

# MTC Money-Back Guarantee Program

Manatee Technical College (MTC) offers a money-back guarantee for students who are unable to find employment in their field of study within six months of completion in the following programs:

- **Florida Law Enforcement Academy** - CIP #0647060405
- **Paramedic** - CIP #0351090418
- **Automotive Service Technology** - CIP #0743010700

**Students are only eligible for a refund for out-of-pocket expenses.** Students must meet **ALL** the requirements listed below to be eligible for a refund:

- **Student must be a graduate** - Students must meet all requirements of the program and be a program graduate after June 27, 2024.
- **Required certification** - Student must hold the appropriate and required industry certification for the employment area.
- **Student attendance** - Student must have attended 90 percent or more of the scheduled hours for the entirety of the program.
- **Student program performance** - Student must have earned a B+ (87-89) or higher average in the program.
- **Job search documentation** - Student must show documentation that they have applied for a minimum of five jobs, completed the interviews, without an offer of employment.
- **Development of a student career plan with the institution's career services department. Student must have done all the following and provide the documentation.**
  - Met with MTC Career Counselor at least once during enrollment.
  - Earned a Ready to Work Credential (Level 4 or better).
  - Provide an error free updated resume.
  - Completed the MTC program exit survey.
  - Kept the instructor informed throughout the process of securing employment.
- **Attendance at outside class learning opportunities** - Students must have attended at least 80 percent of outside of school approved learning opportunities provided in their program.

**Student Name:** \_\_\_\_\_

**Date Form Submitted:** \_\_\_\_\_

**Name of Completed Program:** \_\_\_\_\_

**Date Program Completed:** \_\_\_\_\_

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Rev 1/24

## Requirements

## Documentation

(Signed off by Career Counselor)

Student must be a graduate – Students must meet all requirements of the program and be a program graduate after June 27, 2024.	
Required certification - Student must hold the appropriate and required industry certification for the employment area	
Student attendance - Student must attend 90 percent or more scheduled hours for the entirety of the program.	
Student program performance - Student must have earned a B+ (87-89) or higher average in the program.	
Job search documentation - Student must show documentation that they have applied for a minimum of five jobs, completed the interviews without an offer of employment.	
Met with MTC Career Counselor at least once during enrollment.	
Earned a Ready to Work Credential with an achievement level 4 or better.	
Provide an error free updated resume.	
Completed the MTC exit survey.	
Kept the instructor informed throughout the process of securing employment.	
Attendance at outside class learning opportunities - Students must have attended at least 80 percent of outside of school approved learning opportunities provided in their program.	
Documented out-of-pocket expenses for the program	

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Career Counselor signature

\_\_\_\_\_  
MTC Assistant Director's signature

\_\_\_\_\_  
Student Service's signature

\_\_\_\_\_  
MTC Director's signature

\_\_\_\_\_  
Executive Director Adult, Career and Tech. Educ.

Refund awarded: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_