

EMPLID: \_\_\_\_\_

FI005X

DATE: \_\_\_\_\_



## STUDENT POLICIES AND RESPONSIBILITIES

### PURPOSE

I, \_\_\_\_\_, have enrolled in \_\_\_\_\_,  
(Program Name)  
with the intent and purpose of completing the course and receiving a certificate.

### PRIOR EDUCATION:

\_\_\_\_ I have a High School Diploma

\_\_\_\_ I have a GED

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
CITY, STATE OR COUNTRY

### OTHER POST-SECONDARY INSTITUTIONS PREVIOUSLY ATTENDED:

NAME OF INSTITUTION  
ATTENDED

CITY, STATE OR COUNTRY

DATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a Bachelor's Degree? \_\_\_\_ Yes \_\_\_\_ No

Master's Degree? \_\_\_\_ Yes \_\_\_\_ No

**COST OF ATTENDANCE:** is not the same as program costs. It is based on the federal guidelines and considers expenses incurred while you are attending school including housing and transportation. Program costs reflect tuition, fees, books, kits, tools, uniforms and other required expenses for your program.

**PAYMENT PERIOD:** the number of hours in the award year in which a single disbursement is issued.

**AWARD** is subject to both internal and external audits and/or reviews. Adjustments may be necessary in incidents of errors on the FAFSA, hour changes i.e.: FT to PT, PT to FT. The Financial Aid Office reserves the right to correct any errors and modify your financial aid award whenever changes warrant this action.

### POLICY ON THE RETURN OF TITLE IV FUNDS:

**“Return of Title IV Funds”** means that if a student withdraws from their program early, whether the program has been completed, or not, the student **must pay back any unearned aid** that has been awarded him or her. If you withdraw prior to or at 60% of the hours in your payment period, MTC will notify you by mail and/or email, of the amount you owe to the school. This amount is based on the number of hours you are scheduled to be in class. MTC returns this amount to the Federal Pell Grant Program. If you have not been paid all the funds earned, MTC will notify you by mail, and/or email, of the amount owed to you. You may accept or decline these funds based on your educational plans for the school year. The Higher Education Amendment of 1998 (*Public Law 105-244*) is the federal regulation, effective October 7, 2000, that outlines the policy on the return of Title IV funds.

- I authorize MTC to use my Federal Title IV Funds to pay balances owed to MTC
- I certify that all information reported on this form is complete and correct
- I understand that any false information will result in forfeiture of any and all awards

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date