



## STUDENT DATA FORM 2026 – 2027

**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 Information:

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

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

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

**Oklahoma's Promise:**

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

**Advanced Credit:**

All VA students must submit an advanced credit form to Financial Aid (even if no advanced credit is awarded). The form is available online at [VA Forms and Guides](#).

**PLEASE CAREFULLY READ THE INFORMATION ON THE FOLLOWING PAGES**

*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 and/or site counselor. We 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** 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.

### Financial Aid and Withdrawal Consequences:

If a student withdraws before completing the payment period for which financial aid was received, the financial aid office must calculate the amount of Title IV aid earned based on the last date of attendance reported by the teacher and/or site counselor and return any unearned aid to the appropriate funding source.

The return of Title IV funds may result in a balance owed to Metro Technology Centers and/or the U.S. Department of Education. Failure to repay Pell Grant overpayments and/or Direct Loan payments within the allotted time may result in the debt being transferred to the Debt Collection Services Department. Until the overpayment is resolved, you will be ineligible for further federal financial aid.

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. If you withdraw before aid is disbursed, a postwithdrawal calculation will be conducted to determine if you are eligible for any federal funds.

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### Satisfactory Academic Progress Policy:

The Financial Aid Office is required by federal regulation to make certain that students are making satisfactory academic progress (SAP). You are required to maintain a C average and have a 90% attendance rate per payment period. SAP will be checked by the Financial Aid Office at the end of each payment period.

**Financial Aid/Veterans Benefit recipients Attendance Policy requires a 90% completion rate per a 450-clock hour payment period (payment periods may vary based on the program). Students not maintaining a 90% attendance rate and a C average within a 450-clock hour pay period will have financial aid SUSPENDED. All absences and tardies are used to calculate attendance (three tardies equal one absence).**

The Metro Tech District Academic Attendance policy states that "ALL" STUDENTS MAY NOT MISS MORE THAN TEN (10) DAYS PER SEMESTER. This is different from Financial Aid/Veteran requirements that are based on seat hours instead of days.

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.

### Director's Exempt (DE) Days:

Director's Exempt (DE) Days may excuse the student from regular attendance requirements within Metro Tech. It is 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.

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

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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 online at [Metro Tech Document Upload](#).

### 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.

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

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

**Forms must be uploaded online at [Metro Tech Document Upload](#). We are unable to accept documents by email.**

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