment Board (COWIB)

Oklahoma City Workforce Investment Center

5005 N. Lincoln Blvd
Oklahoma City, OK 73105
(405) 426-8850

Oklahoma City Workforce Investment Center

7201 NW 10th St
Oklahoma City, OK 73127
(405) 470-6395

[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.

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 Technology Centers Foundation Scholarships

Metro Technology Centers 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 Financial Aid Office.

Metro Tech Next Step Tuition Waiver

Students graduating from Oklahoma City schools in the Metro Technology 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 Technology Centers 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](#)

Disclosure of financial assistance: Students must report all outside scholarships and assistance they have applied for, received, or may receive to the Financial Aid Office 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

Eligibility for VA Educational Benefits for the (Montgomery GI Bill®) (Active Duty-Chapter 30), (Selective Reserve-Chapter 1606), (Veterans Educational Assistance Program-VEAP, Chapter 32) and (Dependents' Educational Assistance Program-Chapter 35)

"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: Kelly Harjo-Cox or Melissa Thornton, located in the Financial Aid office.

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 Policies & Procedures

The Financial Aid Office 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

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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 Technology Centers will not pay a student until all required documentation is received and correctly verified.

Metro Technology Centers' financial aid office verifies 100% of all applications selected for verification by the Central Processing System (CPS). The Financial Aid Office 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 Technology Centers' financial aid office 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 Technology Centers, Financial Aid Office policy is to complete the verification process by requesting the required documents.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Metro Technology Centers 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. Family Educational Rights and Privacy Act 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 Family Educational Rights and Privacy Act; the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that Family Educational Rights and Privacy Act authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Metro Technology Centers to comply with Family Educational Rights and Privacy Act. 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 Family Educational Rights and Privacy Act information.

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Metro Technology Centers Financial Aid Office 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 the Family Educational Rights and Privacy Act (FERPA) without the signed request of the student.

No information regarding a student and or their personal information will be given over the phone. This includes disbursement dates and award amounts. If at any time the Financial Aid employee is uncomfortable answering the questions they have the right to ask the person they are talking with to come to the office for assistance. 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 Technology 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 Technology Financial Aid Office expects Metro Technology students to be primarily responsible for their financial aid and for the communication of their financial aid status. The Financial Aid Office 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 Financial Aid Office 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 Assistant they will be directed to the appropriate office. Only the student will be directed to the Financial Aid staff member's office. If the student requests someone to accompany them to the staff member's office they will be required to complete an in-house release of information form, this includes dependent students and their parents. The release of information form must be completed each visit. 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 for students enrolled or attending the Aviation program and Health programs.

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.

Beginning with the 18/19 Free Application for Federal Student Aid (FAFSA) the IRS Data Retrieval Tool started encrypting the tax information when transferring it to the Free Application for Federal Student Aid from the IRS. The Financial Aid Office will not print the Institutional Student Information Record for students or parents. The Financial Aid Office also reserves the right to not discuss the tax information without the student and/or parent unless they have the correct year tax return or tax transcript with them. The signed tax return/tax transcript is only to verify the information given on the Institutional Student Information Record (ISIR), unless a file is selected for verification.

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Where situations allow, the student will be directed to the student portal, which allows them to give others access to their student records.

A release, whether it is our form or the Registrar's 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.

The Financial Aid staff is also responsible for disseminating information as it relates to Title IV regulations and consumer information.

Acceptable Documentation & Forms

The financial aid office 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 Financial Aid Office will review all information. All verification corrections will be made by the Financial Aid Office 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 Free Application for Federal Student Aid may be submitted.

After the Free Application for Federal Student Aid 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.

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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.

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

Metro Technology Centers' 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 Financial Aid Office. The following items are data elements that the student (and spouse, if married, or parent, if dependent) might be asked to verify:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax exempt interest income
- Education credits
- Household size
- Child support paid or received
- Income earned from work
- High School completion status
- Identity/statement of educational purpose
- Non-Filers Statement from IRS

Documentation requirements:

- U.S. federal signed income tax return / IRS Tax Transcript
- Dept. of Education approved verification worksheet
- Signed statements attesting information to be true and correct to the best of his/her knowledge
- Household size-signed statement
- Untaxed income/benefits-signed statement and/or official agency documentation
- Non-filers statement from IRS excluding dependent students
- Resource statement (Low income form)
- Guardianship, foster care, homelessness, Marriage license/Common Law, proof of separation, divorce decree

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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 Financial Aid Office not to the Department of Education.

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

Adjusted Gross Income & US Taxes Paid

Tax Filers: The Institution will obtain a copy of the U. S. signed Federal Income Tax Return or Tax Transcript if the IRS Data Retrieval Tool (DRT) is not used by the student/spouse and or student/parent.

The adjusted gross income and income tax paid of all students selected for verification must be verified. The U.S. Department of Education encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. This is the fastest, easiest, and most secure method of meeting the verification requirement. Students and parents use the DRT when filling out the FAFSA application or later as a correction.

The IRS Tax Return Transcript can be obtained using one of the following methods

There are a few ways to request a tax return transcript: online at www.irs.gov/individuals/get-transcript, by calling 1-800- 908-9946, or by mailing the paper Form 4506-T-EZ, which can be printed from the IRS website. To order a fiscal year tax transcript for verification, use Form 4506-T instead of Form 4506-T-EZ. Phone requests are via an automated process instead of an IRS representative. With online requests, tax filers can get an electronic transcript (see below) or they can have the IRS mail them a paper transcript; non- online requests yield a mailed transcript. Schools can accept and copy transcripts originally obtained from the IRS.

The Get Transcript Online feature allows users to get the transcript in real time as a portable document format (PDF) file, which they can submit electronically to a school or print and submit as a hard copy. To use the Get Transcript Online tool, users must have: access to a valid email address, a text-enabled mobile phone in their name, and specific financial account numbers, such as a credit card number or an account number for a home mortgage or auto loan. The process will not cause charges to the card or the account.

See the IRS.gov website for more information on the Get Transcript Service.

If students cannot or will not use the IRS Data Retrieval, either at initial FAFSA filing or through the www.Studentaid.ed.gov/sa/fafsa.correction process, they must document AGI; taxes paid and untaxed income by providing an IRS signed Tax Return or tax transcript for the student and spouse or parents, as applicable.

The IRS Data Retrieval is not available if:

- The person did not indicate on the FAFSA that the tax return has been completed.
- The marriage date is January 2022 or later.
- The first three digits of the Social Security Number (SSN) are 666.

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- The tax return was amended.
- The person filed a non-U.S. tax return.
- The person answered married on the FAFSA form and filed the tax return either as head of household or married but filing a separate return.
- Neither parent entered a valid SSN.
- A non-married parent or both married parents entered all zeroes for the SSN.
- Used an EIN number

The figure reported on the FAFSA should always match the AGI reported on the tax return unless it has been adjusted from a joint return (because of divorce or separation). If it doesn't match a correction is required.

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

Non-Tax Filers

The AGI cannot be verified for a person or persons not required to file a return.

Non-tax filers must provide a W-2 form for each source of employment income and a signed statement providing the sources and amounts of the person's income earned from work not on W-2s, 1099s and a Non-Filers statement from the IRS the person has not filed and is not required to file a tax return.

Metro Tech uses a verification worksheet, which includes the suggested text developed by the U.S. Department of Education which suffices as the signed statement.

Identity & Statement of Educational Purpose

Students should appear in person at the Financial Aid Office 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 Technology Centers will require all students to appear in person at the institution to satisfy this requirement.

Household Size

If verification of household size is necessary, Metro Technology Centers uses a verification worksheet, which includes the suggested text developed by the U.S. Department of Education. This would be the only documentation required to verify household size. This document must be signed and dated by the applicant and spouse, if available, and/or the applicant and at least one parent. Household size usually includes any persons who are dependents of, or who receive more than half of their support from the student's household. The following can be considered as being a part of the

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student's household size: student and parents, the student's siblings and children if they will receive more than half their support from the student's parent(s) from July 1, 2023 to June 30, 2024. For independent students, the household size includes the student and his or her spouse, the student's children, regardless of where they live, if they will receive more than one half of their support from the student from July 1, 2023 to June 30, 2024. Other persons may be included if they live in the household and receive more than half their support from the student's parents (dependent) or the student (independent) at the time of application, and will continue to get more than half support for the entire award year.

Metro Technology Centers 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.

Verifying Assets

The Institution may choose to verify the following assets:

- Cash and Bank Accounts
- Residential Property, Commercial Property, or Investment Value
- Residential Property, Commercial Property, or Investment Debt
- Business Value
- Business Debt
- Farm Value
- Farm Debt

If Metro Technology Centers has reason to believe the student and/or spouse and/or parent(s) own assets that have been incorrectly reported or were not reported, the Institution will first carefully examine the tax returns of the parties involved for additional information.

To verify any of the assets listed above, the Metro Tech will follow the criteria published in the U. S. Department of Education Application and Verification Guide.

Verification Deadline

For the 2023-2024 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, 2024 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 EFC or Title IV award amount, the Financial Aid Office is authorized to make the changes and the student will receive an updated transaction of the report from the Central Processor. 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.

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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 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 Technology Centers 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 CPS 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 Technology Centers to review and resolve database matches, reject codes, and "C" codes before packaging. The Financial Aid Office 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 Financial Aid Office reviews at the time of import all duplicate ISIRS. If a change in EFC 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 Technology Centers will make every reasonable effort to collect the overpayment. If Metro Technology Centers 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

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would not be allowed to reenter Metro Technology Centers 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.

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 Technology Centers 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 Technology Centers' does not misrepresent the nature of its educational programs, financial charges or the employability of the Institutions graduates. In addition, Metro Technology Centers 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.

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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, DX 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

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www.studentaid.gov/h/apply-for-aid/fafsa. For more information on reporting Fraud and Identify Theft, please contact the Financial Aid Office.

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.nslds.ed.gov by logging in with protected access. Students must never share their protected access with any other entity. The Financial Aid Office will counsel students regarding prior loans, defaults, LEU's, and other statuses as needed. For more information regarding the NSLDS website, please contact the Financial Aid Office.

Misrepresentation

Metro Technology Centers 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.

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 Technology Centers, 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 Technology Centers uses the A-F grading scale

Requirements for Satisfactory Academic Progress

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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.

If a student fails to meet the cumulative grade or attendance requirement of 90% they will be placed on warning.

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 hour 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 hours in the program.

Schedule for Checking Satisfactory Academic Progress

(New Students) 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 for the first time at Metro Tech are required to be in class for 30 class days before loans are certified.

An official review will be checked at the point when the student’s scheduled clock hours for the payment period have elapsed, to determine eligibility for the next pay period. The student’s cumulative period of enrollment will be evaluated, including periods of enrollment for which the student did not receive funds due to not meeting the requirements of Satisfactory Academic Progress.

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 Financial Aid Office will place the student in a Warning Status for the following pay period. If the student fails to meet the standards for two consecutive pay periods, the Financial Aid Office will place the student in Suspension Status and will email the student explaining why the student has lost eligibility.

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Example of scheduled hours: full time students must attend a minimum of 24 hours a week and part time must attend minimum of 15 hours per week. Both full and part time students must successfully complete ALL of the scheduled hours in the pay period. If the program is 900 hours the pay period is 450 hours. In a 600-hour program the pay period is 300 hours.

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 the completed the 450 hours they cannot be paid.

Financial Aid Ineligibility (Suspension Status)

A student who is suspended from Financial Aid for not meeting the SAP requirements for two consecutive pay periods 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 suspended 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 Financial Aid Office.

Re-establishing Eligibility

A student who has been placed on suspension from Financial Aid 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 Satisfactory Progress Requirements.

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.

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.

Example: If a student is in the Legal Office Assistant program and is on Warning, then transfer to Legal Receptionist program with 200 hours of transfer credit, the student will begin the new program on Warning Status.

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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. If the student was on Warning Status for the payment period when they withdrew, they will not be eligible for financial aid if she/he returns after the 180 days.

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.

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.

Directors Exempt (DE)

Directors may request Directors Exempt (DE) days for extenuating circumstances for students. These requests must have prior approval from the Assistant Superintendent of Instructional Sites. Metro Technology Center LOA policy can be found in the 23/24 Student Handbook on page 14.

Tuition & Books/Supply Charges

Tuition charges for a student's entire program is applied to the students 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.

Tuition & Books/Supply Payments

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

For all career majors 600 up to 1499 hours in length, tuition and books/supplies will be taken/collected in two installments equal to one half of the total cost of the tuition.

For all career majors over 1499 hours in length, tuition and books/supplies will be taken/collected in four installments, equal to one fourth the total cost of the tuition, books/supplies (with the exception of Cosmetology and Barbering which is collected in two payments).

(Includes books and supplies) Refer to: <http://www.metrotech.edu/individuals/adults/tuition-costs>

Institutional Refund Policy

Full time students who desire to withdraw from or drop a course or career major will request a tuition refund in writing and provide proof of withdrawal to the Bursar in the Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK, 73111. Non-attendance does not constitute withdrawal from a course/career major.

Full-time student will be entitled to the following refunds:

If the student has enrolled in a career major and completed up to five consecutive scheduled class days, the refund will be 100%.

If the student has completed six days up to 25% of the scheduled hours for the career major, the refund will be 75%.

If the student has completed between 25% and 50% of the scheduled hours of the career major, the refund will be 50%.

If the student has completed between 50% and 75% of the scheduled hours for the career major, the refund will be 25%.

After completion of 75% or more of the scheduled hours for the career major, the refund will be 0%

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.

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

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. At Metro Technology Centers this is applicable if the student ceases attendance for any other reason (i.e. early completer) prior to completing the entire period for which assistance was awarded.

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 Technology Centers 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 Technology Centers 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.

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At Metro Technology Centers 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 overpayment 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 Technology Centers 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 Technology Centers which shows the change of status of a student and/or by the information listed in the Career Tech Student Information System (CTSIS). 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 Funds

If the Return to Title IV Funds calculation determines the student received less federal aid money than the amount earned, Metro Technology Centers 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.

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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 Technology Centers 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 Technology Center 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 Technology Centers 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.

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 Consumer Information Guide, which is located in the Financial Aid Office and on our website.

The Financial Aid Office 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 Financial Aid Office.

Policies and Procedures Development Responsibilities

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

Guidance from the Federal Department of Education is utilized in creating the Financial Aid Office (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 Technology Centers.

If there are policy requirements that are not addressed by Metro Technology Centers, 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

The purpose of the Financial Aid Office is:

1. To provide professional financial aid counseling to students and parents concerning how to meet the costs of education.

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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 Financial Aid Office 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.

Financial Aid Office 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 (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

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- Maintaining student accounts (Accounts Receivable Specialist)
- Requesting/Returning funds from G5 funding system for Pell and Loan funds

The three related but distinct functions of authorizing payments, allocating school and student payment amounts and printing/disbursing (or delivering) 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 Financial Aid Office 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 G5 and disburses funds to students in the form of a check.

Students should speak with the financial aid office for questions regarding their financial aid and speak with the Bursar for any questions regarding their bill or account. The Financial Aid Office 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.

Disbursement Process

Metro Technology Centers draws down grant funds from GAPS before the scheduled disbursement. The process is as follows: 1) The financial aid office 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 G5 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 Student Information System (SIS); checks are written and then disbursed to students if applicable.

Students are paid up front within a payment period and are notified during the award process of their estimated disbursement dates. 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. The student will get an email from Studentloans.gov with the date the school intends to draw down the funds. 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. If the student has not picked up the check within 21 days it will be sent by certified mail by the Bursar.

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Reconciliation

The Financial Aid Office, Bursar and the Finance Office work together to reconcile before and after each disbursement is made. The Financial Aid Office 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 Technology Centers 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 Technology Centers 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 Financial Aid Office locked storage room. Files are kept in this locked room with financial aid staff having the only key and are only reviewed by the Financial Aid Office.

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 Consumer Information 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 Consumer Information Guide, (which is located on our website); also, students who receive Title IV assistance and/or VA Educational Benefits are counseled by the Financial Aid Office regarding SAP and sign a Statement of Understanding and an Attendance and SAP disclosure.

Verification

Metro Technology Centers provides information to students regarding verification. If a student is selected for verification, the Financial Aid Office gives them the appropriate documents to complete and return. We disclose this information to all prospective and current students in our Consumer Information Guide.

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Information Discrepancies/Title IV Fraud

Every student receiving federal aid consults with the Financial Aid Office, who has students sign a Statement of Educational Purpose. All students selected by CPS 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 Technology Centers will not determine the conclusion.

To identify suspected fraud, Metro Technology Centers 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))
- DRT or 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 Financial Aid Office 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 Technology Centers 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 Consumer Information Guide which is available on our website as well as individually to all Title IV recipients.

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Professional Development

The financial aid office 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 at: <https://fsapartners.ed.gov/knowledge-center>.

The financial aid office 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 Financial Aid Office also receives information from the OASFAA serve list which informs the office of upcoming events, training, and workshops. As budget allows, the financial aid office attends conferences and training. The VA and FSA conferences in the fall and the OASFAA and the Oklahoma Summit in the Spring are the best conferences for updates, instruction, and networking with constituents.

In addition to the Consumer Procedures Guide, other regulations, which affect student aid, will be adhered to. These regulations and guides are located in the Financial Aid Office, either in hard copy or electronic format, and are as follows: Information for Financial Aid Professionals Website (Knowledge Center) <https://fsapartners.ed.gov/knowledge-center>

- Federal Student Aid Handbook
- Estimated Family Contribution (EFC) Formula
- 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 Technology Centers Board Policies
- Metro Technology Centers Student Handbook
- Metro Technology Centers Student Catalog information located at: [Career Major Catalog](#)

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 Technology Centers 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
- 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 Technology Centers 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 Consumer Information 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

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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

Keep all pertinent information regarding financial aid for future reference

Ask questions about financial aid

Meet certain percentage of educational costs

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 Technology Centers uses the Free Application for Federal Student Aid (FAFSA). The quickest way to apply is online at www.studentaid.ed/h/apply-for-aid/fafsa. For students who do not have access to a computer, can use computers available in the Financial Aid Office. Students needing assistance in completing the application should schedule an appointment with the Financial Aid Office.

The Financial Aid Office uses the Department of Education software, EDEExpress and EDConnect, to process and send data. All ISIRS are imported daily, and approximately three business days after submission of the FAFSA, the Financial Aid Office should receive the student's ISIR. Document tracking letters are sent once the records are imported. The financial aid office will determine the awards once student has submitted all documents requested on the document tracking letter, an award offer will be sent. All awards are estimated until actually paid.

Metro Technology Centers 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 (parents or spouse). A student is packaged when all enrollment and financial aid requests are complete, which includes the verification process. MetroTech uses the EDEExpress 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 EDEExpress software. There are some occasions that may cause a revised "award letter" to be generated:

- If the student changes his/her Student Aid Report (SAR) which caused a change in the EFC

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- 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 e-mail 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 Financial Aid Office periodically sends 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 Financial Aid Office 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 Technology Centers requires all students taking out loans to be in class 30 class days before loans will be originated and attendance must be at 90%.

Section 6: Institutional Eligibility and General Provisions

General Requirements

Metro Technology Centers 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:

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- 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 Tech's 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 Financial Aid Office 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 Financial Aid Office to facilitate the enrollment process. The Financial Aid Office 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 Technology Centers District No. 22 (Metro Tech) 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 Technology Center if/when it is requested. A Copy of the current PPA is on file in the financial aid office.

Eligibility and Certification Approval Report (ECAR)

The Financial Aid Office 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 Financial Aid Office 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.

National Student Loan Data System

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The Financial Aid Office is responsible for certifying student's enrollment on NSLDS. Enrollment is reported on a monthly basis. Students are informed of NSLDS through our Consumer Information 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 Financial Aid Director's Office.

School Response to Natural Disasters, Emergencies and Health Crises

Metro Technology Centers 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 Technology Centers. 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 Financial Aid Office 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.

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, on campus room and board (or housing and food allowance for off-campus students) and allowances for books, supplies, transportation, child care, costs related to handicap, and miscellaneous expenses.

Default

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.

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 Kelly Harjo-Cox, if she is unavailable one of the other Financial Aid Staff members will assist. Contact Kelly Harjo-Cox at 405-595-4446.

Expected Family Contribution (EFC)

An amount, determined by a formula established by Congress, that indicates how much of your family's financial resources should be available to help pay for school. Factors such as taxable and nontaxable income, assets and benefits are all considered in this calculation which determines your family's financial strength.

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

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

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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ANNUAL NOTICE OF CONSUMER DISCLOSURES

Contact the 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. Contact the Registrar @ 405-595-4433 for questions concerning FERPA and the 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 Technology Centers 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 Technology Centers 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.

What to Disclose, When and to Whom	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Cost of attending School i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Copyright/peer to peer • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Information regarding the school's academic support and Career Tech Career Majors • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them • Vaccination Policy • Net Price Calculator • Constitution Day/Voter Registration 	Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website https://www.metrotech.edu/admission-cost/financial-aid
What: Financial Assistance When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Description of all available federal, state, local, private and institutional financial assistance, and a description of (1) application form procedures; (2) student eligibility requirements; (3) selection criteria, and (4) criteria for determining the amount of a student's award • Rights and responsibilities of students receiving Title IV and other financial aid, including (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standard; (3) criteria to re-establish eligibility if student fails to 	Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website https://www.metrotech.edu/admission-cost/financial-aid

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	<p>meet SAP; (4) method and frequency of financial aid disbursements; (5) books and supplies policy</p>	
<p>What: Family Education Rights and Privacy Act (FERPA)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students Parents of enrolled students under the age of 18</p>	<ul style="list-style-type: none"> • Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirement • Right of school to disclose personal identifiable information contained in student's education records without prior consent • Students right for directory information to not be disclosed. 	<p>Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website</p> <p>https://www.metrotech.edu/admission-cost/financial-aid</p> <p>http://www2.ed.gov/policy/gen/guid/fpoc/ferpa/index.htm</p>
<p>What: Completion/Graduation Rate and Transfer-out Rate</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • 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 • 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 hours, or 30 days if their career major is longer than 900 hours • 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 • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants • Retention rates of certificate or degree seeking first-time first-time undergraduate students 	<p>Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website</p> <p>https://www.metrotech.edu/admission-cost/financial-aid</p> <p>U.S. Dept of Ed's College Opportunities On-line Website</p> <p>http://www.nces.ed.gov/ipeds/</p> <p>Select College Navigator</p>
<p>What: Campus Security</p> <p>Completed: Annually by Oct 1st</p> <p>When: Upon Request and/or first day of class</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Crime statistics for three (3) most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police: Polices concerning the security of and access to Campus facilities and procedures to report campus crimes • Disciplinary action imposed for the possession, use and sale of alcoholic beverages and illegal drugs and 	<p>Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website</p> <p>https://www.metrotech.edu/admission-cost/financial-aid</p> <p>www.ope.ed.gov/security</p> <p>http://nces.ed.gov/IPEDS</p> <ul style="list-style-type: none"> • Search for Metro Technology Centers Select "Crime Statistics"

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	<p>enforcement of state underage drinking laws and federal and state drug laws</p> <ul style="list-style-type: none"> Emergency Response and Evacuation Procedures (Posted in all classrooms) 	<ul style="list-style-type: none"> Metro Technology Centers website at: http://www.metrotech.edu/u/about-metro-tech/campus-corner/ca
<p>What: Gainful Employment</p> <p>To: Prospective Students</p>	<ul style="list-style-type: none"> Information on graduation rate, the median debt of student completing the program, program cost, placement, types of employment, etc. 	<p>Metro Tech Website</p> <p>https://www.metrotech.edu/admission-cost/financial-aid</p>
<p>What: Drug and Alcohol Abuse Prevention</p> <p>To: Enrolled Students</p> <p>When: Annually on first day of class</p> <p>To: Current Employees</p> <p>When: Annually</p>	<ul style="list-style-type: none"> Information on preventing drug and alcohol abuse Standard of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to student and employees A description of the health risk associated with the use of illicit drugs and alcohol A clear statement that the school will impose sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<p>Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website</p> <p>https://www.metrotech.edu/admission-cost/financial-aid</p> <p>Board of Education Policy</p>
<p>What: Student Loans</p> <p>To: Enrolled students</p>	<ul style="list-style-type: none"> Schools 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. Schools that 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. 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 	<p>Financial Aid, Consumer and VA Procedure Guide Student Handbook Metro Tech Website</p> <p>https://www.metrotech.edu/admission-cost/financial-aid</p> <p>https://nsldsfa.ed.gov/nslds_SA/</p> <p>Title IV Code of Conduct</p>

	<p>the borrower's responsibilities</p> <ul style="list-style-type: none"> • A school 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 • Each school 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: <ol style="list-style-type: none"> 1. Revenue-sharing arrangements with any lender 2. Receiving gifts from a lender, a guarantor, or a loan service 3. Contracting arrangement providing financial benefit from any lender or affiliate of a lender 4. Directing borrowers to particular lenders, or refusing or delaying loan certifications 5. Offers of funds for private loans 6. Call center or financial aid office staffing assistance 7. Advisory board compensation 	
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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 27, 2023

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 2023-2024 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 that reads "Jessica Ventris". The signature is written in a cursive style with a large, stylized "J" and "V".

Jessica Ventris
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

1500 West Seventh Avenue
Stillwater, OK 74074-4398
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(405) 377-2000 • Fax: (405) 743-6809

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Metro Technology Centers
OPE ID: 005339 00
Approved / Accredited Programs
2023 - 2024 Academic Year

CIP Code	SOC Code	State Program Name	Technology Center Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryant	Springlake
10.0299	27-4032.00	Audio and Video Technology-AR	Digital Cinema	1035	36			X
11.0901	15-1231.00	Computer / Network Support - Advanced	Computer / Network Support Technician	1050	37			X
12.0401	39-5012.00	COSMETOLOGY	Cosmetologist	1500	55			X
12.0402	39-5011.00	BARBER	Barber	1500	55			X
12.0409	39-5094.00	ESTHETICS	Esthetician	600	26			X
12.0410	39-5092.00	MANICURIST/NAIL TECHNICIAN	Nail Technician	600	26			X
12.0413	39-5011.00 39-5012.00	MASTER INSTRUCTOR	MASTER INSTRUCTOR	1000	41			X
12.0500	35-1011.00 35-2012.00 35-2014.00 35-2019.00	Culinary Arts	Culinarian	1050	37			X
13.1210	25-2011.00	Early Care and Education Teacher	EARLY CARE AND EDUCATION DIRECTOR (teach-out) *	1300	47			X
13.1210	25-2011.00	Early Care and Education Teacher	EARLY CARE AND EDUCATION MASTER TEACHER	1050	37			X
15.1303	17-3011.00	Computer Aided Drafting - Construction	Architectural CAD Technician	1030	36			X
15.1304	17-3011.00	Computer Aided Drafting - Construction	Civil CAD Technician	940	33			X
15.1306	17-3013.00	Computer Aided Drafting-MN	Manufacturing CAD Technician	1030	37			X
22.0301	43-6012.00	Administrative Support Legal - Advanced	Legal Office Assistant	1080	40			X
43.0107	33-3051.00	Criminal Justice	Basic Peace Officer Certification	750	23		X	
46.0201	47-2031.00	Carpentry	RESIDENTIAL CARPENTRY	1050	37		X	
46.0302	47-2111.00	Electrical Trades	Electrician's Assistant Unlimited Complete	1050	37		X	
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	HVAC Technician	1050	37		X	
47.0603	49-3021.00	Automotive Collision Repair and Refinishing	Combination Collision Repair Technician	1050	37		X	
47.0604	49-3023.00	Automotive Service Technology	Automotive Service Technician	1050	37		X	
47.0607	49-3011.00	A & P Mechanic	Aviation Maintenance Technician	1957.5	69	X		

FINANCIAL AID, CONSUMER AND VA PROCEDURE GUIDE 2023-2024

Metro Technology Centers OPE ID: 005339 00 Approved / Accredited Programs 2023 - 2024 Academic Year

CIP Code	SOC Code	State Program Name	Technology Center Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryant	Springlake
48.0508	51-4121.06	WELDING	Structural Welder	1050	37		X	
50.0409	27-1024.00	Graphic Communications	Graphic Design	1035	37			X
51.0713	29-2072.00	Business Information Management Medical - Advanced	Medical Coding Specialist	1130	36			X
51.0801	31-9092.00	Medical Services - Medical Assisting	MEDICAL ASSISTANT	900	30			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
51.1803	29-2057.00	Vision Care Services	Eye Care Technician	755	27			X
51.3901	29-2061.00	Licensed Practical Nurse	Practical Nurse	1240	39			X
52.0302	43-3031.00	Accounting - Advanced	Accounting Associate	1045	38			X
52.0402	43-6011.00	Administrative Support - Advanced	Executive Administrative Assistant *	1080	40			X

* For returning students only (teach-out)

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