



STUDENT DATA FORM 2025 – 2026

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

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 (even if no advanced credit is 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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Official Withdrawal Process

To officially withdraw from classes, you must notify your instructor. However, we strongly recommend that you first consult with the financial aid office to understand any potential consequences of your withdrawal. Once notified, your instructor will process a Student Information Update (SIU) form to ensure that all relevant departments are informed of your withdrawal.

Financial aid is granted with the expectation that you will attend school for the entire period for which assistance was awarded. If you withdraw or stop attending before completing the required clock hours in your payment period, you may no longer be eligible for the full amount of financial aid originally awarded to you.

STUDENTS WHO COMPLETE EARLY

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

Additionally, the school reserves the right to administratively withdraw students for reasons such as poor attendance, academic issues, or disciplinary violations.

The institution will determine the percentage of the payment period completed based on the last date of attendance in a school-related activity or the date the student officially notifies the school of their intent to withdraw—whichever occurs first.

If a student withdraws before completing more than 60% of their payment period, the institution will calculate the amount of federal student aid that was unearned. Any unearned aid exceeding the total amount of Title IV assistance disbursed must be returned in the following order:

- 1. Unsubsidized Stafford Loan*
- 2. Subsidized Stafford Loan*
- 3. Pell Grant*

Financial Aid and Withdrawal Consequences

If you complete more than 60% of the payment period for which you received financial aid, you are considered to have earned the full amount of federal assistance disbursed. However, if you withdraw before aid is disbursed, a post-withdrawal calculation will be conducted to determine if you are eligible for any federal funds.

In most cases, the school may be required to return unearned financial aid to the appropriate program, which could result in a balance owed to the institution. In some instances, you may owe funds directly to a federal program, such as the Federal Pell Grant program. If you have a balance on a Federal Student Loan, repayment will follow the terms outlined in your Master Promissory Note.

Failure to repay Pell Grant overpayments within the allotted time may result in the debt being transferred to the Debt Collection Services Department at the U.S. Department of Education. Until the overpayment is resolved, you will be ineligible for further federal financial aid.

To determine the amount that must be repaid, the institution will calculate the percentage of the payment period completed as of the last date of attendance. This percentage is used in the Return of Title IV Calculation to establish the amounts that must be returned.

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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 MAINTAIN A **C** AVERAGE AND HAVE **90% ATTENDANCE RATE** PER PAY PERIOD. **SAP** WILL BE CHECKED BY THE FINANCIAL AID OFFICE AT THE END OF EACH PAY PERIOD.

Financial Aid/Veterans Benefit recipients Attendance Policy requires a 90% completion rate per a 450-clock hour pay period. Students not maintaining a 90% completion rate within a 450-clock hour pay period will have financial aid SUSPENDED.

The Metro Tech District Attendance policy states that “ALL” STUDENTS MAY NOT MISS MORE THAN TEN (10) DAYS PER SEMESTER. Metro Tech’s attendance policy is ten (10) days per semester, (this is different from Financial Aid/Veteran requirements, see above)

Make-up time does not reduce the total number of absences. However, a leave of absence (LOA) may be used to decrease the total number of absences for a payment period. For more details, refer to the LOA policy in the student handbook.

If you have any questions or need additional information, please call 405-595-4446 or email financialaid@metrotech.edu

Director’s Exempt (DE) Days

In cases of extenuating circumstances, a Director may request Director’s Exempt (DE) days on behalf of a student. These requests must be approved in advance by the Dean of Instruction. While DE days may excuse the student from regular attendance requirements within the school, it’s important to note that they still count as absences for students receiving Financial Aid (FA) or Veterans Educational Benefits (VA). This may affect a student’s ability to meet the required 90% attendance standard.

Electronic Communications Agreement

By signing this document, you agree to receive, obtain, and submit all required documents and information electronically. These documents and information, collectively referred to as "Electronic Communications," include but are not limited to all current and future notices and disclosures related to Federal Title IV aid, state aid, Metro Technology, and institutional financial aid. This also encompasses financial aid documents, statements, records, and other relevant communications regarding your Financial Aid Offer.

You acknowledge and authorize the use of the email account associated with your FAFSA application for these communications. Additionally, you confirm that you have the ability to retain Electronic Communications by printing, downloading, and saving this agreement and other related documents.

By signing, you accept that email notifications serve as reasonable and proper notice in compliance with applicable rules and regulations. You agree that such electronic communications fulfill any requirement for written submissions in a format that you can retain.



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Secure Document Submission Notice

Do **not** email documents containing personal information, such as W-2s, tax returns, or other sensitive materials. These documents must be uploaded using the designated link, delivered in person, or sent by mail.

Acknowledgment and Agreement

By signing this document, I confirm that I have read and understand the information provided, including **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 Tuition, 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 colleges 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: _____

[**Click Here to Upload All Forms**](#)

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

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