



Metro Technology Centers
Preparing for Life

Financial Aid

Student Consumer and Procedure

Guide

2019-2020

Metro Technology Centers

“Preparing for Life”

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: jade.carter@metrotech.edu. (Title IX Coordinator)

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



**METRO TECHNOLOGY CENTERS SCHOOL DISTRICT #22
STUDENT CONSUMER AND PROCEDURE INFORMATION 2019/2020**

JULY 2019

Contents can also be viewed at:

http://www.metrotech.edu/sites/default/files/docs/individuals/aid/consumer_guide.pdf

This Financial Aid Student Consumer and Procedure Guide (FA-M-0003) is used in conjunction with the Metro Technology Centers Processing Student Financial aid (FA-TP-0001) which is reviewed at least annually to determine if revisions are applicable.

**TABLE OF CONTENTS
(Page Numbers)**

SECTION 1: INTRODUCTION-Who we are	(5-11)
Metro Technology Center Vision, Mission and Values	(5)
Metro Technology Centers Financial Aid Statement of Purpose	(6)
Metro Technology Center Financial Aid Personnel	(6)
Metro Technology Center Board of Education, Executive Team and Site Directors	(6)
Metro Technology Center School Calendar	(7)
Metro Technology Facilities	(8)
Metro Technology Faculty and Programs	(9-10)
Metro Technology Accreditation	(11)
SECTION 2: GUIDANCE AND ACADEMICS, TRANSITION & OTHER SERVICES	(11-12)
ACADEMIC CENTERS	(11)
SERVICES TO STUDENTS WITH DISABILITIES/INTELLECTUAL DISABILITIES	(11)
TESTING AND ASSESSMENT	(11)
COUNSELING	(11)
EMPLOYMENT SERVICES/JOB PLACEMENT	(11)
BASIC EDUCATION AND SKILLS TRAINING (B.E.S.T.)	(12)
RENEW DROPOUT/RECOVERY PROGRAM	(12)
SPECIAL PROGRAMS	(12)
HISSET PREPARATION	(12)
CURRENT CAREER MAJORS (PROGRAMS)	(12)
TRANSFER OF CREDIT/COOPERATIVE AGREEMENTS FOR COLLEGE CREDIT	(12)
STUDENT DIVERSITY	(12)
SECTION 3: PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID	(13-17)
Financial Aid Policies and Procedures Development Responsibilities	(13)
Financial Aid Reference Documents	(13)
Responsibilities of Financial Aid at Metro Technology Centers	(14)
Memberships to Professional Associations	(14)
Rights and Responsibilities of Recipients	(14)
Responsibilities	(14)
Family Educational Rights and Privacy Act of 1974 (FERPA)	(14-15)
Confidentiality of Student Records	(16)
Access, Confidentiality and Inspection of Student Records	(16)
Treatment of Correspondence/Forms	(16)
Metro Technology Centers Title IV Certification and Application Updates	(16)
General Requirements	(16)
Fiscal Records and Compliance Audits	(16)
Updating Application Information	(16)



SECTION 4: FINANCIAL ASSISTANCE AVAILABLE	(16-21)
TITLE IV PROGRAMS OF ASSISTANCE: GENERAL CONDITIONS OF ELIGIBILITY	(17-18)
DEFINITION OF REGULAR STUDENT AND SPECIAL STUDENT	(18-19)
HOW TO APPLY FOR FEDERAL FINANCIAL ASSISTANCE	(19)
HONESTY IN USE OF FINANCIAL ASSISTANCE AND REPORTING OF RESOURCES & CHANGES	(19)
HOW NEED IS DETERMINED	(19)
FEDERAL NEEDS ANALYSIS METHODOLOGY	(19)
Cost of Attendance	(19)
Expected Family Contribution	(19-20)
EFC Formula	(20)
USE OF PROFESSIONAL JUDGEMENT	(20)
INSTITUTIONAL COSTS	(21)
Tuition	(21)
BOOKS AND SUPPLY COSTS	(21)
LIVING COST	(21)
STUDENT BUDGETS	(21)
SECTION 5: DESCRIPTION OF PROGRAMS AVAILABLE AND APPLICATION PROCEDURES	(21-29)
FEDERAL PELL GRANT PROGRAM	(21-24)
Definition	(23)
Application Procedures	(23)
Eligibility Requirements	(23)
Criteria for Selecting Recipients from a Group of Eligible Applicants	(23)
Method and Frequency of Disbursements	(23-24)
WILLIAM D. FORD DIRECT LOAN PROGRAM (SUBSIDIZED & UNSUBSIDIZED)	(24-26)
Definition	(24)
Application Procedures	(24)
Method and frequency of Disbursement	(24)
Eligibility Requirements	(24-25)
Criteria for Selecting Recipients from a Group of Eligible Applicants	(25)
Criteria for Determining Stafford Loan Amount	(25)
Entrance and Exit Counseling	(26)
Repayment	(26)
Grace Period	(26)
Fees/Additional Costs	(26)
National Student Loan Data System (NSLDS)	(26)
FEDERAL DIRECT PLUS LOAN	(26-27)
Definition	(26)
Application Procedures	(26)
Additional Cost	(26)
Criteria for Selecting Recipients from a Group of Eligible Applicants	(27)
Method and Frequency of Disbursements	(27)
National Student Loan Data System	(27)
Private Loans	(27)
OKLAHOMA TUITION AID GRANT (OTAG)	(26-28)
Definition	(27)
Application Procedures	(27)
Eligibility Requirements	(27)
Method and Frequency of Disbursement	(27-28)
OTHER PROGRAMS	(28-30)
WIA-Workforce Act	(28)
United Urban Indian Council, Inc.	(28)
Veterans Benefits/VA-Vocational Rehabilitation	(28-29)
Vocational Rehabilitation	(28)
Fee Waivers for Full Time Programs	(28)
Oklahoma Independent Living Tuition Wavier	(28)
Otha Grimes/Francis Tuttle Career Tech Center Scholarship	(28)
Oklahoma Promise Program	(28)
Physician's Manpower Nursing Assistance	(28-30)
Metro Technology Center Foundation Scholarship	(28-30)



SECTION 6: SATISFACTORY PROGRESS	(29-31)
Definition	(29-31)
Definition of Academic Year, Payment Periods and How Satisfactory Progress Will Be Determined	(30)
How Eligibility Will be Determined for All Pay Periods	(30)
First Payment	(30)
Subsequent Pay Periods	(30)
Financial Aid Warning and how to Re-Establish eligibility	(30)
Withdrawals, Drops and or Incompletes	(30)
Retaking Coursework/Repeating After Program Completion	(30)
Leave of Absence Policy	(30)
SECTION 7: INSTITUTIONAL INFORMATION	(31-33)
Federal Title IV Recipients	(31)
Tuition Charges	(31)
Tuition Payments	(32)
Institutional Refund Policy	(32)
Return of Title IV Funds	(32-33)
Period of Enrollment	(33)
Overpayments	(33)
SECTION 8: VERIFICATION POLICIES AND PROEDURES (CFR 668.51-61)	(34-41)
Programs Covered by Verification Requirements	(34)
Who Must Be Verified	(34)
Required Verification Items	(34)
Verification Tracking Groups	(34-35)
Reporting Results for Verification Tracking Flags V4 & 5	(35)
Selected Applicants and Verification Exclusions	(35)
Documentation of Required Verification Items	(36)
Completing the Verification Process	(39-40)
Completion of the Verification Process	(40)
Updating (34 CFR 665.55)	(40)
Tolerance Options	(40)
Verifying Assets	(40)
Overpayments	(40)
Referral of Overpayment Cases	(41-41)
Referral of Misrepresentation and Fraud Cases	(41)
SECTION 9: CONSUMER INFORMATION	(41-52)
Availability of Metro Technology Employees for Information Dissemination	(41)
College Navigator Website	(42)
Gainful Employment	(42)
Textbook Information	(42)
Net Price Calculator	(42)
Immunization Policy	(42)
Copyright Infringement	(42-43)
Safeguarding Student Information	(43)
Constitution Day/Voter Registration	(43)
Student Completion/Graduation, Placement, Retention, and *Transfer Out Rates	(43-44)
Metro Technology Centers Security Policies and Crime Statistics	(44-45)
Drug and Alcohol Policies	(45)
Additional Resources (policies, contacts, complaints)	(45)
Financial Aid Consumer Reference Guide	(48-50)
SECTION 10: GLOSSARY OF FINANCIAL AID TERMS	(46-47)
SECTION: 11 APPROVED PROGRAMS	(51-54)



SECTION 1: Who We Are

Introduction

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

Who Metro Technology Centers is:

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 for high school dropout recovery and prevention (Metro Career Academy), transition from government assistance to the workplace (BEST) and GED preparation.

Who We Are

Our Mission

Metro Technology Centers prepares people for successful employment and life in a global society

Our Vision

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

Our Commitment

Metro Technology Centers provides the highest quality programs and services enabling students to succeed in their chosen career field. (Board Policy BP-1007)

Our Core Values

- **Customer-focused**
- **Learning-centered**
- **Accountable and ethical**
- **Innovative**
- **Nurturing, sensitive and supportive**
- **Dedicated to continuous quality improvement**
- **Agile and flexible**

Our Core Competencies

- **Holistic approach to education**
- **Career and technical training**

Organizational Goals

- **Strengthen market position**
- **Improve student performance**
- **Improve career outcome**

[Mission, Visions, & Core Values](#)

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 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 Business Conference 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.

Financial Aid Personnel

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

BOARD OF EDUCATION

Ms. Miriam Campos, Member, District 6
Ms. Sarah McKinney, Vice-President, District 2
Ms. Elizabeth A. Richards, J.D., Clerk, District 3
Mr. Matt Latham, President, District 4
Dr. Linda Ware Toure, Member, District 5
Mr. Ron Perry, Member, District 1
Mr. Jimmy McKinney, Member, District 7
Don Wright, Board Member Emeritus
Ms. E. Elaine Schuster, J.D., Board Member Emeritus

[Board of Education](#)

EXECUTIVE TEAM

Bob Parrish, Superintendent/CEO
Stephanie Bills, Associate Superintendent, Instruction
Bertha Robinson, Executive Officer, Grants and Special Projects
Cindy Friedemann, Executive Officer, District Strategy & Development
Mary Craft, Executive Officer, Human Resources

[Executive Team](#)



SITE DIRECTORS

Pam Ashley, Dean of Instruction
 Tim Fannin, Aviation Career Campus
 Sara Collins, Information Technology Center, Child Care Training Center & Metro Tech Career Academy
 Brian Lever, STEM Career Academy
 Derek Lollis, South Bryant Campus
 Pam Ashley, Health Careers Center

METRO TECHNOLOGY CENTERS SCHOOL CALENDAR

REGULAR SCHOOL CALENDAR

Independence Day	July 4, 2019
No Students, Faculty Report	July 24, 2019 to August 09, 2019
All Staff & Faculty Professional Development	July 24, 2019
Instructional Professional Development	July 30, 2019
Classes Begin	August 12, 2019
Parent Conference Day (School Closed)	September 13, 2019
Labor Day Holiday	September 2, 2019
Instructional Professional Development	October 21, 2019
Fall Break (School Closed, Offices Open)	October 14-21, 2019
Thanksgiving Break (School Closed)	November 25-29, 2019
Thanksgiving Break (Offices Closed)	November 27-29, 2019
Winter Break (No Students)	Dec. 23, 2019 to Jan 3, 2020
Winter Break (Offices Closed)	Dec 23, 2019 to Jan 3, 2020
Classes Resume	January 6, 2020
M. L. King, Jr. Holiday (School and Offices Closed)	January 20, 2020
Parent Conference Day	February 14, 2020
Instructional Professional Development	February 17, 2020
Spring Break (School Closed)	March 16-20, 2020
Spring Break (Offices Closed)	March 19-20, 2020
Professional Development	April 10, 2020
School Ends	May 20, 2020
Memorial Day (School and Offices Closed)	May 25, 2020
No School, Faculty Report	May 21, 2020 to May 29, 2020

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



METRO TECHNOLOGY CENTERS SCHOOL DISTRICT #22 consists of four (4) campuses: **Metro Tech Springlake Campus**, (which includes the Information Technology Center, the Business Conference Center, the Health Careers Center, the Child Care Center, the Science, Technology, Engineering & Math (STEM) Academy, the Economic Development Center, and the Metro Career Academy; **Metro Tech South Bryant Campus, Metro Tech Aviation Career Campus and the Downtown Business Campus**. Three of the campuses have programs which are approved for Title IV Student Financial Assistance. Locations denoted with a “**” do not have programs which are approved for Title IV Student Financial Assistance.

These facilities are approved by the Oklahoma Department of Career and Technology Education as having adequate space available in each course approved for Title IV Student Financial Assistance.

All facilities are modern and up-to-date, and the equipment provided in each course is equal to that used in industry. All facilities are equipped to accommodate the handicapped.

A. FACILITIES

1. NAMES AND LOCATIONS OF FACILITIES

Metro Tech South Bryant Campus (SBC)
4901 S Bryant
Oklahoma City OK 73129

Metro Tech Aviation Career Campus (ACC)
Will Rogers World Airport
5600 S MacArthur Blvd.
Oklahoma City, OK 73179

**Metro STEM Academy
1901 Springlake Drive
Oklahoma City, OK 73111

*Downtown Business Campus (DBC)
Chase Tower
100 N Broadway, 3rd Floor
Oklahoma City OK 73102

Metro Tech Springlake Campus

Metro Tech Information Technology Center (ITC)
1800 Springlake Drive
Oklahoma City, OK 73111

Metro Tech Business Conference Center (BCC)
1900 Springlake Drive
Oklahoma City, OK 73111

Metro Tech Health Careers Center (HCC)
1720 Springlake Drive
Oklahoma City, OK 73111

Metro Tech Child Care Training Center (CCC)
3901 Martin Luther King Blvd
Oklahoma City, OK 73111

*MCA Career Academy
1700 Staton Drive
Oklahoma City, OK 73111

*Economic Development Center (EDC)
1700 Springlake Drive
Oklahoma City, OK 73111

**Considered by Metro Tech as a part of the Springlake Campus.



3. 2019-2020 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 http://www.metrotech.edu/career-programs?category_tid=All.

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. Cabinetmaker	Kenneth Sanders	SBC
2. Frame Carpenter	Kenneth Sanders	SBC
3. Finish Carpenter	Kenneth Sanders	SBC
4. Residential Carpentry	Kenneth Sanders	SBC
5. Residential Electrician’s Assistant	Richard Stroud/Terry Jameson	SBC
6. Electrician’s Assistant Unlimited Complete	Richard Stroud/Terry Jameson	SBC
7. CAD Technician Civil	Russell Powers	ITC
8. CAD Technician Architectural	Russell Powers	ITC
9. HVACR Technician	Travis Smith/Randall Guess	SBC
10. Commercial Refrigeration Technician	Travis Smith/Randall Guess	SBC
11. Building Maintenance Technician (Generalist)	Kenneth Sanders	SBC
12. Maintenance/Repair Carpenter	Kenneth Sanders	SBC

CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION:

1. Visual Art Specialist (aka Print Design Specialist/Illustrator)	Deirdra Roberts/Harrison Wolohon	ITC
2. Production Artist	“ “ “ “	ITC
3. Web Design Technician	“ “ “ “	ITC
4. Digital Cinema and Web Specialist	Deirdra Roberts/Harrison Wolohon	ITC

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION:

1. Legal Receptionist	Brenda Anderson	ITC
2. Legal Office assistant	Brenda Anderson	ITC
3. Administrative Assistant	Brenda Anderson	ITC
4. Medical Insurance Coder	Tammy Balliet	ITC
5. Medical Office Assistant	Tammy Balliet	ITC
6. Electronic Health Records Specialist	Tammy Balliet	ITC

CLUSTER: EDUCATION & TRAINING:

1. Paraprofessional Child Development Associate	Emily Thornburg	CCTC
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CLUSTER: FINANCE

1. Accounts Payable/Receivable Clerk	Cynthia Samuels	ITC
2. Full Charge Bookkeeper	Cynthia Samuels	ITC
3. Payroll Accounting Clerk	Cynthia Samuels	ITC
4. Financial Service Representative	Cynthia Samuels	ITC
5. Financial Services Officer	Cynthia Samuels	ITC

CLUSTER: HEALTH SCIENCE:

1. Medical Assistant	Tammy Kersey	MSA
2. Eye Care Technology	Shannon Robison	HCC
3. Licensed Practical Nurse	Mercy Amuda/W Cole	HCC
	J Walker/T Truitt	
	Lois Miller	
4. Surgical Technologist	Cindy Srite	HCC
5. Central Sterile Processing Technician	Cindy Srite	HCC
6. Radiologic Technologist	Jennifer Davis	HCC
	Alison Beckner/Linda Nguyen	HCC

CLUSTER: HOSPITALITY & TOURISM:

1. Culinary Arts Assistant	M. Hammond/A. Oppong/T Williams	SBC/MSA/BCC
2. Culinarian	M. Hammond/A. Oppong/T Williams	SBC/MSA/BCC



CLUSTER: HUMAN SERVICES:

1. Early Care and Education Master Teacher	Emily Thornburg	CCC
2. Early Care and Education Director (Early Childhood)	Emily Thornburg	CCC
3. Cosmetologist	Vacant/Regina Roberts	SBC
4. Esthetician	Vacant/Regina Roberts	SBC
5. Cosmetologist Master Instructor	Vacant/Regina Roberts	SBC
6. Nail Technician	Vacant/Regina Roberts	SBC
7. Cosmetology Nail Technician Instructor	Vacant/Regina Roberts	SBC
8. Cosmetology Facial Instructor	Vacant/Regina Roberts	SBC

CLUSTER: INFORMATION TECHNOLOGY:

1. Network PC Support Specialist	Dorothy Lyon-Lee	ITC
2. Network Systems Technician (Security Emphasis)	Dorothy Lyon-Lee	ITC
3. PC Support Technician	Dorothy Lyon-Lee	ITC

CLUSTER: MANUFACTURING:

1. CAD Manufacturing	Russell Powers	ITC
2. Combination Welder – NCCER Aligned	Joel Rogers/Stanley Carpitcher	SBC
3. SMAW Structural Welder	Joel Rogers/Stanley Carpitcher	SBC
4. Structural Welder	Joel Rogers/Stanley Carpitcher	SBC

CLUSTER: MARKETING

1. Introduction to Entrepreneurship	Taiseka Moore-Adams	SPLK
2. Small Business Entrepreneur	Taiseka Moore-Adams	SPLK

CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS:

1. Electronics Technician	Brian Hart	ACC
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CLUSTER: TRANSPORTATION, DISTRIBUTION & LOGISTICS:

1. Aviation Maintenance Technician	Adam Dumstorf/Linda Classen Scott Wetmore Robert Hensley/Brian Hilbern Greg Garcia/Steve Slone Clinton Donnelly/Jessica Jacobs	ACC
2. Airframe Mechanic	(See Above)	ACC
3. Power Plant Mechanic	(See above)	ACC
4. Avionics Technician	Brian Hart	ACC
5. Combination Collision Repair Technician	Zac Smith	SBC
6. Non-Structural Repair Technician	Zac Smith	SBC
7. Refinishing Technician	Zac Smith	SBC
8. Automotive Service Technician (NATEF Compliant)	Austin Emge/Jason Hill	SBC
9. Automotive Maintenance & Light Repair Technician (NATEF Aligned)	Austin Emge/Jason Hill	SBC

Bursar Madinah Muslim-Grooms All Campuses

Title IX Coordinator Jade Carter All Campuses

College Connection Coordinator Teresa Francisco All Campuses

Counselors
Kelley Powell SBC
Ryan Patten STEM
Kim Hansen MCA/ITC
Leslie Cooksey HCC/CCTC
Robert Rusher SBC/ACC

Financial Aid Director Alicia Smith All Campuses
Financial Aid Officer Kelly Harjo-Cox All Campuses
Financial Aid Officer Craig Marable All Campuses
Financial Aid Assistant Regina Powell All Campuses
Financial Aid Administrative Assistant Currently Vacant All Campuses

Registrar Phouthasone Ruttman All Campuses



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:
<http://www.okcareertech.org/about/state-agency/policies/comments-or-complaints-policy?searchterm=complaint>

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, TRANSITION AND OTHER SERVICES

ACADEMIC CENTER

Metro Technology Centers provides programs and services enabling students to succeed in their chosen career field. Students will receive the needed individualized academic assistance by utilizing academic instructors, occupational program faculty, Curriculum Services and a Work Readiness teacher. Services include; math, reading for comprehension, computer literacy, employability, professionalism, work ethic, character, and study skills. One of our primary goals is to Improve Student Performance. For more information please call (405)595-4678 or click on the link: https://www.metrotech.edu/student_services/academic_centers

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 540/ADA, contact Jade Carter, (405)595-4418 or jade.carter@metrotech.edu or click on the link below: https://www.metrotech.edu/student_services/disability_services

TESTING AND ASSESSMENT

The Assessment Center Staff administers achievement tests, aptitude assessments, interest's inventories and personality indicators. While also providing a full range of assessments including testing to determine classroom readiness for career programs, health certification testing, industry certification testing, end of instruction competency testing and Skills USA testing. For further information, contact Terri Grusendorf at 405-595-4441.

COUNSELING

Site counselors are available to assist students in finding their career, technical aptitudes and interests, as well as to discuss other student concerns.

EMPLOYMENT SERVICES/JOB PLACEMENT

The Job Placement office supports teachers/instructors, students, alumni and employers in finding rewarding and successful training related careers for our graduates. Job Placement services include: career readiness and advancement workshops, job search resources, access to Metro Technology's College Central Network (CCN) data bank, job referrals and assistance with job shadowing and internship placement. Call Mike Shelton at (405)595-4804 for more information.

<https://www.metrotech.edu/hiremtgrads> for more information.



SPECIAL PROGRAMS

B.E.S.T.-BASIC EDUCATION AND SKILLS TRAINING

The Basic Education 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 are planned to meet the individual needs of eligible participants through assessment, counseling, General Education Development (GED) preparation courses, life skills, and job readiness. Financial assistance is also available for 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 (Child Care Center). Contact 405-595-4315 for additional information or click on the link below <https://www.metrotech.edu/individuals/adults/best-program>

RENEW DROP OUT/RECOVERY PROGRAM

The Metro Career Academy (MCA) has three major goals for students: (1) Achieve a high school diploma; (2) Complete career training; and (3) Prepare for college. Metro Career Academy serves students, ages 15 and older, who face adverse barriers toward achieving a high school diploma and career training. Contact (405)595-4301 or (405)595-4302 for additional information or click on the link below:

<https://www.metrotech.edu/individuals/high-school-students/metro-career-academy>

HISET PREPARATION

HISET preparation, through the OKC Adult Learning Center, is \$45.00 per month to adults eighteen years of age or older who have not completed high school or need to learn basic skills in math and reading. Students are tested for skill level and given guidance on materials to cover in preparation for the HISET test. Classes are available to those who need to learn to speak English. Classes are held at the South Bryant Campus. Classes are open entry and self-paced. Space is limited. Call (405)595-2243 or email elena.troya@metrotech.edu for further information. Between the hours of 5 p.m. - 9 p.m. they can call (405)595-2300

CURRENT 2019-2020 CAREER MAJORS (PROGRAMS)

A complete listing of 2019-2020 Career Majors by cluster can be found on pages 12-13 of this guide. A complete listing of Career Majors with total hours and the associated courses offered at Metro Technology during 2019-2020 may be viewed in Metro Technology's 2019-2020 Electronic Catalog at http://www.metrotech.edu/career-programs?category_tid=35. 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. If the listing does not indicate financial aid approval for a Career Major, please call (405)595-4437 for additional information.

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).

For more information please visit Metro Tech's website:

<http://www.metrotech.edu/individuals/everyone/college-credit> or contact Teresa Francisco at (405)595-4459.

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: PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID

Financial Aid 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 www.ifap.ed.gov 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.

Financial Aid Reference Documents

In addition to the Federal Student Financial Aid Policy and Procedures Manual, 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 (IFAP) <http://ifap.ed.gov/ifap/>

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 www.metrotech.edu

Responsibilities of Financial Aid at Metro Technology Center

The primary responsibility 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 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.



Specific responsibilities may include, but are not limited to:

- Maintaining student financial aid records/files
- Authorizing and processing Pell and Loan awards and payments
- Verifying applications data on selected applicants
- Calculating student grants, scholarships, loans, and other financial aid or resources
- Distributing and collecting satisfactory academic progress reports
- Informing other offices and agencies when a student withdraws
- Maintaining up-to-date knowledge of relevant federal regulations
- Coordinating fiscal matters with the Bursar/Business office, including cash requests, case accountability, and cash disbursements
- Revising Student Consumer and Procedures Manual
- Processing incoming mail
- Other general office duties

Memberships to Professional Associations

- National Association of Student Financial Aid Administrators (NASFAA)
- Oklahoma Association of Student Financial Aid Administrators (OASFAA)
- Oklahoma Veteran Education Specialist Association (OVESA)
- Southwest Association of Student Financial Aid Administrators (SWASFAA)

RIGHTS AND RESPONSIBILITIES OF RECIPIENTS

RIGHT-TO-KNOW

- The institution's accrediting and licensing organizations
- All programs offered and 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

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

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 Phouthasone Ruttman, 405-595-4433 for Family Educational Rights and Privacy Act information.



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 into the office they will sign in and show picture ID. 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 on a case by case basis for students enrolled or attending the Aviation program.

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.

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 the 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.

Access, Confidentiality and Inspection of Student Records

All information (written or oral) that a student and/or family reveal in the process of seeking assistance is confidential. Access to this information is restricted to the Financial Aid Director and Financial Aid Staff. Application materials become the property of Metro Technology Centers upon submission and are maintained in the student's file and in electronic format. A student is entitled to examine his/her file within ten (10) working days after a written request is filed with the Financial Aid Department



Treatment of Correspondence/Forms

All Financial Aid Staff are responsible for date stamping/tracking in and processing paperwork. All student correspondence/forms should be given to the Financial Aid Assistant, Regina Powell so she can prep the file, review verification, make corrections and hand it off to the Financial Aid Officer, Kelly Harjo-Cox to double check for accuracy. If errors are found Kelly will resolve and/or continue to process the file.

The Financial Aid Assistant, Regina Powell is responsible for ensuring that all the students' correspondence and forms are maintained in the students file. Regina will also ensure that all filing and imaging is done on a regular basis.

Financial Aid staff working on the file will contact students via email/mail or phone if the student needs to turn in additional documents, (e.g.; verification worksheets)

All correspondence, phone calls, authorized third party person conversations (regarding students) or with a student about their file will be noted on EDEXpress.

The financial aid staff members can request information from a student via the United States mail/email or can forward information to a student upon request, as long as it does not go against the privacy act.

Financial aid forms are available on the financial aid website at <http://www.metrotech.edu/financial-aid/forms>. It is the primary responsibility of the Financial Aid Assistant to assist students with the forms and give out general information regarding financial aid application procedures. All financial aid staff members are designated as employees responsible for disbursing worksheets, forms, and information to current and/or prospective students.

Metro Technology Centers Title IV Certification and Application Updates

The current Program Participation Agreement expires March 2023. State Authorization for our next recertification process will begin approximately December 2022. 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.

General Requirements

- . National Student Loan Data System (NSLDS)
- . Eligibility and Certification Approval Report (ECAR)
- . Program Participation Agreement (PPA)
- . Electronic Application for Approval to Participate (E-APP)

The Financial Aid Director is responsible for submitting timely and complete ECAR to the DOE. Copies of the E-APP and supporting documentation are maintained in the Financial Aid Directors Office. The Financial Aid Office also maintains copies of the ECAR and the signed PPA.

Information collected and reported on the ECAR includes: accrediting body, state authorizing agency, names and titles of key school officials, school location(s), educational program/career major offerings, and Title IV approval status.

Fiscal Records and Compliance Audits

The Board of Education shall employ an Auditor who is a Certified Public Accountant and is approved by the State Department of Education whose term of office and compensation shall be at its discretion. The duties will be to audit all accounts and to make reports as required by State law, Oklahoma Department of Career and Technology Education, and the local Board of Education. Basic duties shall be to prepare and to submit a complete Financial Statement at the close of the fiscal year and the Estimate of Needs as determined by the Board of Education.

Updating Application Information

Information reported on the Eligibility and Certification Approval Report (ECAR) is updated on at least a yearly basis. Any changes in curriculum and course offerings are first approved by our state accrediting body and authorizing agency (Oklahoma Department of Career and Technology Education). Changes to education program/career major offerings or key officials are then 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.

SECTION 4: FINANCIAL ASSISTANCE AVAILABLE

TITLE IV PROGRAMS OF ASSISTANCE: GENERAL CONDITIONS OF ELIGIBILITY

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



FEDERAL PELL GRANTS, FEDERAL DIRECT LOANS, (SUBSIDIZED AND UNSUBSIDIZED), FEDERAL DIRECT PLUS LOANS, Oklahoma Promise and Oklahoma Tuition Aid Grant (OTAG) Program. In general, a student is eligible to participate if the student:

- Is a regular student.
- Is enrolled or accepted for enrollment in an eligible program that leads to a certificate or degree as a post-secondary student after vocational assessment has occurred.
- Can show he or she is qualified to obtain a college or career school education by:
 - Having 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; or
- Is not simultaneously enrolled in an elementary or secondary school
- is a U. S. citizen, or U.S. national (which includes natives of American Samoa or Swain's Island)
- Is a Lawful permanent resident (LPR) who has a Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997). Possessors of the older Alien Registration Receipt Card (Form I-151, issued prior to June 1978) should have this replaced with a newer card, but for receiving FSA funds it is acceptable as evidence of permanent residence.
- Is a citizen of the Freely Associated States: Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau to be eligible for the Federal Pell Grant Programs. Not loan eligible.
- Is an "Eligible Non-Citizen", an eligible non-citizen is an Individual who can provide documentation from the United States Citizenship and Immigration Services (USCIS), in the Department of Homeland Security (DHS), that she/he is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident. An eligible non-citizen will have a valid I-551, I-94, I-94A, or a passport with a Machine Readable Immigrant Visa (MRIV) bearing the statement, "upon endorsement serves as temporary I-551 evidencing permanent residence for one year; Refugee Status, Asylum Granted, Persons paroled into the US for at least one year, Cuban-Haitian Entrants, Conditional Entrants, Victims of human trafficking, Battered immigrants-qualified aliens and Jay Treaty students.
- Have a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- Be registered with Selective Service if required.
- Certify, by signing a statement of Educational Purpose, that he or she will use federal 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.
- Must not owe an overpayment on a Pell Grant, Supplemental Grant or State Incentive Grant received at any institution;
- Must not have borrowed in excess of the annual or aggregate loan limits;
- Must not have property subject to a lien for debt owed to the United States;
- Is maintaining satisfactory progress in the course of study s/he is pursuing according to the standards of this institution;
 - Must not have any disqualifying drug convictions;
 - Have financial need, if applicable.
- In addition, a student's eligibility for Title IV aid could be affected by such factors as:
 - Prior degrees/Enrollment Status
 - Remedial course work/Correspondence study
 - Study by telecommunications/Incarceration
 - Conviction for drug offences
 - Unusual Enrollment History (UEH) effective for the 2013-2014 award-year:



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. (Additional information can be found below at 10.1.12) These are general eligibility requirements. Specific eligibility requirements are discussed in the program sections.

DEFINITION OF REGULAR STUDENT AND SPECIAL STUDENT

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 General Education Development, (GED) be beyond the age of compulsory school attendance, or have met the statutory exemptions for compulsory school attendance and (b) complete admission assessment including academic achievement, interest survey, and documentation of aptitude. * (c) To be eligible to receive financial aid assistance, entering students who do not have a high school diploma or General Education Development (GED) must demonstrate the ability to benefit by passing an independently administered test approved by the U.S. Department of Education (ED) or by **completing 225 clock hours applicable to an eligible career major offered at Metro Technology Centers. Passing scores are determined by ED. Students meeting criteria (c) must also meet the criteria outlined in (b).

***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.**

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.

**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)

Special Student: Entering students who do not possess a high school diploma 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.

Students who do not meet the criteria in the "Note above for "Regular Student" are also classified as special student.

HOW TO APPLY FOR FEDERAL FINANCIAL ASSISTANCE

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) form on-line at www.fafsa.ed.gov.

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

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.



Other forms needed to complete the FAFSA and meet requirements for federal student financial assistance are:

Federal Income Tax Return, plus W-2 Forms, Non-Filers Statement for Independent student or Parent of Dependent student

- Verification Worksheets
- Financial Aid History
- Other forms as needed

HONESTY IN USE OF FINANCIAL ASSISTANCE AND REPORTING RESOURCES AND CHANGES IN STATUS

Students receiving financial assistance will be required to sign a written statement certifying that funds received will be used for expenses connected with attendance at one of the Metro Technology Center locations.

HOW NEED IS DETERMINED

FEDERAL NEEDS ANALYSIS METHODOLOGY

Federal Needs Analysis Methodology is methodology used to determine the Expected Family Contribution (EFC) for a student, as well as his/her Cost of Attendance (COA).

Cost of Attendance

The Cost of Attendance is the total amount it will cost to go to school—usually expressed as a yearly figure. The COA covers tuition and fees, room and board, allowances for books, supplies, transportation, and miscellaneous expenses.

Expected Family Contribution (EFC)

The Expected Family Contribution is the amount that indicates how much of a student's family should be available to help pay for school. The EFC can include a parental contribution in the case of a dependent student; and in the case of an independent student, a student (and spouse, if applicable) contribution.

The available income of the student and his/her spouse, and in the case of a dependent student, the student's parents; available income is considered in determining the EFC; as well as the number of dependents in the family, the number of dependents in the family who are enrolled at least half-time in post-secondary education, and the assets of the student and his/her spouse, and in the case of dependent student, the student's parents' assets. Other items considered in determining the EFC can be obtained from the financial aid office upon request.

See Section XVI regarding the methodology and information for determining a student's Expected Family Contribution (EFC).

EFC FORMULA

The Expected Family Contribution (EFC) is a number that determines students' eligibility for federal student aid. The EFC formulas use the financial information students provide on their Free Application for Federal Student Aid (FAFSA) to calculate the EFC.

Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education (the Department) and other sources of assistance by subtracting the EFC from the student's cost of attendance (COA). *The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal student financial assistance: Federal Pell Grants, subsidized Stafford Loans (through the William D. Ford Federal Direct Loan [DL] Program). The methodology for determining the EFC is found in Part F of Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's EFC comes from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends an 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 formulas and a simplified version of each.—(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.



*Metro Technology Centers participates in the Federal Pell Grant and the subsidized Direct Loans. Information regarding relevant EFC formulas, accompanying worksheets and tables are available upon request. Contact financialaid@metrotech.edu

USE OF PROFESSIONAL JUDGEMENT

Professional judgment is a discretionary decision or professional opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of this department 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. The following steps will be taken for Professional Judgments:

- Send an email to the student requesting a signed letter of circumstance for a Professional Judgment. (This email can be found in edexpress under awards tab then PJ letter)
- Review the letter from the student
- Send the form requesting documents needed for review
- Review documents received from the student, make sure their original information is accurate before making any changes.
- Call and schedule an appointment or send an email requesting additional information/documentation.
- Meet with student and make updates or changes to the FAFSA, update FAFSA with Professional Judgment to yes if applicable and have the student sign for the updates
- Send letter of approval (with explanation of changes) or denial (why the Professional Judgment could not be done).

INSTITUTIONAL COSTS

TUITION: All post-secondary students pay tuition according to the following 2019-2020 schedule:

FOR MOST PROGRAMS/CAREER MAJORS \$2.50 per clock hour-State Resident Tuition
 \$3.25 per clock hour for Aviation Maintenance Technician \$6.50 per clock hour Out of State Resident

(HALF-TIME STUDENTS)

(FULL-TIME STUDENTS)

\$1500.00-\$3656.25 per Program/Career Major 600 – 1465 hours in length for HT & FT

Other Program Tuition Costs

- Aviation Maintenance Technology \$6669.00
- Cosmetology \$3750.00
- Facial and/or Nail Technology \$1500.00 each
- Medical Assistant \$2787.50
- Practical Nurse \$3360.00
- Radiologic Technologist \$6520.00
- Surgical Technologist \$3075.00

Costs for individual Career Majors/Programs can be viewed on each specific career major page at http://www.metrotech.edu/career-programs?category_tid=All Select full details for a career major to view the specific cost.

BOOKS AND SUPPLY COSTS

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 Technologist - <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		\$1823.00		1 Month	\$847.00
6 Month		\$10768.00		6 Month	\$5079.00
9 Month		\$16152.00		9 Month	\$7622.00
12 Month		\$21535.00		12 Month	\$10160.00

SECTION 5: TITLE IV PROGRAMS AND OTHER AID PROGRAMS AVAILABLE

The following assistance programs are available at Metro Technology Centers School District #22:

- FEDERAL PELL GRANT PROGRAM
- WILLIAM D. FORD FEDERAL DIRECT LOAN (Direct Loan) PROGRAM
- FEDERAL DIRECT PLUS LOAN PROGRAM
- OKLAHOMA TUITION AID GRANT PROGRAM (OTAG)
- OKLAHOMA PROMISE
- OTHER PROGRAMS
 - Workforce Innovation Board
 - United Urban Indian Council, Inc.
 - Veterans’ Educational Benefits/VA Vocational Rehabilitation
 - Montgomery GI Bill (Active Duty), Chapter 30
 - Montgomery GI Bill (Selected Reserve), Chapter 1606
 - Montgomery GI Bill (Reserve Educational Assistance Program-REAP), Chapter 1607
 - Veterans Educational Assistance Program (VEAP), Chapter 32
 - Vocational Rehabilitation, Chapter 31
 - Dependents Education Assistance Program, Chapter 35
 - Post 911 GI Bill, Chapter 33 (effective for veterans to attend Metro Tech on October 1, 2011)

VOCATIONAL REHABILITATION

TUITION WAIVERS FOR FULL TIME PROGRAMS

- Oklahoma Air and Army National Guard
- CTSO (Career and Technology Student Organization)
- Sending School Graduate Tuition Waiver
- Independent Living Act (DHS Tuition Waiver)

OTHA GRIMES-FRANCIS TUTTLE MEMORIAL SCHOLARSHIP PROGRAM

DESCRIPTION OF PROGRAMS AVAILABLE AND APPLICATION PROCEDURES

FEDERAL PELL GRANT PROGRAM

DEFINITION

The Federal PELL Grant Program is a federally funded program which provides \$6195.00 and/or up to %150 of the scheduled award for the 2019-2020 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 **FS.AID.ED.GOV**. 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 www.fafsa.ed.gov. Within approximately seven to 10 days, the student will receive an eligibility report called a Student Aid Report (SAR), which consists of three to five pages. This report includes a summary of application information and the determination of the students' Expected Family Contribution (EFC).

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 Federal Student Aid Programs Office. 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 computations 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 dependents and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting Alicia Smith, Director, Financial Aid or Kelly Harjo-Cox or Craig Marable, Financial Aid Officer.

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 requirement outlined in Section II-A, 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.

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 payment. To be eligible to receive payments a student must not be in default on any Federal Perkins Loan, Federal Stafford Loan, Federal Direct Loan, or Federal Supplemental Loan; 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 ELIGIBLE APPLICANTS

All recipients will be paid if eligible. 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 2019-2020: An 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 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 School District #22 utilizes the Regular Disbursement System for payment of Federal Pell Grants. Once the student 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/Financial Aid 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 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 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 2019-2020 Federal Direct Student Loans first disbursed on or after July 1, 2019 and prior to July 1, 2020 is a fixed rate of 4.53% for subsidized and unsubsidized undergraduate students.

[See Code of Conduct Here](#)

APPLICATION PROCEDURES

Students must complete a Free Application for Federal Student Aid (FAFSA), at www.fafsa.ed.gov. 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, 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.

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/Financial Aid Office will notify the student of any remaining funds.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Direct Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by Loan Servicers, Institutions and student.

ELIGIBILITY REQUIREMENTS

Students must meet the eligibility requirement outlined in Section II-A, 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.



150% Limit on Subsidized Loans: Due to the Moving Ahead for Progress in the 21st Century Act, a new borrower on or after July 1, 2013 cannot receive subsidized loans for more than 150 percent of the published length of the borrower's educational program. The law also provides that a borrower who becomes ineligible for subsidized loans because of the 150 percent limit is ineligible for interest subsidy benefits on all subsidized loans first disbursed to that borrower on or after July 1, 2013.

Note: A student may take up to 150% of the calendar time frame to complete a career major/program, based on CFR 668.16(e)2(ii)(A), the student can take extra time to complete the program, however a clock hour is considered to have been completed not attempted and student can only receive payment for the first 100% of hours for which the career major is accredited. Therefore, a student at Metro Technology Centers may only receive Direct Loan funds for 100% of the hours for which the particular career major is accredited.

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 Center's decision will be final and cannot be appealed to the U.S. Department of Education.

CRITERIA FOR OF 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 AMOUNT (For an academic year of 900)

Dependent Undergraduate Students (excluding dependent students who parents cannot receive PLUS)

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.

Independent Undergraduate Students & Dependent Students whose parents are denied a PLUS Loan.

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.

Note: If a student has reached the 150% of SULA their subsidized loan will be converted to unsubsidized loan.

Pro-ration for Remaining Portions of the Program

For students 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 study that is at least an academic year in length.

NOTE: We do not offer loans on remaining portions of programs that is 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.



ENTRANCE AND EXIT LOAN COUNSELING

All Metro Technology Centers first time Direct Loan applicants must complete Entrance Loan Counseling which must be completed at www.studentloans.gov . 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 www.studentloans.gov as well as one on one counseling with the Default Management Officer. Information concerning student loan balance, 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, of the entrance and exit counseling requirements. 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 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.

FEES/ADDITIONAL COSTS

Students, with Direct Loans first disbursed on or after October 1, 2018 and before October 1, 2019 pay an origination fee of up to 1.062% of the loan amount, deducted proportionately from each loan disbursement. This fee will be decreased to 1.059% for loans first disbursed on or after October 1, 2019 and before October 1, 2020.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Direct Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by Guarantee Agencies, Lenders and Institutions and Students.

FEDERAL DIRECT PLUS LOANS PROGRAM

DEFINITION

Federal Direct PLUS loans for Parent borrowers to assist them to pay for their dependent undergraduate children's education. A parent for Title IV assistance programs is the student's biological, adoptive or stepparent parent. A stepparent is considered the equivalent of a biological parent if married to a living biological parent and if the student is in their household. Direct PLUS applicants must not have an adverse credit history. Direct PLUS applicants may borrow a Direct PLUS loan that is equal to the student's cost of attendance minus any other financial aid the student receives, per academic year. Student must be enrolled at least half-time. The Federal PLUS lender is the U.S. Department of Education.

APPLICATION PROCEDURES

Parents and their dependent children file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov .This ensures the student receives the maximum student aid they are eligible for.

Eligibility for Unsubsidized Federal Direct Loan must be used to determine Direct PLUS.

Direct PLUS Loan applicants must complete a Direct Plus Loan Application and Master Promissory Note. For additional information, contact the Financial Aid Office at financialaid@metrotech.edu .

Direct PLUS Loans have a fixed interest rate of 7.08% for loans first disbursed on or after July 1, 2019 and prior to July 1, 2020.

ADDITIONAL COST

For loans first disbursed on or after October 1, 2018 and before October 1, 2019 will be 7.06%. For loans disbursed on or after October 1, 2019 and before October 1, 2020 will be 4.53%. The fee for the loan amount will be deducted proportionately for each loan disbursement. There is no grace period for PLUS borrowers. Interest begins to accumulate at the time the last disbursement is made. Repayment generally begins within 60 days after the loan is fully disbursed.



CRITERIA FOR SELECTING RECIPIENTS

Metro Technology Centers School District #22 processes all Direct PLUS Loan applications for students who are eligible, if there is need to pay educational costs. Progress is checked before a loan is certified and progress is checked before a loan is disbursed. Students who wait to request or turn in loan documents close to the end of a pay period and a progress report is due, the loan will not be certified until the progress report is completed and the student is eligible for disbursement.

METHOD AND FREQUENCY OF DISBURSEMENT

Direct PLUS 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 Plus Loan funds before a refund is issued. Applicable outstanding book charges, fees and supplies will be deducted with appropriate authorization from the student. The Bursar will notify the parent of any remaining funds.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Direct PLUS Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by Loan Servicers, Institutions and parents.

Note: Entrance/Exit counseling is not required for Parent Plus Loans.

PRIVATE LOANS

Metro Technology Centers does not participate in Private Loans.

OKLAHOMA TUITION AID GRANT PROGRAM (OTAG)

DEFINITION

Oklahoma Tuition Aid Grant may be funded by the federal government and the state and where applicable, other contributing partners. This program assists states in providing grants to eligible students who have substantial need as determined annually in accordance with OTAG criteria. Students must maintain satisfactory progress in his or her program of study.

Students may receive up to \$1000.00 per academic year as a full-time student for tuition assistance.

APPLICATION PROCEDURES

Students may apply for Oklahoma Tuition Aid Grant (OTAG) consideration by completing the Free Application for Federal Aid (FAFSA) at www.fafsa.ed.gov. Students who completed the FAFSA are applying for OTAG. The FAFSA should be completed as early as possible after October 1 for consideration for the upcoming award year. For possible eligibility a student should complete the FAFSA no later than December 1st.

Institutions request an OTAG Award Claim Form.

The financial aid office requests and receives the OTAG Award Claim Form and will verify that the student is enrolled and attending at least half-time in an eligible program. Once verification is completed, the institution returns this document to the OTAG Department for Electronic Funds Transfer (EFT) disbursement.

ELIGIBILITY REQUIREMENTS

Students must meet the eligibility requirements. 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.

For additional information: [OTAG](#)

Effective July 1, 2011 full time Active Duty Non-Resident Military students, spouses and dependents are eligible even if they have listed a state other than Oklahoma as state of legal residence.

METHOD AND FREQUENCY OF DISBURSEMENT

Payment is issued by check to the student by the Metro Technology Centers Finance Office. Effective with the 2015-2016 award year, OTAG will be awarded in the same manner as the Pell Grant is awarded by prorating the full-time amount based on the length of the program (career major), if necessary and will be disbursed by payment period. OTAG awards will be determined using the Pell Grant rules for completion of hours and weeks. An OTAG scheduled annual award amount is \$1000.00.



Example: Using a 600 clock hour program with a 900 clock hour academic year. There are two payment periods of 300 clock hours each. The 2019-2020 annual award for a 600 clock hour program would be \$666.00.

Annual Award		Payment for a Payment period
\$1,000.00	300/900	\$333.00 (for the first 300 hours)
\$1000.00	300/900	\$333.00 (for the second 300 hours)

The Bursar disburses the checks to the students. The financial aid director must complete a disbursement roster to confirm that all funds have been disbursed and must ensure that funds not disbursed are returned to OTAG. OTAG awards are not offered retroactively.

WIB – WORKFORCE INNOVATION BOARD (WIB)

(Replaces the Workforce Investment Act (WIA) of 1998).

WIB 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 Oklahoma Centers

Oklahoma City Workforce Oklahoma Center

7401 NE 23rd Street
Oklahoma City, OK 73141
Phone: (405) 713-1890

Oklahoma City Workforce Oklahoma Center

9210 S Western
Oklahoma City, Oklahoma 73139
405-234-5000

Canadian County Workforce Oklahoma Center

210 N Choctaw
El Reno, Oklahoma 73036
405-295-2282

Cleveland County Workforce Oklahoma Center

1141 E Main
Norman, Oklahoma 73071
405-701-2000

Logan County Workforce Oklahoma Center

114 W Harrison
Guthrie, OK 73044
Phone: (405) 260-2674

[For more information and locations click here](#)

UNITED URBAN INDIAN COUNCIL, INC.

UUIC 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.

Check out United Urban Indian Councils Facebook page at:

<https://www.facebook.com/UnitedUrbanIndianCouncil/>

VETERANS BENEFITS/VA-VOCATIONAL REHABILITATION

Eligibility for VA Educational Benefits for the (Montgomery GI Bill (Active Duty-Chapter 30), (Selective Reserve-Chapter 1606), (*Reserve Educational Assistance Program-Chapter 1607), (Veterans Educational Assistance Program-VEAP) and (Dependents' Educational Assistance Program-Chapter 35) is determined by the Veterans Administration in Muskogee, Oklahoma.

The Post-9/11 GI Bill (Chapter 33) became effective for training on/or after August 1, 2009. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degree, and vocational/technical training. Effective October 1, 2011, applicable Career Majors at Metro Technology Centers, a non-college degree institution, were approved for Post-9/11 GI Bill Benefits. Veterans can use this benefit to receive educational assistance for training on or after October 1, 2011. They may also use other educational benefits and should seek the advice on which benefit to use from the Veterans' Administration in Muskogee, Oklahoma.



*The National Defense Authorization Act of 2016 ended the Reserve Educational Assistance Program (REAP) on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019 while others are no longer eligible for REAP benefits.

Eligibility for VA-Vocational Rehabilitation-Chapter 31 is determined by the Federal VA-Vocational Rehabilitation Office in Oklahoma City, Oklahoma.

Additional information can be found at www.gibill.va.gov or by calling 1-800-827-1000.

Contact: Kelly Harjo-Cox or Alicia Smith

VOCATIONAL REHABILITATION

Eligibility is determined by the Oklahoma State Department of Rehabilitative Services. Funds are intended to assist those who have disabilities or injuries. Educational benefits may pay for tuition and/or books as determined by Rehabilitative Services. Call 1-800-487-4042 for application information.

FEE WAIVERS AND SCHOLARSHIPS FOR FULL TIME PROGRAMS

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. Contact Kelly Harjo-Cox or Alicia Smith.

CTSO Scholarship

(Career and Technology Student Organization): Scholarship is available for a Metro Technology Centers High School or Adult students, in good standing, who receives a first, second, or third placing at Oklahoma State Career and Technology Student Organization competitions, or serves as a District, State, or National Career Technology Student Organization officer. The scholarship consists of a tuition waiver for short-term Adult and Career Development course(s) up to \$300 for officers and for first place; \$200 for second place and \$100 for third place recipients. The scholarship must be used in accordance with the eligibility date criteria specified in the award letter (Consider 5 years from date of issue). Unused scholarship awards may not be carried over beyond the award eligibility period. This scholarship/tuition waiver has no cash value. The scholarship does not include a waiver for any books, supplies or fees. Some restrictions may apply; for example, the scholarship is not applicable to on-line courses. A list of exempt short-term courses will be available in the enrollment office.

Metro Tech Sending School Graduate 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.

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](#)

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 Craig Marable (405)595-4436

OKLAHOMA PROMISE PROGRAM

The Oklahoma Promise Program, provides scholarships equivalent to all or part of tuition expenses for students who complete the program's requirements while in high school. This scholarship may pay a portion of the tuition for career technology education.

Note: OK Promise recipients are subject to MTC's satisfactory academic progress (SAP) policy.

Contact Oklahoma Promise for additional information on eligibility.

<https://www.okhighered.org/okpromise/>

PHYSICIAN'S MANPOWER (PMTTC) NURSING STUDENT ASSISTANCE PROGRAM

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>

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>

SECTION 6: SATISFACTORY ACADEMIC PROGRESS

In order to receive Title IV assistance, a student must be enrolled in and attending an approved program at least half-time, be considered a regular student, or meet the approved special student requirements, make satisfactory academic progress, be within the approved attendance policy, be on schedule, and be in good standing. Satisfactory Progress means that a student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time.

“Satisfactory academic progress” means that the student is “on schedule” with a cumulative grade of at least a “C” or above (qualitative standard), if required by the program, and the student is within the required attendance percentage. Satisfactory academic progress also means the student has successfully completed the clock hours for the enrollment period. (A “C” is defined as 70-79 for full time programs and the Aviation Maintenance Technician program; and 80-86 for Adult Health programs).

“Acceptable attendance” means that the student has met the minimum attendance requirement of Metro Technology Centers, which is a cumulative attendance of 86%. Attendance is applicable to an entire career major/program and must be at 86% at the time of payment. A student's cumulative absences cannot exceed 14% of the Career Major/program hours.

“On Schedule” means that the student is maintaining a pace of progression and is proceeding in a positive manner within a maximum time frame (quantitative standard) of 150% of the normal calendar time toward fulfilling career major/program certificate requirements. A second or subsequent payment of Title IV aid cannot be disbursed until the student has successfully completed all hours in the previous payment period 668.4 (c) (i); 668.164 (f) (2) (ii).

“Good Standing” means that the student is eligible for continued enrollment.

“Successfully completed the clock hours” means the student is considered to have passed the coursework associated with those clock hours.

It is important to note that ALL STANDARDS must be met to be considered “making satisfactory progress”; to continue to receive Title IV Assistance.

Example: A student enrolled in a 600 clock hour program, full time, should complete 300 clock hours in three (3) months with at least a cumulative “C” grade and successfully pass the coursework associated with the clock hours for the enrollment period in order to receive aid for the second half of his/her program.

Maximum Time Frame Examples: A student enrolled in a 600 clock hour/22 week program, full time, will be given a maximum time frame of 900 hours/33 weeks to complete the program. A part time student enrolled in the same program, will be given a maximum time frame of 900 hours/66 weeks.

Satisfactory progress, for financial aid purposes: An official review will be checked at the point when the student's scheduled clock hours for the payment period should have been completed to determine eligibility for the next payment period. This review point is used in conjunction with the regulatory requirements for Pace of Progression (34 CFR 668.34(a) (5) and maximum time frame (CFR 668.35(b) for purposes of evaluating the student's academic progress. The cumulative period of enrollment as a regular student or special student who has met the requirements, will be evaluated. This also includes periods during which a student did not receive financial aid.

It is also important to note that in order for a student to be eligible for a next (subsequent) payment under 34 CFR 668.4, the institution must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period.

Note: Satisfactory progress, for students receiving Veterans' Educational Benefits, will be checked at the end of each payment period; however, attendance will be checked on a monthly basis.

Students transferring from one program to another are responsible for maintaining satisfactory progress for the other program as outlined above.

Note: A student who loses Title IV eligibility may regain Title IV eligibility once she/he meets the Satisfactory Academic Progress criteria. A student entering a new career major/program also regains Title IV eligibility for the new career major/program.



In some cases, a student can complete the required competencies or work in less time than expected. Example: A student completes 300 clock hours of work after completing only 200 clock hours. Return of Title IV Funds will apply if the date the student completes is before the end date of the payment period.

Definition of Academic Year, Payment Periods and How Satisfactory Progress Will Be Determined

For 2019-2020: An academic year of 900 hours/26 weeks (with a payment period of 450 hours 13 weeks) is applicable to 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.

Students are paid once during each payment period.

How Eligibility Will Be Determined For All Pay Periods

First Payment

(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. (For student loan certification and first loan disbursement, attendance will be checked to determine student is maintaining acceptable attendance.)

Subsequent Pay Periods

All students eligibility will be checked to determine the satisfactory progress for subsequent pay periods, an average cumulative grade of at least a "C" or above if required by a specific program, will be documented using the progress report received for the previous payment period(s). If the average cumulative grade is at least a "C" or above, if required for a specific program, and the attendance is acceptable, and the student has successfully completed the coursework associated with the hours and all other satisfactory progress standards have been met, the financial aid office will follow the procedures to disburse the grant and/or loan check.

If the student's progress and attendance are not satisfactory, the student will be put on warning for hours not completed and/or attendance warning. Students will be notified by email.

If a student loses eligibility the procedures outlined above will be followed for subsequent payments to reestablish eligibility.

Course work and seat time hours will be assessed at the scheduled time of the disbursement period.

Financial Aid Warning

If it is determined that a student is not making Satisfactory Academic Progress (SAP includes grades, seat time and attendance). The student will be sent a warning letter via email. SAP will be reassessed weekly to verify a student's eligibility for that payment period.

Note: A student placed on suspension cannot appeal. A student on suspension will be required to pay for the next pay period on their own as well as meet all of the elements in SAP policy requirements before any additional payments can be made.

Disbursement Rule: The student must complete 100% of all course work within the payment period to be eligible for the next disbursement.

Withdrawals, Drops and/or Incompletes

A student is required to successfully complete all of the coursework associated with the hours of the enrollment period and maintain a grade of at least a "C" or greater if required by a specific program. If a student receives an "incomplete grade" for an entire payment period, the student will be considered not making satisfactory academic progress and any payment will be suspended. The student will be notified of the financial aid warning status.

If the student receives payment for course work and the student withdraws before completing the pay period and does not owe a refund or has not been overpaid, and re-enters the same program within 180 days the student must complete the course work already paid for before receiving more financial aid. In other words, a student will not be paid twice for completing the same coursework; nor will the student be paid until all of the course work previously paid for has been successfully completed.



If a student discontinues training and leaves the institution “not in good standing or with unsatisfactory progress”, the student will not be eligible to receive financial aid until such time that the student has re-established eligibility by meeting all satisfactory progress requirements.

Retaking Coursework/Repeating After Program Completion (Returning Students)

If a student withdraws and then reenters the same program within 180 days, the student is put back into the same payment period and any federal student aid funds the student or the school returned are repaid to the student. The student cannot receive payment for repeating coursework. A student who withdraws from a program and reenters the same program after 180 days will be treated the same as a student who transfers into the program from another school. The program length will be reduced by the number of hours the student receives advanced credit for. The reduced program length is used to determine the new payment periods and periods of enrollment. If advance credit is not granted the student will be considered to be in the same payment period and aid will pick up at the end of the repeat training. A student who completes an entire clock hour program and later re-enrolls to take that same program again, or take another program, may be paid for repeating the coursework regardless of the amount of time between completion of the program. A student in the situations listed above would be considered a returning student.

IT IS IMPORTANT TO NOTE HERE THAT ACADEMIC REQUIREMENTS AND ATTENDANCE REQUIREMENTS ARE STRICTLY ENFORCED BY THE FINANCIAL AID OFFICE. IT IS ALSO IMPORTANT TO NOTE THAT SOME REQUIREMENTS SET FORTH BY THE FINANCIAL AID OFFICE MAY BE HIGHER THAN SOME INSTITUTIONAL REQUIREMENTS.

FOR EXAMPLE: A student may make a cumulative grade of “D” and be allowed to continue training. For purposes of receiving financial aid, a student must have a cumulative grade of “C”, or higher, if required by a program.

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.

Metro Technology Center LOA policy can be found in the 19/20 Student Handbook on page 12.

SECTION 7: INSTITUTIONAL INFORMATION

FEDERAL TITLE IV RECIPIENTS

Tuition Charges

Tuition will be charged by the payment period.

Example: The Surgical Technologist Career Major will have three payment periods: two payment periods consisting of 450 clock hours and one containing 330 clock hours. The tuition charges per payment period will be \$1125.00 for the 450 clock hour periods and \$825.00 for the 330 clock hours period.



Tuition Payments

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

For all career majors 600 to 1465 hours in length, tuition will be taken/collected in two installments equal to one half of the total cost of the tuition.

Example: The tuition for the Surgical Technologist Career Major is \$3075.00. The tuition will be taken/collected in two equal payments of \$1537.50 each.

For the Aviation Maintenance Technician, and Radiologic Technologist career majors, tuition will be taken/collected in four installments, equal to one fourth the total cost of the tuition.

Example: The tuition for the Radiologic Technologist Career major is \$6440.00 and will be taken/collected in four equal payments of \$1610.00 each.

(*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 he or she does 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 she/he withdraws, drops 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 is said to have 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 his/her 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.

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 over-payment to the federal government.

The order specified by the regulation is:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PELL Grant

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 his/her 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 receives 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.

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 21 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 finally 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. However, if a credit balance check is not picked up within 21 days, we reach out to students again, then check will be mailed 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 she/he is 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 s/he receives. 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 8: VERIFICATION POLICY AND PROCEDURES (CFR 668.51-61)

METRO TECHNOLOGY CENTERS SCHOOL DISTRICT #22 adheres to the following verification principles developed by the National Association of Student Financial Aid Administrators (NASFAA) and the regulations, which govern verification of Title IV assistance.

To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, all institutions must develop policies for verification of family reported information.

Requirements for verification of family-reported information for purpose of qualifying for financial aid must be cost effective, flexible, and based upon acceptance of a reasonable tolerance range for error applied to award amounts.

Established institutional policies, which outline required forms and procedures to fulfill verification standards, shall be written and made available to applicants for financial aid.

(In compliance with 34 CFR 668. 53 of the Federal Regulations, these policies and procedures are required.)

PROGRAMS COVERED BY VERIFICATION REQUIREMENTS: (CFR 668.52)

- The Federal PELL Grant Program
- The William D. Ford Federal Direct Loan Program (subsidized, only)
- The Federal Family Education Loan (FFEL) Program (subsidized, only)

WHO MUST BE VERIFIED

The institution will verify all applicants selected by the Secretary. Applicants selected for verification can be identified by the verification flag value of "Y" and the Estimated Family Contribution (EFC), on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR), will have asterisk next to it. An exception to this may be students who, were not selected for verification at the time they were enrolled at Metro Technology, but were selected after enrolling in another institution. For the 2019-2020 award year, verification tracking flags will place the student in one of three verification tracking groups, which are explained later.

Note: Metro Technology will also verify any push Institutional Student Information Record that was not previously selected for verification or verification group has changed.

The institution may verify any other application items, requiring reasonable documentation, which may be selected by the institution.

The institution's selection policy will be applied consistently to all applicants not selected.

REQUIRED VERIFICATION ITEMS for 2019-2020

2019-2020 Verification Items as specified in 34 CFR Part 668.56

- Adjusted Gross Income
- U.S. Income Tax Paid
- Education Credits
- Income earned from work
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest
- Household size
- Number in College
- High School Completion Status
- Identity/Statement of Educational Purpose

Verification Tracking Groups effective for 2019-2020

Students who are selected for verification will be placed in one of the four following groups. The group determines which Free Application for Federal Student Aid (FAFSA) information must be verified for the student.



Standard Verification Group – Tracking Flag V1:

Tax Filers

- 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
- Number In College

Non-tax filers

- Income Earned From Work
- Household Size
- Number in College
- Non-filers Statement (Independent only)

Custom Verification Group – Tracking Flag V4**

- High School Completion Status
- Identity/Statement of Educational Purpose

Aggregate Verification Group – Tracking Flag V5**

- Items listed under V1 and
- High School Completion Status
- Identity/Statement of Educational Purpose

Reporting Results for Verification Tracking Flags V4 and V5

**Institutions are required to report results for any student for whom and ISIR with tracking flag V4 or 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 using notary, no issues found
- 3---verification attempted, issues found with identity
- 4---verification attempted, issues found with HS completion
- 5---no response from applicant or unable to locate
- 6---verification attempted, issues found with both identity and HS completion

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
- Number enrolled in college-signed statement and/or verification from other institution documenting other person in college
- Untaxed income/benefits-signed statement and/or official agency documentation
- Non-filers statement from IRS excluding dependent students
- Resource statement
- Guardianship, foster care, homelessness, Marriage license/Common Law, proof of separation, divorce decree

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.

SELECTED APPLICANTS AND VERIFICATION EXCLUSIONS

All applicants selected for verification by the central Processing System will be verified.

Therefore, Metro Technology Centers will verify 100% of selected applicants. An exception to this may be students in a post-enrollment status, who were not selected for verification at the time they were enrolled at Metro Tech and received all disbursements, but were selected for verification after enrolling at another institution.



Metro Tech will select applicants not selected by the CPS, if there is knowledge of discrepancies or if there is conflicting information in the applicants file.

Applicants selected for verification by the CPS or by Metro Tech are required to provide requested information or documentation in order to receive Title IV Student Financial Assistance.

The conditions list that follow are exceptions to the documentation requirements according to 34 CFR 668.54 (b) and 668.60 (e):

The applicant dies before verification is completed.

An applicant's spouse's information (or to obtain the appropriate signature for verification purposes) if the spouse is deceased or mentally or physically incapacitated; the spouse is residing in a country other than the United States and cannot be contacted by normal means; the spouse cannot be located because his or her address is unknown and the student can't obtain it. The basis for the exclusion should be documented. This exemption is applicable to the spouse's data only—the application must still be verified according to all other requirements.

The applicant's parents are unavailable—the parents are deceased, mentally or physically incapacitated. If both parents are deceased, the student is an orphan and thus is an independent student. If the parents die after the student has applied, the student must update his or her dependency status. The parents are residing in a country other than the United States and cannot be contacted by normal means; and the parents can't be located because their address is unknown and the student can't obtain it.

The applicant will not receive federal student aid funds for reasons other than the student's failure to complete the verification process. This includes students who are ineligible for aid and those who withdraw without receiving aid.

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 unsubsidized loans

Applicant verified by another school. Metro Technology will verify all selected applicants even if the student has been verified by another institution

Post Enrollment: The applicant was selected for verification after ceasing to be enrolled at Metro Technology and all (including late disbursement) were made.

DOCUMENTATION OF REQUIRED VERIFICATIONS ITEMS

Metro Technology Centers will require applicants selected for verification by the Department of Education and those selected by Metro Technology Centers to submit acceptable documentation as specified under 34 CFR Part 668 57. Metro Technology Centers has developed verification worksheets, which uses the suggested text developed by the U.S. Department of Education to be used as documentation for the verification process. The verification worksheets are:

VERIFICATION GROUPS

- Standard Verification Group: V1 Verification Worksheet – Independent/Dependent
- Custom Verification Group: V4 Verification Worksheet – Independent/Dependent
- Aggregate Verification Group: V5 Verification Worksheet – Independent/Dependent
-

HOUSEHOLD SIZE:

*Definition of Household Size: 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 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, 2019 to June 30, 2020; student. 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, 2019 to June 30, 2020. 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.

Household size must be verified in all cases, (except those listed below) when a student is selected for verification. To document household size, the student must provide a statement signed by the student and spouse, if available, and if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household.

Household size does not have to be verified in the following situations:

For dependent students: the parents are married, and the household size reported on the output document is three, or the parent is single, divorced or widowed, and the household size reported is two.



For independent students: The student is married, and the household size is two; or the student is single, divorced, separated, or widowed, and the household size is one.

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 or guardian in the case of a dependent student.

NUMBER ENROLLED IN COLLEGE:

The student is always included in the number enrolled in college as well as any other person (except parents of dependent students) that is included in the household size and will be attending a post-secondary institution as a student at least a half time during the award year - July 1, 2019 and June 30, 2020. At college half time is considered 6 credit hours. At an Oklahoma Career Technology Center, half-time is defined as minimum of 12 clock hours per week.

The person counted as being enrolled in college must be enrolled in an approved degree or certificate program during the award year at a Title IV-eligible school and must be expected to receive aid from the family for their education.

If verification of number in college is necessary, Metro Technology Center uses a verification worksheet, which includes the suggested text developed by the U.S. Department of Education. This verification worksheet includes the names and ages of those enrolled in college and the name of the institution(s). Metro Technology Center will require the student to obtain documentation from the other institution(s).

This would be the only documentation required to verify number in college. This document must be signed and dated by the applicant, and/or the applicant and at least one parent or guardian in the case of a dependent student.

Number in college does not have to be verified:

If the reported number enrolled is one (the student only.)

ADJUSTED GROSS INCOME AND INCOME TAX PAID:

Tax Filers: The institution will obtain a copy of the U. S. signed Federal Income Tax Return or Tax Transcript.

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 following items are imported from the IRS forms 1040, 1040A, and 1040EZ to a student's FAFSA when the DRT is used:

- Type of tax return filed
- Filing status
- Adjusted gross income
- Taxes paid
- Income earned from work
- Exemptions
- Education credits
- IRA deductions
- Tax exempt interest income
- Untaxed IRA Distributions
- Untaxed Pensions

If students and/or parents do not use the DRT process, AGI and Income Tax Paid and untaxed income are verified using an IRS Tax Return for the student and spouse or parents as applicable.

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

- **Online Request** - Go to www.irs.gov, on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T



- **If Applicable-** the local IRS office may be able to assist in obtaining the IRS Tax Transcript

If students cannot or will not use the IRS Data Retrieval, either at initial FAFSA filing or through the 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 2018 or later.
- The first three digits of the Social Security Number (SSN) are 666.
- The tax return was amended.
- The person filed a non-U.S. tax return.
- The person is married and filed the tax return either as head of household or married but filing a separate return.
- 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.

The following chart includes line items from the 2017 tax return:

	<u>1040</u>	<u>1040A</u>	<u>1040EZ</u>
• AGI	37	21	4
• Income Tax Paid	56 minus 46	28 minus 36	10
• Deductible IRA/SEP	28 plus 32	17	N/A
• Tax Exempt Interest Income	8b	8b	N/A
• Untaxed Portions of IRAs	15a minus 15b	11a minus 11b	N/A
• &Pensions	and	and	
• (Excludes rollovers)	16a minus 16b	12a minus 12b	N/A

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, 1099's 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.

HIGH SCHOOL COMPLETION

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2019-2020 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Education Development (GED) certificate or GED transcript that indicates the student passed the exam.
- A copy of the HiSet (high school equivalency test)
- A copy of the "secondary school leaving certificate" or similar document from the proper government agency for students who completed secondary school in a foreign country. If your college doesn't have the expertise to evaluate foreign secondary school credentials or chooses not to do so, there are evaluation services available.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- A copy of a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent) if state law requires home school students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.



- For students in an “eligible career pathway program,” documentation that they passed an approved Ability to Benefit (ATB) test or completed at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by your school. (Consolidated and Further Continuing Appropriations Act, 2015 – DC GEN-15-09). Note: Metro Tech does not have any “eligible career pathway programs for the 2019-2020 school year. Students who were enrolled in a Title IV program prior to July 1, 2012, and were eligible for aid under the old ATB provisions retain their eligibility regardless of whether they are in a career pathway program.
- State of Oklahoma accepts transcripts showing a student has completed 30 college credits which allows them to get a high school diploma.

This documentation must be provided along with a verification worksheet utilized by Metro Tech, which includes the suggested text developed by the U.S. Department of Education which suffices as a signed statement regarding High School Completion Status

NOTED: Part of the Admissions process is that all perspective students must bring in a copy of the above required documents to be enrolled. The above documents will be reviewed by the admissions counselors, FA will not require the above documentation unless the student is selected for V4 or V5. Copies can be obtained from admissions if requested.

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

Students should appear in person at the school 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.

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

COMPLETING THE VERIFICATION PROCESS

Withholding payment: If the student’s application is selected for verification, she/he must complete the verification process or forfeit federal student aid eligibility. The institution will withhold the disbursement of any federal student aid funds until the student completes the required verification.

Verification Deadline: For the 2019-2020 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 20, 2020 whichever is earlier. Federal Loan applicants must complete the verification process thirty (30) days prior to their last date of attendance in class. Please Note: the deadlines listed here are applicable to the completion of the verification process as outline below in Section F.

"Completed" Verification: The student has completed the verification process when she/he has either shown, as required, that the application data is correct, or has corrected the data. In addition to all the verifying documentation, the institution must have on file a valid ISIR by the verification deadline showing an official Effective Family Contribution (EFC).

Selection after Disbursement: 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 she/he is not eligible; but may keep Direct Loan money received.

COMPLETION OF VERIFICATION PROCESS

Once all of the necessary documentation has been obtained from the student and/or parents and/or spouse, the documentation is compared to the information reported on the Institutional Student Information Record. The following must be done depending on the situation:

If all of the information agrees, and there are no outstanding issues or conflicting information, verification is completed.

If verification reveals incorrect information-corrections must be made.

If verification reveals outdated information-updating-if the information was correct when the application was filed, but has since changed; the student is only required and allowed to update the information under certain circumstances.

Finally, verification is considered completed when the financial aid office has all of the requested documentation and a valid SAR/ISIR (one on which all the information is accurate and complete) on file with official EFC.



At this time the Institution will award aid according to the student's eligibility as follows:

Disburse Federal PELL Grant
Certify Direct Loan Master Promissory Note

UPDATING (34 CFR 668.55)

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*Number enrolled in post- secondary education

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.

Updating Household Size and Number Enrolled in Postsecondary Education: *Household size or number in college 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, household size or number in college 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.

TOLERANCE OPTIONS

This institution uses no tolerances before disbursing aid. If an applicant has been selected for verification, all required verification items must be accurate before any funds are disbursed. In addition, there is no tolerance for errors in non-dollar items. If an original application has an error in any non-dollar item, such as household size, the student or the school must correct it.

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 the institution 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 institution will follow the criteria published in the U. S. Department of Education Application and Verification Guide.

OVERPAYMENTS

Federal Pell Grant 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. If overpayment is the result of a school error the institution will determine if the overpayment can be eliminated 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 within six (6) months. If the institution is unable to eliminate the overpayment, the institution will not make any further payments until s/he completely repays the overpayment to the school.

If the institution cannot recover the overpayment through either of these methods, the institution will reimburse the program account from the institution funds within sixty (60) days following the student's last day of enrollment or by the last day of the award year, whichever comes first.

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 s/he completely repays the overpayment to the school.

If overpayment is the result of a school error the institution will determine if the overpayment can be eliminated by adjusting subsequent disbursements in the award year. The institution will notify the student of the overpayment and will request repayment from the student within six (6) months. If the institution cannot recover the overpayment through either of these methods, the institution will reimburse the program account from the institution funds within sixty (60) days following the student's last day of enrollment or by the last day of the award year, whichever comes first.

Direct Loan Program: If the institution determines that a student's Direct Loan application was certified for an amount that exceeds the student's need, the institution will determine which of the following steps are required if the entire loan amount has not already been disbursed to the student.

First disbursement made, Financial Aid will reduce the second disbursement.

REFERRAL OF OVERPAYMENT CASES

If the verification process reveals an overpayment has occurred, the institution will make every reasonable effort to collect the overpayment. 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.

REFERRAL OF MISREPRESENTATION AND FRAUD CASES

If the institution suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, the institution will report its suspicions (and provide any evidence) to the Office of the Inspector General (OIG).

Appropriate actions will be taken against any student or prospective customer who misrepresents him or herself.

Metro Technology Centers does not misrepresent the nature of its educational program, 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 Associate Superintendent.

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

OIG Referrals

34 CFR 668.16 (g)

IRS Publication 17

SECTION 9: CONSUMER INFORMATION

AVAILABILITY OF METROTECHNOLOGY EMPLOYEES FOR INFORMATION DISSEMINATION

Alicia Smith, Director, Financial Aid, 405-595-4437, Kelly Harjo-Cox, 405-595-4446 and Craig Marable, 405-595-4436 Financial Aid Officers, and Regina Powell, 405-595-4457, Financial Aid Assistant are designated as he employees



responsible for disbursing information to all student in Metro Technology Centers School District #22. Ms. Smith, Ms. Harjo-Cox, r. Marable and Mrs. Powell 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 in enduring that all Metro Technology district is aware of changes to existing Financial Aid policies and procedures or the development of new Financial Aid policies and procedures. The Financial 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.

GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

As of July 1, 2019, Metro Technology Centers has decided to implement the early rescission of the Departments Gainful Employment Regulation (2014). For reference please see the Federal Register Vol 84.126 dated July 1, 2019. This regulatory action rescinds the GE regulations and removes the reserves subpart Q and R of the Student Assistance General Provision in 34 CFR part 778. Metro Technology Centers has removed all GE templates and information from our website and material.

TEXTBOOK INFORMATION

Cost for books and supplies vary by program/career major. Metro tech's website, www.metrotech.edu 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://www.metrotech.edu/sites/default/files/docs/individuals/aid/NetPriceCalculator/>

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.

COPYRIGHT INFRINGEMENT POLICIES/INTERNET/INFORMATION POLICY

Metro Tech requires that all student 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 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 student, 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 http://www.metrotech.edu/student_services/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/VOTER REGISTRATION

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 programming”, 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 Instructional Excellence Team is responsible for carrying out the activities of Constitution Day. The Chief Officer of Instructional Excellence 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. 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://www.ok.gov/elections/Voter_Info/Register_to_Vote/

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.



METRO TECHNOLOGY CENTERS SECURITY POLICIES AND CRIME STATISTICS

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.

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 Date 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 Melanie Stinnett, Chief Officer, Environmental and Safety Affairs, at 405-595-4789 for additional information.

Campus Crime Statistics Link Here

DRUG-FREE SCHOOLS (Board Policy-10007) Drug and Alcohol Free Policy

DRUG FREE AND ALCOHOL-FREE WORKPLACE (Board Policy 7031)

Metro Technology Centers advises any student that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. (HEA, Sec. 484 (r)(1); (20 U.S.C. 1091(r)(1)).

Metro Technology Centers' Financial Aid Office, will provide a written notice, in a timely manner, to each student who has lost eligibility for Title IV, HEA assistance as a result of the penalties under HEA Sec. 484(r)(1). This written notice will be clear and will advise the student of the loss of eligibility and will also advise the student of ways in which the student can regain eligibility under HEA Sec. 484(r)(2) (20 U.S.C.)

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.

The on-line version of the Drug-Free Schools policy is official. The printed version listed below is from an unofficial printed copy.



1.0 Policy

The use, possession or distribution of illegal drugs and other prohibited substances on school property, while engaged in or attending a school activity, or while going to or returning from school, is prohibited by school policy as well as the law and is cause for removal from school.

SEXUAL MISCONDUCT/HARRASASMENT

Sexual Misconduct/Harassment Link Here

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 developed policies to ensure the rights of students are protected:

ADDITIONAL RESOURCES

Metro Technology Centers: [Suggestions, Comments and Complaints](#)

BP-5026 [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 [Board-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

Jade Carter
Title IX Coordinator
(405) 595-4418

Mary Craft
Chief Officer, Human Resources
(405) 595-4483

Stephanie Bills
Associate Superintendent, Instruction/Human Resources
(405) 595-4410

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



Section 10 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 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 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: Counseling sessions student borrowers are required to attend before receiving their first loan disbursement and again before leaving school. Students must also complete a one on one exit counseling session with Kelly Harjo-Cox and if she is unavailable one of the other Financial Aid Staff members. 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 www.fafsa.ed.gov.

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: 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: It is 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.

SELECTIVE SERVICE: To receive federal student financial aid, if you are a male born on or after Jan 1, 1960, are at least 18 years old, are not currently on active duty in the U.S. Armed Forces, you must register, or arrange to register, with the Selective Service System. (Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau are exempt from registering.)

www.sss.gov

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 Education, 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 she/he does not owe a refund on a Pell Grant or SEOG, that s/he is 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.



FINANCIAL AID CONSUMER INFORMATION REFERENCE GUIDE

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 Chief Environmental Safety & Regulatory Affairs Officer @ 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: <http://kalms.metrotech.edu/Reference/BoardofEducation/BoardPolicies/tabid/221/Default.aspx>.

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 jade.carter@metrotech.edu.

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information*
<p>What: Institutional Information (\$668.43)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy • Requirements for officially withdrawing from school • Requirements for return of Title IV, HEA grant or loan aid • Information regarding the career majors, institutional facilities and faculty • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • 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 	<ul style="list-style-type: none"> • Financial Aid Student Consumer Guide • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS • Search for Metro Technology Centers • Student Handbook
<p>What: Financial Assistance Information (\$668.42)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application and procedures; (2) student eligibility requirements; (3) terms and conditions of loans; (4) selection criteria; and (5) 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) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) loan entrance & exit counseling information 	<ul style="list-style-type: none"> • Financial Aid Student Consumer Guide • http://studentaid.ed.gov
<p>What: Family Education Rights and Privacy Act (FERPA) (\$99.7)</p> <p>When: Upon Request</p> <p>To: Enrolled Student 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 consent to disclosure of personally identifiable information contained in student's education records • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent 	<ul style="list-style-type: none"> • Financial Aid Student Consumer Guide • Board Policies • Student Handbook



<p>What: Campus Security Report (\$669.46)</p> <p>When: Annually by Oct. 1 Upon Request</p> <p>To: Enrolled Students Prospective Students Current Employees Prospective Employees</p>	<ul style="list-style-type: none"> Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non- forcible); (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action such violations Policies concerning the security of and access to campus facilities and procedures to report campus crimes Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws Plus: Crime Prevention Career majors, Drug/Alcohol Abuse Education Career majors, Sexual Offenses/Harassment and how to report such offenses. 	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Metro Technology Centers Select "Crime Statistics" Metro Technology Centers website at: http://www.metrotech.edu/about-metro-tech/campus-corner/campus-crime-statistics
<p>Additional Student Consumer Information</p>	<p>Where to Find</p>	
<p>College Navigator Website</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide U.S. Dept of Ed's College Navigator website: College Navigator 	
<p>Student Body Diversity</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide U.S. Dept of Ed's College Navigator website: College Navigator 	
<p>Net Price Calculator</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide/ http://nces.ed.gov/IPEDS Search for Metro Technology Centers or Net Price Calculator 	
<p>Text Book Information/information for College Bookstores</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide 	
<p>Vaccination Policy</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide 	
<p>National Student Loan Data System (NSLDS)</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide https://www.nsls.ed.gov/nsls/nsls_SA/ 	
<p>Entrance/Exit Counseling for Student Loan Borrowers</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide/ http://www.metrotech.edu/individuals/adults/financial-aid/entrance_counseling http://www.metrotech.edu/individuals/adults/financial-aid/exit_counseling 	
<p>Code of Conduct for Education Loans</p>	<ul style="list-style-type: none"> Metro Technology Centers Financial Aid website @ http://www.metrotech.edu/individuals/adults/financial-aid/Title_IV_Code_of_Conduct 	
<p>Voter Registration</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide https://www.ok.gov/elections/Voter_Info/Register_to_Vote/ 	
<p>Drug and Alcohol Prevention Information pursuant to Public Law 101-226</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide Board Policies Student Handbook/Metro Technology Centers @ www.metrotech.edu located under Student Services 	
<p>Copyright Infringement</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide Board Policies Student Handbook/Metro Technology Centers @ www.metrotech.edu located under Student Services or Student Handbook 	
<p>Penalties for Drug Law Violations</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide Metro Technology Centers Financial Aid website @ http://www.metrotech.edu/individuals/adults/financial-aid/Notice_of_Federal_Penalties 	
<p>Accreditor Contact for Filing Complaints</p>	<ul style="list-style-type: none"> Financial Aid Student Consumer Guide http://www.okcareertech.org/about/state-agency/policies/comments-or-complaints-policy?searchterm=complaint 	



<p>What: Completion/Graduation Rate and Transfer-Out Rate (§668.45)</p> <p>When: Annually by July 1 Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none">• The institution's completion or graduation rate for full-time, first-time, certificate- seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock 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 full-time undergraduate students.	<ul style="list-style-type: none">• Financial Aid Student Consumer Guide• U.S. Dept of Ed's College Navigator website: College Navigator• Search for Metro Technology Centers
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A hard copy of this form can be picked up in the Financial Aid Office.



SECTION 11: Approved Programs

**Metro Technology Centers
Approved/Accredited Programs
2018-2019 School Year**

CIP Code	SOC Code	State Program Name	Local Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryn M	Springlake
01.0605	37-1012.00	Service Careers Landscape Design/Maintenance	Landscape Designer	690	27			X
01.0606	37-1012.00	Horticulture	Horticulture Entrepreneur	675	26			X
01.0608	27-1023.00 41-1011.00	Floriculture	Floral Design Entrepreneur	1025	39			X
11.0801	15-1134.00	Web Design and Development-AR	Web Development Specialist *	1335	50		X	
11.0801	15-1134.00	Web Design and Development-AR	Web Design Technician *	720	27		X	
11.0801	15-1134.00	Web Design and Development-AR	Digital Cinema and Web Specialist	1035	39		X	
11.0901	15-1152.00	Computer Applications Support	Desktop Support Technician	930	36			X
11.0901	15-1152.00	Computer Applications Support	Desktop Support Technician-17 *	870	34			X
11.0901	15-1152.00	Computer/Network Support	Network PC Support Specialist	870	34			X
11.0901	15-1152.00	Computer/Network Support	Network PC Support Specialist-17 *	780	31			X
11.0901	15-1121.00	Network Systems	Network Systems Technician (Security Emphasis)	1170	43			X
12.0401	39-5012.00	Cosmetology	Cosmetologist	1500	56		X	
12.0409	39-5094.00	Esthetician	Esthetician	600	23		X	
12.0410	39-5092.00	Manicurist/Nail Technology	Nail Technician	600	23		X	
12.0410	39-5092.00	Manicurist/Nail Technology	Cosmetologist Nail Technician Instructor	1000	38		X	
12.0413	39-5012.00	Cosmetology	Master Instructor	1000	38		X	
12.0414	39-5094.00	Esthetician	Cosmetology Facial Instructor	1000	38		X	
12.0500	35-2019.00	Culinary Arts	Culinarian	605	24		X	X
12.0500	35-2019.00	Culinary Arts	Culinary Arts Assistant	600	23		X	X
13.0401	11-9031.00	Early Care and Education Director	Early Care and Education Director	1300	49			X
13.0401	11-9031.00	Early Care and Education Director	Early Care and Education Director-18 *	1440	52			X
13.1210	25-2011.00	Early Care and Education Teacher	Early Care and Education Master Teacher	1050	40			X
13.1210	25-2011.00	Early Care and Education Teacher	Early Care and Education Master Teacher-18 *	1190	44			X
13.1501	25-9041.00	Teaching/Training	Paraprofessional Child Development Associate	600	23			X
15.0303	17-3023.00	Electronics-MN	Electronics Technician	1050	40	X		
15.1303	17-3011.00	Computer Aided Drafting-AC	Architectural CAD Technician	1030	38			X
15.1303	17-3011.00	Computer Aided Drafting-AC	Architectural CAD Technician-18 *	900	34			X
15.1303	17-3011.01	Computer Aided Drafting-AC	CAD Technician Architectural *	855	33			X
15.1304	17-3011.00	Computer Aided Drafting-AC	Civil CAD Technician	920	35			X
15.1304	17-3011.00	Computer Aided Drafting-AC	Civil CAD Technician-18 *	900	34			X
15.1306	17-3013.00	Computer Aided Drafting-AC	CAD Technician Civil *	840	33			X
15.1306	17-3013.00	Computer Aided Drafting-MN	Manufacturing CAD Technician	1030	38			X



Metro Technology Centers
Approved/Accredited Programs
2018-2019 School Year

CIP Code	SOC Code	State Program Name	Local Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryant	Springlake
15.1306	17-3013.00	Computer Aided Drafting-MN	Manufacturing CAD Technician-18 *	900	34			X
15.1306	17-3013.00	Computer Aided Drafting-MN	CAD Technician Manufacturing *	975	37			X
22.0301	43-6012.00	Administrative Support-Legal	Legal Receptionist	650	25			X
22.0301	43-6012.00	Administrative Support-Legal	Legal Office Assistant	1190	34			X
46.0201	47-2031.01	Carpentry	Residential Carpentry	1080	41	X		
46.0201	47-2031.00	Carpentry	Finish Carpenter	600	23	X		
46.0201	47-2031.01	Carpentry	Frame Carpenter	605	24	X		
46.0302	47-2111.00	Electrical Trades	Electricians Assistant Unlimited Complete	1290	48	X		
46.0302	47-2111.00	Electrical Trades	Residential Electricians Assistant	780	31	X		
46.0401	49-9071.00	Carpentry	MAINTENANCE/REPAIR CARPENTER *	670	26	X		
47.0104	49-2011.00	Computer/Network Support	PC Support Technician	690	27			X
47.0104	49-2011.00	Computer/Network Support	PC Support Technician-17 *	630	24			X
47.0201	49-9021.00	Heating, Ventilation & Air Conditioning	HVAC/R Technician	1148	43	X		
47.0201	49-9021.01	Heating, Ventilation & Air Conditioning	Commercial Refrigeration Technician	930	36	X		
47.0600	49-3023.00	Automotive Service Technology	Automotive Maintenance & Light Repair Technician (NATEF Aligned)	630	24	X		
47.0603	49-3021.00	Automotive Collision Repair and Refinishing	Non-Structural Repair Technician	630	24	X		
47.0603	49-3021.00	Automotive Collision Repair and Refinishing	Combination Collision Repair Technician	1040	34	X		
47.0604	49-3023.00	Automotive Service Technology	Automotive Service Technician (NATEF Compliant)	995	38	X		
47.0607	49-3011.00	Aerospace Technician	Airframe Mechanic	1275	45	X		
47.0607	49-3011.00	Aerospace Technician	Aviation Maintenance Technician	2055	73	X		
47.0608	49-3011.00	Aerospace Technician	Power Plant Mechanic	1275	45	X		
47.0609	49-2091.00	Aerospace Technician	Avionics Technician	1462.5	55	X		
48.0508	51-4121.00	Welding-MN	Combination Welder	1284	47		X	
48.0508	51-4121.00	Welding-MN	Combination Welder-18 *	1465	52		X	
48.0508	51-4121.06	Welding-MN	Combination Welder - NCCER Aligned-17 *	1370	51		X	
48.0508	51-4121.00	Welding-MN	Structural Welder	1008	38		X	
48.0508	51-4121.06	Welding-MN	Structural Welder - 17 *	1035	39		X	
48.0508	51-4121.00	Welding-MN	Structural Welder-18 *	1130	43		X	
48.0508	51-4121.00	Welding-MN	SMAW Structural Welder	640	22		X	
48.0508	51-4121.06	Welding-MN	SMAW Structural Welder - 17 *	655	25		X	
48.0508	51-4121.00	Welding-MN	SMAW Structural Welder-18 *	750	29		X	
50.0409	27-1024.00	Graphic Communications	Graphic Design	1080	41	X		
50.0409	27-1024.00	Graphic Communications	Visual Arts Specialist-18 *	1200	52		X	



Metro Technology Centers
Approved/Accredited Programs
2018-2019 School Year

CIP Code	SOC Code	State Program Name	Local Program Name	Local Program Hours	Weeks	CAMPUS/SITE		
						Aviation	South Bryant	Springlake
50.0409	27-1024.00	Graphic Communications	Visual Arts Specialist-17 *	1365	52		X	
50.0409	27-1024.00	Graphic Communications	Visual Arts Production Artist-17 *	825	32		X	
50.0409	27-1024.00	Graphic Communications	Production Artist-18 *	765	30		X	
51.0601	31-9091.00	Dental Services	Dental Assistant	1150	38			X
51.0707	29-2071.00	Business Information Management-Medical	Electronic Health Records Specialist (EHR Specialist)	1370	52			X
51.0710	43-6013.00	Administrative Support-Medical	Medical Office Assistant	930	36			X
51.0713	29-2071.00	Business Information Management-Medical	Medical Insurance Coder	1130	42			X
51.0801	31-9092.00	Medical Services-Medical Assisting	Medical Assistant	1115	38			X
51.0909	29-2055.00	Surgical Technologist	Surgical Technologist (Accredited Program)	1230	38			X
51.0911	29-2034.00	Radiologic Technologist	Radiologic Technologist	2576	79			X
51.0911	29-2034.00	Radiologic Technologist	Radiologic Technologist-18 *	2608	81			X
51.1012	31-9093.00	Surgical Services	Central Sterile Processing Technician	1035	36			X
51.3901	29-2061.00	Licensed Practical Nurse	Licensed Practical Nurse	1344	46			X
52.0302	43-3031.00	Accounting	Accounts Payable/Receivable Clerk	765	31			X
52.0302	43-3031.00	Accounting	Full Charge Bookkeeper	1005	38			X
52.0302	43-3051.00	Accounting	Payroll Accounting Clerk	885	34			X
52.0401	43-6014.00	Administrative Support	Administrative Assistant	675	26			X
52.0701	11-9199.00	Entrepreneurship-MK	Introduction To Entrepreneurship	960	38			X
52.0701	11-9199.00	Entrepreneurship-MK	Introduction To Entrepreneurship-18 *	840	33			X
52.0701	11-9199.00	Entrepreneurship-MK	Small Business Entrepreneur	1080	41			X
52.0803	43-3011.00	Banking Services	Financial Services Representative	600	23			X

Bolded titles are considered to be NEW programs

* For returning 2018-2019 students only (teach-out)



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