Foundation Assistance Request Procedures

Requirements for Requesting Assistance:

- Must be enrolled in and actively attending Metro Tech program a minimum of 30 days before making a request.
- Must be in good standing with Metro Tech.
- Must demonstrate an adequate financial need for assistance based on the requirements listed in table below.

Process for Requesting Assistance:

- Must meet with Site Counselor. Site Counselor will give a Counselor Code or offer form if Transportation need.
- Student must fill out online form if need is for Emergency Assistance. Counselor will complete online form for Transportation needs.
- All payments issued by the Metro Tech Foundation will be made directly to the vendor via business check ONLY. No payment will be made to the student or other individual not affiliated with the vendor.
- The Metro Tech Foundation and its representatives reserve the right to deny requests and/or make exceptions for requests at any time due to fluctuations in funding.
- **CURRENT PROCESSING TIME IS 1-2 WEEKS. PLEASE PLAN ACCORDINGLY**.

Types of Assistance Available:

General Student Assistance/Emergency Assistance - ($500 max/Only one-time during program) **Any and all bills MUST provide past due, eviction, or cut off notice. Without these The Foundation reserves the right to automatically decline assistance.**	• Utilities and Mortgage/Rental assistance • Car repairs, payment, or insurance (please encourage use of Metro Tech AMT program for repairs) • Medical expenses - (not including prescription medication) • Childcare costs • Groceries up to $100 (use Grocery Form) • Other expenses as approved by the foundation.
Driver's Education/Licensing Assistance - (Through Precision Driving School)	• All classes and testing will be done through Precision Driving School
$50 Gas Card or 30-day Bus Pass Assistance - (Only one time per year)	• $50 gas-only card from Love's • 30-day bus pass from Embark
Non-tuition Uniform/Supply Assistance – ($100 max/Only one-time during program)	• All items requested must NOT be included in tuition. • MT Foundation does not provide technology equipment. • All items must be chosen from approved item list or be approved in advance before form is submitted.
Certification/Testing Fee Assistance – ($300 max/Only one time)	• Applying students must show income-based need for assistance through financial aid office or other documented evidence. • All requests must be made in advance and the foundation will not reimburse any fees to the student.