



## STUDENT DATA FORM 2024 – 2025

**CAREER MAJOR / PROGRAM NAME:** \_\_\_\_\_  
**(CAREER MAJOR / PROGRAM NAME REQUIRED IN ORDER TO RECEIVE AN OFFER LETTER)**

Contact your counselor, refer to the Metro Tech catalog or see specific full-time programs /career majors at [www.metrotech.edu](http://www.metrotech.edu)

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\_\_\_\_\_  
Student Legal Last Name                      Legal First Name                      M.I.                      XXX-XX-\_\_\_\_\_  
Last 4 of Student's SS#

\_\_\_\_\_  
Student EMAIL Address

\_\_\_\_\_  
Student Phone Number (include area code)

**Are you eligible or think you are eligible for Oklahoma's Promise?**     Yes     No

\*Important - Advanced credit forms are available at the link below. The form should be submitted to the Registrar (follow instructions on the form). All VA students must submit an advanced credit form to Financial Aid and Registrar (even if no advanced credit is not awarded). <https://www.metrotech.edu/admission-cost/financial-aid/veterans>

**\*ON THE FOLLOWING PAGES, PLEASE READ ALL INFORMATION CAREFULLY\***

Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex, gender expression or identity, sexual orientation, age, veteran status, religion, pregnancy or genetic information or disability in its programs, services, activities and employment.



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### WITHDRAWAL INFORMATION

To officially withdraw from classes, you should notify your instructor. Your instructor will process a Student Information Update form (SIU) which updates all the relevant departments of your withdrawal information.

Financial aid is 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 funds the student was originally scheduled to receive. This is also applicable if the student ceases attendance for any reason prior to completing the clock hours in the payment period for which assistance was awarded.

#### **STUDENTS WHO COMPLETE EARLY**

*If a student graduates from a clock hour program without successfully completing all of the established clock hours in the program, the institution must recalculate the student's eligibility for all Title IV aid in the program and must perform a new proration of the student's Pell Grants and Direct Loans as if the student had been enrolled in a program with fewer clock hours.*

The school also reserves the right to administratively withdraw students (e.g., for poor attendance, academic issues, disciplinary problems, etc.)

Using the student's withdrawal date, which is either the last date of attendance in a school-related activity or the date the student notified the school of his/her intent to withdraw (whichever comes first), the institution will determine how much of the payment period you were scheduled to complete. If you withdraw prior to completing more than 60% of your payment period, the institution will determine the amount of federal student aid that was unearned. If the total amount of Title IV assistance you earned is less than the amount disbursed to you, the difference must be returned to the Title IV program in a specified order. The specified order: 1. Unsubsidized Stafford Loan, 2. Subsidized Stafford Loan, 3. Pell Grant.

If you completed more than 60% of the pay period you were paid for then you are said to have earned all of the federal assistance paid. If you withdraw prior to aid being disbursed, a post withdrawal calculation will be done to determine if you are due any federal funds.

In most cases, the school may have to repay the unearned financial assistance to the appropriate program. The school will bill you for any money you owe as a result. In other cases, you (the student) may owe money directly to the government program (e.g., the Federal Pell Grant program). If you (the student) owe money back on a Federal Student Loan you will repay it through the terms of the Master Promissory Note. If you do not pay the money (Pell) within the allotted time, the overpayment may be transferred to the Debt Collection Services Department at the Department of Education. You will not be eligible for further federal aid until the overpayment is resolved.

To determine the amount of money that must be repaid, the institution will calculate how many hours you were scheduled to complete at the time of your withdrawal and divided this by the number of hours in the payment period. The amounts returned are determined by the calculation results in the Return of Title IV Calculation.

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### SATISFACTORY ACADEMIC POLICY

THE FINANCIAL AID OFFICE IS REQUIRED BY FEDERAL REGULATIONS TO MAKE CERTAIN THAT STUDENTS ARE MAKING SATISFACTORY ACADEMIC PROGRESS (SAP). YOU ARE REQUIRED TO COMPLETE ALL HOURS IN THE PAY PERIOD, MAINTAIN A C AVERAGE AND HAVE 90% ATTENDANCE PER PAY PERIOD. SAP WILL BE CHECKED BY THE FINANCIAL AID OFFICE AT THE END OF EACH PAY PERIOD.

The Metro Tech District Attendance policy states that “ALL” STUDENTS MAY NOT MISS MORE THAN TEN (10) DAYS PER SEMESTER/PAY PERIOD. Metro Tech’s attendance policy is ten (10) days per semester/pay period, financial aid/veterans attendance policy is 90% per pay period. **Students not maintaining 90% attendance will have their financial aid TERMINATED.**

Make-up time is not used to reduce the total number of absences. A leave of absence may be used to reduce the total number of absences for a pay period. (see LOA policy in the student handbook).

Students must be progressing in a positive manner towards the allowable 150% of the program hours. Students must complete at least 67% of the pay period hours in order to not have their aid terminated. Example: 450 hours pay period=450x67%=301.5 hours must be completed to not have their aid terminated. Students who have at least 67% of the pay period hours but not 100% of the pay period hours will not be paid until 100% of the hours are completed.

If you have any questions or need additional information, please call 405-595-4446 or email [financialaid@metrotech.edu](mailto:financialaid@metrotech.edu)

### ELECTRONIC NOTIFICATION AUTHORIZATION

By signing this document, you specifically agree to receive, obtain, and/or submit any and all documents and information electronically. All documents and information will be collectively known as “Electronic Communications,” and will include, but not be limited to, any and all current and future required notices and/or disclosures concerning Federal Title IV, State, Metro Technology and/or institutional financial aid, as well as such documents, statements, data, records and other communications regarding your Financial Aid Offer. You acknowledge and authorize the use of the email account used to file your FAFSA application.

You are acknowledging that you are able to retain Electronic Communications by printing and/or downloading and saving this agreement and any other agreements, Electronic Communications, documents, or records. You accept Electronic Communications provided via email as reasonable and proper notice for the purpose of fulfilling any and all rules and regulations, and agree that such Electronic Communications fully satisfy any requirement that electronic communications submitted by you in writing or in a form that you may keep.

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FA-F-0009  
01-Apr-23, Rev. L



## STUDENT DATA FORM 2024 – 2025

[Click Here to Upload All Forms](#)

Save forms to your device, then upload at link above.

**DO NOT EMAIL** documents with personal information such as W2's, Tax Returns, etc. Those will need to be uploaded at the link above, brought in-person or mailed.

### AGREEMENT

By signing this document, I agree that I have read and understand the information contained within which includes: Withdrawal Information, Satisfactory Academic Policy and Electronic Notification Authorization.

I also agree to the following statements for the current academic year:

- I authorize Metro Technology Centers to withhold payment for books and supplies. I understand I can cancel or modify this at any time with the Bursar.
- I authorize the financial aid office to discuss any information provided here or other forms with other scholarship or needs analysis agencies, previous college attended or other funding agencies. Providing this communication is necessary to process my application properly.
- I consent to release to the financial aid office information pertaining to financial aid previously received from any source.
- I will notify the financial aid office of any change in my or my family's financial status that may occur after filing this application.

Student Legal Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Legal Signature: \_\_\_\_\_

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