

CONSUMER



INFORMATION GUIDE

Meridian Technology Center

2018-2019

Meridian Technology Center Consumer Information Guide

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SECTION I: Introduction

About Us

Mission

Educate. Enrich lives. Secure economic futures.

Vision

An extraordinary experience for learning. A passionate partner for success.

Values

Excellence – Deliver superior services.

Innovation – Integrate new ideas with courage

Integrity – Model honesty and trust in all we do.

Empowerment – Provide the framework and resources to succeed

Impact – Commit to enrich each life we touch.

Relationships – Act in the best interest of others.

History

Meridian had its beginning as Indian Meridian Area Vocational-Technical School in July 1973. In August of 1975, classes began with 13 daytime programs and staff of approximately 30. In 1994, the school was renamed Meridian Technology Center. In addition to serving high school students and adults in through full-time Career Training Majors, short-term Professional and Personal Interest courses served 1,635 students in the first year. The facility, located on 70 acres west of Stillwater, Oklahoma, began with 92,000 square feet and now encompasses more than 200,000 square feet.

The school has grown to more than 60 Career Training Majors and with nearly 800 students enrolled in this area alone. Over the course of the year, more than 11,000 individuals will set foot in Meridian to take one of our classes, including our customized business and industry training.

Meridian Technology Center is part of a network of 29 career technology centers across the state. Since 1975, Meridian has been training individuals for success in the workplace. A wide variety of course offerings make career education possible for students from all walks of life: Career Training, Professional and Personal Interest, Online Classes and Business Solutions.

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The Meridian Technology Center district covers parts of Lincoln, Logan, Noble, Pawnee and Payne counties, encompassing more than 900 square miles. The district includes residents in communities served by the following school districts: Agra, Carney, Glencoe, Guthrie, Morrison, Mulhall-Orlando, Pawnee, Perkins-Tryon, Perry and Stillwater

A. Facility

➤ Name & Location

Meridian Technology Center – School District #16
1312 South Sangre Road
Stillwater, OK 74074

It is the policy of Meridian Technology Center to provide equal opportunities without regard to gender, age, race, religion, color, national origin, disability, marital status or veteran status in the operation of its educational services, recruitment, admissions, financial aid status or employment practices.

Inquiries concerning application of this policy may be referred to Jeremy Zweiacker, Coordinator of Title IV, VI, VII, IX/504/ADA responsibilities, Meridian Technology Center, 1312 South Sangre Road, Stillwater, Oklahoma 74074-1899, (405) 377-3333.

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MERIDIAN TECHNOLOGY CENTER SCHOOL CALENDAR 2018-2019

Summer Conference	Wednesday-Thursday, August 1-2, 2018
Professional Days	Friday-Tuesday, August 3, 2018
Professional Days	Monday-Friday, August 6-10, 2018
Professional Days	Monday-Tuesday, August 13-14, 2018

CLASS BEGINS	Wednesday, August 15, 2018
Labor Day (Campus Closed)	Monday, September 3, 2018
FIRST QUARTER ENDS	Wednesday, October 17, 2018

45 Days Taught

Professional Days	Thursday-Friday, October 18-19, 2018
SECOND QUARTER BEGINS	Monday, October 22, 2018
Thanksgiving Holiday (Campus Closed)	Wednesday-Friday, November 21-23, 2018
Professional Day (Discovery Day)	Wednesday, December 5, 2018
SECOND QUARTER ENDS	Friday, December 21, 2018
Christmas Holiday	Monday, December 24, 2018-Friday, January 4, 2018

39 Days Taught

THIRD QUARTER BEGINS	Monday, January 7, 2019
Snow Make-up Day or Campus Closed	Monday, January 21, 2019
Snow Make-up Day or Campus Closed	Monday, February 18, 2019
THIRD QUARTER ENDS	Friday, March 8, 2019

43 Days Taught

FOURTH QUARTER BEGINS	Monday, March 11, 2019
Spring Break	Monday-Friday, March 18-22, 2019
Professional Days	Monday-Tuesday, April 29-30, 2019
FOURTH QUARTER ENDS	Friday, May 24, 2019
Memorial Day (Campus Closed)	Monday, May 27, 2019
Snow Make-Up Day/Professional Day	Tuesday-Wednesday, May 28-29, 2019
Professional Days	Thursday-Friday, May 30-31, 2019

48 Days Taught

175 Total Days Taught

MERIDIAN TECHNOLOGY CENTER
2018-2019

BOARD OF EDUCATION

Joe Williams, President, Stillwater

Randy Kellogg, V. President, Guthrie

Gary Johnson, Clerk, Stillwater

Sherri Huneycutt, Deputy Clerk, Perry

Lorrie Janzen, Member, Stillwater

ADMINISTRATION

Doug Major	Superintendent/CEO	220
Schelina Burnett	Executive Director, Finance	308
Rebecca Eastham	Executive Director, Business & Industry Services	310
Dana Wallace	Executive Director, Communications & Marketing	264
Jeanie Zagar	Executive Director, Career Planning/Career Dev.	237
Alane Zannotti	Executive Director, Extension Ed. & Comm. Dev.	234
Jeremy Zweiacker	Executive Director, Planning and Operations	279

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DIRECTORS, COORDINATORS, SPECIALISTS, COUNSELORS, SUPERVISORS

Cara Adney	Marketing & Media Relations Coordinator	235
Chris Allen	Coordinator, Technical Training	251
Keith Colasacco	Part-Time Evening Supervisor	201
Sandy Colasacco	Director, First Impressions	200
Pat Crane	Manufacturing Extension Agent	271
Chris Harman	Grounds Supervisor	257
Justin Hazzard	Director, Center for Business Development	233
Ashley Hernandez Torres	Financial Aid Officer	298
Rena Hines	Director, Short-Term Adult Education	249
Tara Kerr	Career Development Specialist	395
Tim Ketch	Maintenance Supervisor	230
Titus Lester	Coordinator, Short-Term Adult Education	252
DeAnna Little	Director of Instruction	325
Marcy Luter	Coordinator, Staff & Management Dev. Training	297
Kurt Mendel	Safety Training Coordinator	247
Nathan Mullins	Part-Time Safety Training Specialist	217
Sherry Perrin	Training Contracts Specialist	260
Jackie Pfeiffer	Custodial Supervisor	258
Jonathan Powers	Transportation Supervisor	285
Teri Ray	Career Counselor	219
Brad Rickelman	Assistant Director, Center for Business Dev.	242
Scott Schaefer	Career Development Specialist	384

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David Shelton	Director of Instruction	303
Judy Sindelar	College & Career Transition Coordinator	228
Phil Smith	Safety Training Specialist	274
Randall Smith	Computer Training Specialist	210
Kim Strom	Coordinator, Computer Training Services	265
Linda Thompson	Director of Instruction	320
Matt Trumbull	Information Systems Manager	250
Kerri Watkins	Information Management Specialist	208

INSTRUCTION

Jeana Bateson	Health Careers	295
Heather Black	Pharmacy Technician	261
Anita Bolay	Health Careers	254
Cy Boles	Residential/Comm. Construction	313
Donna Cantrell	Culinary Arts	311
Rick Carlile	Automotive Technology	284
Cheryl Cottom	Biomedical Sciences	231
Dolores Cotton	Practical Nursing Coordinator	324
Sue Dearing	Cosmetology	351
Pam Deeds-Brannen	Practical Nursing	326
Daniel Devers	Information Technology	338
Wayne Ford	Electrical Technology	263
Russell Frick	Computer Aided Drafting	204
Stephanie Hara	Biomedical Sciences	378

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Carol Herring	Academic Services	543
Dustin Hicks	Practical Nursing	216
Claudette Hixon	STEM Academy	248
Brian James	STEM Academy	504
Melody Johnston	Business Technology	349
Doug Jones	Health Careers	278
Megan Jones	Radiologic Technology	215
Jeff Littau	Energy and Power	542
Les Little	Information Technology	337
Sheila McMurry	Information Technology	335
Michelle Mills	Health Careers	266
Joe Moore	Culinary Arts	382
Michelle Moore	Information Technology	339
Patricia Neiman	Health Informatics Technology	360
Justin Nisbett	Precision Metal Fabrication	340
Sue Paine	Cosmetology	328
Bret Pickens	Masonry	374
Charlotte Prewitt	Practical Nursing	388
David Shields	Automotive Technology	312
Debbie Short	Pre-Engineering Academy	203
Travis Snowden	Air Conditioning and Refrigeration	259
Joe Steele	Welding Technology	315
Mark Thomas	Pre-Engineering Academy	352
Jennifer Tressler	Adult Education Coordinator/Instructor	327
Tanya Vasso	Radiologic Technology Coordinator	336

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Heather West	Educational Enhancement Center	355
Emily Wheeler	Radiologic Technology	305
Jimmy Williams	Machine Tool	361
Steve Young	Collision Repair Technology	373

SECRETARIAL/SUPPORT

Greg Baker	Bus Driver	257
Tammy Baker	Finance Secretary/Bursar	322
Chad Beesley	Custodian	258
Tom Bickell	Grounds	257
Brooke Brown	Graphic Designer	214
Julie Clark	Culinary Arts Assistant	332
Vivian Clary	Evening Registrar	255
Carolyn Craven	Bus Driver	257
Richard Dunaway	Bus Driver/EEC Assistant	257
Brenda Ferrell	Secretary	209
Carol Flowers	Custodian	258
Adam Foulke	Information Systems Technician	272
Phillip Germain	Information Systems Technician	268
Jonathan Groth	Culinary Arts Production Manager	276
Jill Grumbles	Culinary Arts Assistant	300
John Hampton	Maintenance	257
Katherine Hampton	Custodian	258

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Randus Harman	Finance Secretary	224
Shelli Haynes	Secretary	211
Mackenzie Herrmann	Secretary	277
Raylene Hobbs	Secretary	232
Sara Horsechief	Custodian	258
Kirt Kaminskis	Custodian	258
Sarah Kiespert	Secretary, Operations and Planning	246
Judi Leonard	Secretary	270
Diane Maddox	Office Coordinator	238
Abby McCain	Secretary, Communications and Marketing	283
Lisa McCarty	Secretary	275
Kenny McGuire	Custodian	258
Kathryn Metcalf	Culinary Arts Assistant	317
Debbra Murray	Secretary	208
Parker Norman	Graphic & Interactive Media Designer	212
Stephanie O'Brien	Secretary	329
Robert Pope	Custodian	258
Dayton Porter	Bus Driver	257
Amy Pyles	Culinary Arts Assistant	300
Angie Richardson	Secretary	273
Monica Savory	Personnel Assistant/Administrative Assistant	299
Sandy Somers	Bus Driver	257
Beverly Tackett	Custodian	258
Rebecca Thacker	Secretary	240
Tammy Thomas	Finance Secretary	227

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Rene Toles	Custodian	257
Shannon Uptegraft	Custodian	258
Paul Vieyra	Maintenance Technician	257
Martha Walter	Part-Time Translation	253
Ruby Windsor	Custodian	258
Shelly Wrede	Culinary Arts Assistant	300

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**Meridian Technology Center
Approved/Accredited Programs (Career Majors)
2018-2019 School Year**

CIP Code	SOC Code	Program Name	Clock Hours	Weeks
09.0702	27-3099	Social Media Specialist	960	36
10.0304	27-1014	3D Animation/Motion Graphics Level 1*	675	25
10.0304	27-1014	3D Animation/Motion Graphics Level 2*	600	22
10.0304	27-1014	3D Animation	1050	39
11.0801	15-1134	Web Designer	960	36
11.0901	15-1152	Network PC Support Specialist	630	23
11.1002	15-1152	Network Systems Engineer	600	22
11.1003	15-1122	Cyber Crime Specialist	780	29
11.1003	15-1122	Cyber Security Professional	720	26
12.0401	39-5012	Cosmetologist - Evening	1500	70
12.0401	39-5012	Master Instructor	1000	47
12.0500	35-2014	Advanced Culinary Arts	600	22
12.0500	35-2014	Basic Culinary Arts	600	22
12.0505	35-2019	Food Service Management-Assistant*	851	32
15.0303	17-3023	Energy and Power Level 1	600	22
15.1303	17-3011	CAD Design Architectural Specialist	1020	38
15.1303	17-3011	CAD Technician Architectural	855	32
15.1306	17-3013	CAD Technician Mechanical	975	36
15.1306	17-3013	CAD Design Mechanical Specialist	1140	43
46.0101	47-2021	Brick and Stone Mason	870	32
46.0201	47-2031	Finish Carpenter	600	22
46.0201	47-2031	Frame Carpenter	600	22
46.0302	47-2111	Electrician Apprentice - Residential	600	22
46.0302	47-2111	Electrical Apprentice - Commercial	600	22
46.0412	47-1011	Facilities Management	600	22
47.0201	49-9021	Residential HVAC Installer	615	23
47.0201	49-9021	Residential HVAC Technician	1050	39
47.0603	49-3021	Combination Collision Repair Technician	1005	37
47.0603	49-3021	Collision Repair and Refinishing Apprentice	1650	61
47.0604	49-3023	Automotive Service Technician	945	35
48.0508	51-4121	Welding Level 2	600	22
48.0508	51-4121	Beginning Metal Fabricator	675	25
48.0508	51-4121	Metal Fabricator Level 1	600	22
48.0508	51-4121	Welding Level 1	600	22
48.0508	51-4121	Metal Fabricator Level 2	600	22
48.0510	51-4011	CNC Machinist	975	36
48.0510	51-4011	CNC Machinist Assistant	765	28
50.0409	27-1024	Graphic Design Specialist	960	36

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50.0409	27-1024	Graphic Design Specialist*	840	31
50.0602	27-4031	Digital Video Advanced Technician	1050	39
50.0602	27-4031	Digital Video Production Level 1*	675	25
50.0602	27-4031	Digital Video Production Level 2*	600	22
51.0707	29-2071	Administrative Medical Assistant	1380	55
51.0713	29-2071	Health Insurance Coder	1260	50
51.0801	31-9092	Health Careers III	1125	42
51.0805	29-2052	Advanced Pharmacy Technician	600	22
51.0911	29-2034	Radiologic Technologist	2706	96
51.3901	29-2061	Practical Nurse	1463	56
51.3902	31-1014	Health Careers I	600	22
52.0302	43-3031	Accounts Payable/Receivable Clerk	720	26
52.0401	43-6014	Administrative Assistant	720	26
52.0701	11-1021	Entrepreneur	960	36

For Career Major Course Descriptions, please refer to Meridian's Website at www.meridiantech.edu refer to career majors/click on descriptions

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B. Accrediting Agencies

Oklahoma Department of Career & Technology Education

U.S. Department of Education

Oklahoma Department of Education

Oklahoma Board of Cosmetology

Oklahoma Board of Nursing

Accreditation Commission for Education in Nursing (ACEN)

Joint Review Committee on Education in Radiologic Technology (JRCERT)

American Registry of Radiologic Technologist (ARRT)

Automotive Service Excellence (ASE)

Association of General Contractors (AGC)

Project Lead the Way

Southern Region Education Board (Technology Centers That Work)

Current or prospective students wishing to review documents describing the institution's accreditation, approval or licensing should submit a written request to the Superintendent. Within ten working days of submission of the request, documents will be made available to the student for inspection.

C: Rights & Responsibilities' of Recipients

➤ Right-to-know

- ◆ Information about the school
- ◆ Institution's accrediting organizations
- ◆ Institution's campus security report
- ◆ Information on financial aid
- ◆ Information about student's rights under FERPA
- ◆ Student completion, graduation, placement, retention (Gainful Employment)
- ◆ Accreditor's complaint process www.okcareertech.org/about/state-agency/policies/comments-or-complaints-policy
- ◆ Drug and alcohol policies
- ◆ Copyright policy
- ◆ Textbook information
- ◆ Net-Price Calculator

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➤ **Responsibilities**

- ◆ Use of financial aid funds for school related expenses
- ◆ Keep all information regarding financial aid for future reference
- ◆ Ask questions about financial aid
- ◆ Report all outside assistance to the financial aid officer
- ◆ Complete and submit all required paperwork to the financial aid office
- ◆ Maintain satisfactory academic progress
- ◆ Report changes in enrollment to the Career Planning Center
- ◆ Notify the Career Planning Center before withdrawing

◆ **Family Educational Rights and Privacy Act of 1974 (FERPA)**

All information (written or oral) that a student and/or family reveal in the process of seeking assistance is confidential. Application materials become the property of Meridian Technology Center upon submission and are maintained in the student's file. A Student is entitled to examine his/her file within ten (10) working days after a written request to do so is filed with the Financial Aid Office

D. Career Planning Center and Other Student Services

➤ **Student Records (I-427)**

A comprehensive system of records is kept on each student during his or her enrollment with Meridian Technology Center. This includes such information as grades, attendance, punctuality, results of safety tests, and work experience. Upon completion of the program by the student, a transcript is prepared for each student and retained as a permanent file. Attendance and grade records for high school students will be transferred to the home high school to become a part of their permanent record. The Meridian Technology Center Board of Education requires the school administration to maintain a system to ensure that the student's confidentiality is protected as mandated by the privacy laws.

➤ **Release of Student Information/Family Educational Rights & Privacy Act**

Meridian Technology Center may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act. The following items of information are considered "directory information" and can be released without consent or a record of disclosure.

1. Name
2. Address
3. Telephone number (unless it is unlisted)
4. Date and place of birth
5. Major field of study

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6. Dates of attendance
7. Degrees and awards received
8. Previous educational agency or institution attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams

Requests to withhold directory information must be submitted in writing by the parent or guardian, or the student personally if 18 years of age or older, within 10 calendar days after the first scheduled day of class. All written requests for non-disclosure will be honored for only one academic year.

➤ **Disabled Student Accessibility**

Meridian Technology Center's facilities are accessible to disabled students. In addition, programs and instructional materials are adapted for high school students based upon the student's Individualized Education Program (IEP). Adults who want to request accommodations for a documented disability must complete an Accommodation Request Form available in the Career Planning Center. Adults must furnish documentation of the disability, which meets the requirements of the *Americans with Disability Act* and Section 504 of the *Rehabilitation Act 1973*. At the present time, Meridian Technology Center does not offer any comprehensive transition and postsecondary programs for students with intellectual disabilities. Adults must allow sufficient time for the request to be processed. Further information is available from a counselor in the Career Planning Center.

➤ **Counseling, Testing and Assessment**

Site counselors are available to assist students in finding their career and technical aptitudes and interest as well as discuss other student concerns. They can provide testing and assessment.

◆ **Transfer of Credit**

Meridian Technology Center personnel will review previous education and/or training documentation, to include military transcripts, and determine whether or not the student may receive advanced credit for previous education and/or training. If advanced credit is given, the total number of career major hours the student needs to complete is reduced by the number of credits awarded.

➤ **Adult GED, HISET and ESL**

Adult Students can expand their opportunities by getting their General Educational Development (GED) or HiSet. It is equivalent to a high school diploma and can open the door for students applying for a job or seeking further education. Classes are self-paced and offered at no cost. There is a fee to take the exam..

Adult Students can also improve their speaking, reading and writing skills in the English language by obtaining their English as a Second Language (TESL) Call Jennifer Tressler Adult Education Instructor/Coordinator (405) 377-3333, ext. 327.

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➤ **Educational Enhancement Center**

Employers want employees who are lifelong learners. At Meridian Technology Center, we want you to complete your career training *and* have the academic skills to continue to learn long after you graduate. The Educational Enhancement Center (EEC) helps you improve your skills in reading, math and locating information.

Individualized lessons are geared toward your needs. Students work at their own pace to improve their skills. Instructors are available to assist you as needed. Once you have reached the skill levels recommended for your career major, you are ready to take the Work Keys assessment

Designed by ACT, the company that developed the ACT Assessment college entrance exam, Work Keys measures communication, problem-solving, and interpersonal skills valuable to any occupation – skilled or professional – and at any level of education. Depending on their scores, individuals are awarded a platinum, gold, silver or bronze Readiness Certificate. These portable skills credentials, which are nationally recognized, can be used to get a job and to advance in your career.

To help you earn valuable certifications in your career major, the EEC also offers state competency testing. You can also take tests to compete in district and state competitions

Job Placement Services

Meridian Technology Center instructors assist current students who will be seeking full-time, permanent employment upon successful completion of their training programs. You can visit our Community Job Board to see area jobs that businesses have posted with us. In addition, Meridian's College and Career Transition Coordinator assists students with job search techniques, provides job readiness curriculum to instructors, hosts mock interviews and provides résumé assistance for students. If questions, please call Judy Sindelar for further information at 405-377-3333 X 228.

➤ **College Credit**

Earn college credit while you're at Meridian Technology Center. Through a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, college credit may be available upon completion of a career major. The College and Career Transition Coordinator works with students to explain how they can earn college credit toward an Associate of Applied Science (AAS) degree. If you have questions regarding the process, please call Judy Sindelar [405.377.3333](tel:405.377.3333), ext. 228.

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How do I connect my technical training at Meridian to college credit? An A.A.S. degree is a great path for someone to follow who is planning on directly entering the workforce after earning the degree. Technical college courses are specific to the technical workforce degree and may not apply to other degrees designed to transfer to bachelor of arts and bachelor of science degrees.

Depending on your program, your Meridian coursework may connect to an Associate of Applied Science degree (technical workforce degree) at participating in-state colleges. Upon completing 15 credit hours at an institution, students should provide a Meridian transcript and/or certifications to their college advisor to be reviewed for possible college credit. College credit hours vary by college and MTC programs.

SECTION II: FINANCIAL ASSISTANCE AVAILABLE

A. Title IV Programs of Assistance: General Conditions of Eligibility

Institutional and Program Eligibility

Documentation regarding Meridian Technology Center's eligibility for all aid assistance programs is located on Meridian's website www.meridiantech.edu. The Financial Aid Officer is responsible for the coordination of the program participation agreements. Meridian Technology Center will administer its aid programs in conformity to federal regulations.

General Student Eligibility Criteria for Federal Title IV Financial Aid

In general, a student is eligible to participate in federally funded programs if the student:

- ③ is a regular student, pursuing a degree, certificate, or other recognized educational credential;
- ③ is at least a half-time student according to the standards established at Meridian Technology Center;
- ③ is enrolled or accepted for enrollment as a post-secondary student who has a High-School Diploma, GED certificate, or a Home School Certificate signed and dated showing completion of secondary schooling;
- ③ is a U.S. citizen or eligible noncitizen;
- ③ has financial need
- ③ is academically qualified and is maintaining satisfactory academic progress in the course of study he/she is pursuing according to the standards of Meridian Technology Center;
- ③ is within the school's attendance policy;
- ③ does not owe a refund on a Title IV HEA Grant (PELL Grant, Oklahoma Tuition Aid Grant) and/or is not in default on any Perkins Loan, GSL, or PLUS loan received for attendance at any institution as evidenced by a signed statement, and financial aid transcripts;
- ③ is registered for selective service or exempt from registration as evidence by signed statement of registration compliance;
- ③ agrees to use any federal aid received solely for educational purposes as evidenced by a signed statement of educational purpose certification statement;

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- ③ signs a statement of updated information certifying that certain items on the PELL Grant application is correct;
- ③ signs and submits verification form with required documentation;
- ③ beginning July 1, 2012 and beyond Federal Student Aid limits the duration of a student's lifetime eligibility to receive a Federal Pell Grant to six year or 600%

In addition, a student's eligibility for Title IV aid could be affected by such factors as:

- ◆ A Bachelor degree
- ◆ Incarceration
- ◆ Conviction for drug offenses

Unusual Enrollment History (UEH) was implemented in the 2013-2014 award year to prevent fraud and abuse of 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 UEH Flag and a "C" code. The institution will be required to review the UEH information for the student for a resolution to determine if the student is eligible for financial aid at the institution using Federal guidelines from the U.S. Department of Ed. If an institution determines to deny additional aid to a student the reasons for the denial will be place in the student's financial aid file as documentation. Further, the decision of the institution is final and is not appealable to ED.

Students enrolled in elementary or secondary school are not eligible for aid from the Federal Student Aid programs.

Procedures to insure that general eligibility criteria are met are:

Individual Student Information Records (ISIRS)

ISIRS are drawn down by using ED Connect software and the financial aid officer reviews and determines if they are valid. The Financial Aid office notifies the student if corrections are to be made.

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Eligible Program

Students are required to complete an enrollment form stating they are enrolled in an approved program that will lead to a certificate that is 600 clock hours or more in length to be approved for Federal Financial Aid.

Eligible Citizen

All ISIRs are checked for flags showing any non-match such as non-citizen, social security, default on loans or selective service match, etc. When non-matching flags appear, the student is sent a request for documentation showing proof of eligibility (Example: A student whose citizenship cannot be verified would be asked to provide appropriate documents as specified in the Immigration & Naturalization Service, INS regulations.)

Default

If the ISIR shows a student loan default status, the Financial Aid Officer will notify the student indicating the Federal contact information listed on the first page of the ISIR. This information is made available to the student so he/she may regain eligibility if they so desire.

The Financial Aid Officer will check the NSLDS to determine if the student has loans borrowed in the excess of the loan limits. NSLDS is also checked for Overpayments for Pell eligible students who are enrolled at Meridian Technology Center.

B. 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 GED or HiSet, 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, and career interest. (c) To be eligible to receive financial aid assistance, entering students who do not have a high school diploma, GED or HiSet must demonstrate the ability to benefit by passing an independently administered test approved by the U.S. Department of Education. Passing scores are determined by USDE. Students meeting criteria (c) must also meet the criteria outlined in (b).

- **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 are classified as special students and are therefore not eligible to receive Title IV Student Financial Assistance.

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C. How to Apply for Federal Student Assistance

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.gov. Computers are available for students who do not have access to a computer in the skywalk at MTC or a student can go to Stillwater Public Library.

Students who apply may qualify for:

- Federal Pell Grant
- Oklahoma Tuition Aid Grant (OTAG) - State Aid Deadline soon after October 1, 2018

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) driver's license number, social security number, balances of cash savings, and checking accounts and asset information. Students and Parents will be asked to set-up a user ID and password. Please remember it and write it down. Students and Parents (if a student is a dependent, parent information is required) need to use the "**LINK TO IRS**" box on the FAFSA application. This is a verification process indicating the filing status and mailing address at time of filing 2014 FORM 1040 with Internal Revenue Service. By clicking on "**LINK TO IRS**" a student can transfer his/her tax information (parent information too if a dependent student) for 2014 into the FAFSA automatically from the IRS website.

Students and parents (if student is dependent) are required to sign the FAFSA. By signing the FAFSA you are certifying that the funds received will be used for expenses related to attendance (tuition, fees, books, transportation, and living costs) and that you are not in default on a student loan or have made satisfactory arrangements to repay it, do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, will notify MTC if you default on a federal student loan, and will not receive a Federal Pell Grant from more than one college for the same period of time.

Also, by signing you agree that you will provide information to verify the accuracy of the FAFSA. This information may include Federal Tax Returns, and Verification forms. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

D. Student Honesty in Use of Financial Assistance and Reporting of Resources

Honesty in Use of Financial Assistance and Reporting of Resources Students receiving federal and institutional assistance will be required to sign a statement which certifies that funds awarded will be used solely for expenses connected with attendance at Meridian Technology Center. The statement also specifies that the applicant has given accurate and true information.

E. How Need is Determined

➤ **Federal Needs Analysis Methodology**

Federal Needs Analysis Methodology is to determine the Expected Family Contribution (EFC) for a student as well as his/her Cost of Attendance (COA). “Need” is determined for Federal Pell Grants by formulas developed and updated annually by the federal government. “Need “ is defined as a student’s cost of attendance minus the amount the student and his/her family is expected to pay as determined by a standard formula.

➤ **Cost of Attendance**

Cost of attendance is usually the yearly total costs to go to school. The COA covers tuition and fees on campus, room and board, housing and food allowance for off-campus student and allowances for books, supplies, transportation, child care, and costs related to a disability and miscellaneous expenses.

➤ **Expected Family Contribution (EFC)**

The Expected Family Contribution is the amount that indicates how much a student’s family can contribute to pay for school. Factors include family’s income, assets, and family household size, and the number of family members enrolled at least half-time in post-secondary education in determining EFC. The less the student and family can contribute to their education the greater the Pell Grant amount the student could be eligible for. Thus, the neediest student will have an EFC of 0 and may be eligible to receive the maximum Pell Grant award (**\$6,095**) if he/she is enrolled as a full time student in an eligible program and meets all other criteria.

➤ **Use of Professional Judgment**

Definition - A discretionary decision or opinion reached on the basis of the experience of a financial aid administrator. It allows for flexibility in dealing with individual student circumstances.

It is the philosophy of the school that Professional Judgment (PJ) be utilized at a minimum level. Student applications whose financial and personal background truly reflects a unique applicant circumstance which Federal Regulations do not address will be assessed on an individual basis.

Professional judgment will only be implemented when the student has some extraordinary circumstance that warrants overriding normal procedures. Such adjustment must be fully documented in the student's file. If applicant is selected for verification, verification must be completed before PJ adjustments made.

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➤ Institutional Costs

Tuition

High school students who live in Meridian's district may attend career training free of charge, excluding the adult-only programs. Books are provided to students in all programs except Practical Nursing and Radiologic Technology.

FULL-TIME PROGRAMS

EFFECTIVE JULY 1, 2016

In-District High School Student No cost

In-District Adult Student \$3 per hour

Out-of-District High School Students

Per State Board of CareerTech Rules, "Technology Center Districts shall charge a tuition to any secondary student who does not reside in a technology center district. The fee for tuition shall be not less than twice the amount of the local cost of providing the program for the student." Reciprocity agreement guidelines apply to out-of-district secondary students who reside in another technology center district. Please contact us for more information.

Out-of-District Adult Students

\$6 per hour

FULL-TIME ADULT PROGRAMS	(In-district)	(Out-of-district)
Health Informatics		
Health Insurance Coder	\$3,780.00	\$7,560.00
Administrative Medical Assistant	\$4,140.00	\$8,280.00
Practical Nursing	\$4,072.00	\$8,144.00
Radiologic Technology – 2 year career major	\$4,800.00	\$4,800.00
Evening Cosmetology		
Basic Cosmetology	\$4500.00	\$9,000.00
Instructor (500 hours)	\$1,500.00	\$3,000.00
Instructor (1000 hours)	\$3,000.00	\$6,000.00

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◆ Books & Supplies Cost

Meridian Technology Center does not have a book store. Therefore, students will be required to purchase all consumable supplies off campus.

Books are provided for classroom use for all career majors except Practical Nursing and Radiologic Technology (See 2018-2019 Financial Aid Policy book 6.4-1). Students who are eligible for a Federal Pell Grant can receive a book voucher from the Financial Aid Office (provided the student has processed a FAFSA and been awarded a Pell Grant and all necessary paperwork has been finalized in the Financial Aid Office) if they wish to purchase a book outside of the classroom. The student must contact Financial Aid and/or Bursar. A Pell eligible student may use the voucher to charge books to his/her Pell Grant. In using the voucher, the student is authorizing Meridian Technology Center to deduct the cost of items purchased out of the student's Pell Grant. If the student "opts out" of purchasing books outside of the ones provided in the classroom, they will receive a check for any Pell proceeds in excess of tuition, to purchase books from a vendor of their choice.

Please refer to Meridian's website for costs of tuition, books and supplies at <https://www.meridiantech.edu/programs/>

Living Cost

MTC does not offer institutional housing to students. All students live off campus and commute.

◆ Student 2018-2019 Budgets

INDEPENDENT STUDENTS	DEPENDENT STUDENTS
9 Month \$16,498	9 Month \$7,784
12 Month \$21,997	12 Month \$10,378

Budgets are derived from the following:
U.S. Dept. of Labor, Bureau of Labor Statistic
For Detailed Calculations of Budgets see the Financial Aid Office

Note: MTC does not participate in student loans. Federal Grants are entitlement programs so budget amounts do not affect the amount of Federal Aid a student may receive.

F. Title IV Programs & Other Aid Programs Available

Federal Pell Grant
Oklahoma Tuition Aid Grant (OTAG)
Oklahoma's Promise (OKP)
Workforce Investment Act
Vocational Rehabilitation
Bureau of Indian Affairs

Scholarships/Tuition Waivers
Meridian Technology Center Foundation Scholarships
Okla. Department of Career Tech Education - Otha Grimes/Francis Tuttle Scholarship

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2nd Year Senior Tuition Waiver
Next-Step Scholarship

G. Federal Pell Grant Program

◆ **Definition**

The PELL Grant Program is a federally funded program that provides a grant up to \$6,095 for 2018-2019 post-secondary students enrolled in an eligible program.

◆ **Application Procedures**

Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. A Pre-Application Worksheet and assistance in completing the forms may be obtained from the Financial Aid Office. Students may also apply for Title IV funding by completing a paper version of the Free Application for Federal Student Aid (FAFSA), and mail it to the Federal Student Aid Programs. Within approximately two to four weeks, 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). Meridian Technology Center is set up to receive electronic transmission of the Student Aid Report. The electronic record is 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.

Meridian only receives ISIR's for students who indicated the Meridian code numbers of 012474 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 the Financial Aid Office to determine if all application requirements have been met. If so, the Financial Aid 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 letter. Two payment periods are scheduled for the PELL Grant to be disbursed per Academic year. Students whose programs will not be completed within the fiscal year (July 1-June 30) should consult with the Financial Aid Office to see if they will need to file two Free Application for Federal Student Aid (FAFSA) forms in order to receive PELL Grant payments for their entire program.

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◆ **Eligibility Requirements**

Students must meet the general eligibility requirements outlined in Section II-A, Financial Assistance Available. In addition, this grant is restricted to students who have not earned a Bachelor's degree. Students may not receive a PELL Grant from more than one institution concurrently.

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 Loan; must not owe a refund on any Pell grant or State Grant.

Lifetime Eligibility Used (LEU): 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 6 scheduled awards, 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 LEU.

◆ **Criteria for Selecting Recipients from Group of Eligible Applicants**

All students who are eligible will receive a PELL Grant providing they have all the necessary documents and signatures.

Criteria for Determining Amount of Student Aid

PELL Grant amounts are based upon the following:

- Federal PELL Grant Cost of Attendance for a full academic year: (Tuition and fee costs for program plus PELL Grant living allowances)
- Enrollment status of student (full-time or half-time)
- Length of career major and length of time student is enrolled
- Federal PELL Grant Payment Schedule (revised annually by federal government).

Meridian Technology Center uses an academic year of 900 hours/26 weeks (with a payment period of 450 hours 13 weeks) is applicable to all Career Majors 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 Distribution**

Each student will receive PELL Grant disbursements according to the following schedule: Students receive their first payment (one-half of their award) approximately 2-4 weeks after their starting date or when all necessary paperwork has been submitted to the financial aid office. The remaining one-half or subsequent payment will be disbursed only when the student has completed the required hours or required work 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.

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Effective with the 2017-2018 year, a student is allowed to receive Federal Pell Grant funds for up to 150 percent of the student's Pell Grant Scheduled Award for an award year.

Disbursements are paid in the form of a check to the eligible recipient. Disbursements are made on the 15th and 30th of each month. The student's exact disbursement date will be determined in the Financial Aid Office.

Students who are eligible for disbursements prior to three working days before the 15th will receive their disbursement on the 15th. Students who are eligible prior to three working days before the 30th will receive their disbursement on the 30th. For example, a student is eligible on January 7th they will receive their check on the 15th. If they are eligible on January 14th, they will receive their check on the 30th.

Disbursements will be paid based on the availability of funds from the U.S. Department of Education (after all required information has been verified, a completed student file is established, and the recipient is attending class.) Each recipient will receive a memo from the Financial Aid Office when disbursement to the student's account has occurred. Funds in excess of tuition and/or books/supplies previously deferred are paid in the form of a check to the eligible recipient. If there are excess funds, the student will be notified that these funds are available. After receiving notification, a recipient should take photo identification to the Bursar's window and sign to receive the refund check. If check is not claimed by the student within ten (10) days of disbursement, and the Financial Aid office or Bursar has not been contacted by the student, the full disbursement will be returned to Department of Education.

H. **Oklahoma Tuition Aid Grant Program (OTAG)**

◆ **Purpose**

The Leveraging Educational Assistance Partnership (LEAP) is known as the Oklahoma Tuition Aid Grant in this state. This program assists states in providing grants to eligible students who have substantial need. Students may receive a portion of tuition from the Oklahoma Regents of Higher Education, based on full-time and part-time enrollment.

◆ **Eligibility Requirements**

Students must meet all of the general eligibility requirements outlined in Section II-A. In addition, the student must be an Oklahoma resident, attend an approved Oklahoma school, and must demonstrate substantial financial need as determined by the Oklahoma State Regents of Higher Education.

◆ **Application Procedures**

Students who wish to apply for this grant program must complete the Free Application for Federal Student Aid (FAFSA) form and must complete the Federal Student Aid Release Section of this form giving permission for the release of their financial information to the state financial aid agency (Oklahoma State Regents for Higher Education).

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- ◆ **Criteria for Selecting Recipients from Group of Eligible Applicants** Eligible applicants are funded to the limit of available funds on a first- come, first-served basis. Deadlines for priority application are established annually.

- ◆ **Criteria for Determining Amount of Student Aid**

Grant amounts are based upon the following:

- Financial need as determined by the Oklahoma State Regents for Higher Education
- Cost of attendance at Meridian Technology Center

Oklahoma Tuition Aid Grant award is the lesser of 75% of enrollment costs or \$1000 for students attending public colleges, universities, or technology centers.

- ◆ **Method and Frequency of Disbursement**

After the application data has been reviewed for accuracy and eligibility the OTAG Department notifies institutions that OTAG Award Claim Forms are available upon request. 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 processing for the issuance of a master check.

If the student drops enrollment after Meridian Technology Center receives the Master check from OTAG, the student's award must be returned to OTAG. Within 30 days of receipt of the Master check, an adjustment is made on the OTAG Claim Form and a refund check to OTAG is submitted. Master checks for each OTAG Award Claim submitted will be forwarded to the institution during the fall and spring disbursement cycles. Students will receive only one OTAG disbursement per fall and spring cycle.

I. Other Programs

- ❖ **Oklahoma Promise (OKP)**

The Oklahoma's Promise (OKP) provides scholarships equivalent to all or part of tuition expenses for students who complete the program's requirements while in high school. Beginning with the 2017-2018 award year, for enrollment periods beginning after July 1, 2017, Senate Bill 529 passed and this change allowed the OK Promise scholarship to be used for any certificate program at a career technology center that qualifies for federal financial aid or Pell grant. This change is consistent with other state and federal financial aid policy.

- ❖ **Workforce Innovation Opportunity Act (WIOA)**

The WIOA program is a federal program of assistance designed to assist individuals facing employment barriers, economic disadvantages or additional school training to secure productive employment. In order to qualify for the program, a student must be unemployed or underemployed and economically disadvantaged. Review WIOA

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assistance programs at www.cdsaok.org

The term “economically disadvantaged” is defined as follows.

- ☒ Receives welfare payments.
- ☒ Has a total family income for the 12-month period prior to application in family size that does not exceed the poverty level determined in accordance with criteria established by the Office of Management and Budget.
- ☒ Training is centered on “in-demand occupations” in the county in which the client lives.

❖ Vocational Rehabilitation

The purpose of Vocational Rehabilitation is to assist individuals who are physically or mentally handicapped. Services include testing, psychological evaluation, medical examination, and counseling services.

Eligibility is determined by the Federal Vocational Rehabilitation Office in Oklahoma City.

❖ Bureau of Indian Affairs

One of the purposes of the Bureau of Indian Affairs is to provide assistance to Native Americans who meet the requirements mandated by each tribe.

Bureau of Indian Affairs determines eligibility. To apply for assistance, contact your tribal office.

Meridian Technology Center Foundation Scholarships

- ❖ The Meridian Technology Center Foundation was established in 1985 to advance vocational-technical education and to support the efforts of Meridian Technology Center. The Foundation accomplishes its purposes primarily through providing scholarships and loans for tuition, books, and supplies to students attending Meridian Technology Center.

Eligibility requirements are determined by the Meridian Technology Center Foundation. Scholarship applications are available in the Career Planning Center and on line at www.meridiantech.edu. Amount of awards is determined by the Foundation and its donors.

❖ Oklahoma Department of Career Technology Education - Otha Grimes/Francis Tuttle Memorial Scholarship

The Oklahoma Career and Technology Foundation Scholarships are reserved for adult students who have initiated formal training to achieve vocational career objectives.

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- Must be at least 18 years of age.
- Must be enrolled in and making satisfactory academic progress in a full-time career major.
- Must exhibit an evident need for scholarship assistance.
- Must declare an intention to complete a career objective in the stated vocational-technical program.

Applicants must use the authorized application form. When applications are available, the Financial Aid Office will provide information to all students through their instructors.

Scholarships are reserved for deserving adult students who may not qualify for other scholarships or student assistance programs. Scholarships are awarded more on the basis of need and commitment rather than on good grades alone. Scholarship recipients and award amounts are determined by the Oklahoma Department of Career Technology Education Foundation.

The scholarship stipulates that the award be used toward books, tuition, and other direct expenses incurred for training.

❖ **Next Step Scholarship**

The purpose of the Next Step Scholarship is to provide assistance with educational costs for in-district students who attend Meridian Technology Center within two years of graduating high school.

Students may receive a tuition waiver if they meet certain criteria. Student must be a graduate of a Meridian Technology Center district school and reside in the district. Student must utilize the scholarship within two years after graduation. Student must meet all Meridian Technology Center enrollment requirements. Student must maintain a B (80%) grade or higher and maintain 90% attendance. Students must provide the following items: deposit, written career plan/goals, two letters of reference, high school transcript, and proof of residence.

For detailed information see Next Step Scholarship on Meridian Technology Center's website at www.meridiantech.edu/individual/scholarships.

Students are required to pay deposit however; this scholarship provides a waiver of tuition for the student to complete a career major. Scholarship recipients are required to pay for books, clothing and any other materials required by the program.

❖ **Second Year Senior Tuition Waiver**

The purpose of the Second Year Senior Tuition Waiver is to provide assistance with educational costs for in-district students who begin a program of study during their senior year of high school and need to complete the second year of the program as an adult student.

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Secondary students attending Meridian Technology Center may receive a tuition waiver upon completion of their high school graduation requirements, if they meet the following criteria: 1) the student must have attended Meridian Technology Center while he/she was enrolled in a Meridian Technology Center district high school, 2) the student must have attended Meridian Technology Center less than four semesters, but more than one, during the time he/she first enrolled at Meridian Technology Center and the time he/she completed high school graduation requirements at a Meridian Technology Center district high school, and 3) while the student attended Meridian Technology Center, he/she must have followed the Meridian Technology Center Student Handbook's policies and regulations and be in good standing with the institution.

No application is necessary. Inform the career counselor at the time of enrollment. The 2nd Year Senior Scholarship provides a waiver of tuition allowing the student to complete the program for up to one-half of the program length.

J. Satisfactory Academic Progress

◆ Definition

In order to receive Title IV assistance, a student must be enrolled in and attending an approved career major at least half-time, make satisfactory academic progress, be within the approved attendance policy, be on schedule, and be in good standing. Satisfactory Academic Progress means that a student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. Initially this means the student is admissible to an educational program as demonstrated by the student: the student has a High School Diploma or GED or a Home School Certificate. Later, this means that the student is performing well enough in terms of grades and the institution's satisfactory academic progress policy to continue enrollment.

“Satisfactory academic progress” means that the student is “on schedule” with a cumulative grade of at least a “C” or above, and is within the required attendance percentage for the payment period.

“Good standing” means that the student is capable of enrollment or continued enrollment.

“On Schedule” means that the student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. This can be no longer than 150% of the program hours.

Students with no previous course work at Meridian Technology Center receive their first aid disbursement without any academic progress requirements. Enrollment only, is verified before the 1st disbursement, which is done by the Financial Aid Officer. At the end of their first payment period students must have made satisfactory academic progress in the first payment period in order to receive further assistance.

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◆ **Satisfactory Academic Progress (SAP)**

1. **Qualitative Requirement (grade based):** Maintaining a cumulative grade of “C”; or 70% (2.0) grade point average or greater. A “Progress Report” will be sent to the instructor who will be asked to complete the student’s academic status.
2. **Attendance:** Maintaining 90% attendance (no absence is considered excused for financial aid purposes)*
3. **Quantitative Requirement (time based):** Completing an acceptable percentage of the program’s scheduled objectives. The percentage is based upon clock hours completed to date / total clock hours of enrolled career major.
As long as the student is making satisfactory academic progress within the payment period and striving to complete the program within 150% of the program hours, the student will be considered to be completing an acceptable percentage of the programs’ objectives. A grade of I is regarded as unsatisfactory academic progress for the purposes of Title IV assistance.

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

Satisfactory academic progress, for financial aid purposes, will be assessed at the end of each payment period to determine eligibility for the next payment period. The Progress Report is submitted to the instructor to check SAP; this progress report will be submitted before the next scheduled disbursement date. Eligible students will be issued Financial Aid at the next disbursement date scheduled in the Financial Aid Office (see Section II - G Method and Frequency of Distribution)

Note: Satisfactory academic 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.

Note: Satisfactory academic progress for a student receiving “Oklahoma Promise Awards will be checked prior to the award disbursement.

In some cases a student may have a disability, (hearing impairment, blindness, learning disability, ESL, etc.), and the instructor considers the student is making satisfactory academic progress based on the disability, and the instructor feels that extended training is necessary for the student to successfully complete the program. This student would be allowed longer than the standard length of time to complete the program and be considered making satisfactory academic progress based on extenuating circumstances. In other cases, a student may be allowed or may need to take longer than the average length of time to complete a particular program. Example: A student is enrolled in a 600 clock hour program and needs at least 100 more actual clock hours to successfully complete the program. The instructor indicates that the student is progressing toward successful

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completion of the program, and the student has acceptable attendance and grades; the student can be allowed to take an additional 100 clock hours to complete the program and still be considered making satisfactory academic progress. 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 program hours.

*Based on requirements of the U S Department of Education, a student must be in attendance 90% of a Pell Grant payment period. If during any payment period a student is absent more than 10% of that payment period the student will be deemed as not meeting satisfactory academic progress

◆ **TO DETERMINE IF THE STUDENT MAINTAINS ELIGIBILITY FOR ASSISTANCE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:**

First Payment: (New Students-students enrolled in a new career major) Students enrollment status will be checked and documented in the student's file to ensure the student is enrolled and in attendance, in an approved career major on at least a half-time basis. If the student has met the initial entrance and eligibility standards, and all necessary documents for financial aid have been received, the student will receive the first payment on schedule.

Subsequent Pay Periods: (New Students) To determine the satisfactory academic progress for subsequent pay periods, an average cumulative grade of at least a "C" or above, will be documented using the progress report received for the previous payment period(s). If, for the previous payment period, the average cumulative grade is at least a "C" or above, the cumulative attendance is 90% or better, and the student is proceeding in a positive manner toward fulfilling certificate requirements within 150% of the enrolled career major hours satisfactory academic progress standards have been met, and the financial aid office will follow the procedures to disburse the second PELL grant disbursement.

Continuing Students (students continuing in the same program): Student's enrollment status and progress will be checked and documented in his/her file to ensure that s/he is enrolled in an approved program on at least a half-time basis. **All payments for continuing students will be based on procedures outlined under "Subsequent Pay Periods":** (New Students).

Financial Aid Warning

If it is determined that the student is not meeting Satisfactory Academic Progress under "Subsequent Pay Periods", the student is placed under Financial Aid Warning and informed by letter or e-mail. Warning status lasts for one payment period only. The student will still be eligible for the Pell disbursement, but this will happen only once, there cannot be 2 consecutive "Financial Aid Warning" periods.

Financial Aid Suspension

Any student, who fails to make satisfactory academic progress (as defined above) will have their subsequent financial aid suspended. The student has the right to the appeal process if they have not met SAP.

Financial Aid Appeal and Probation

Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation. All students who receive notification that aid has been suspended will receive written procedures to follow to appeal the decision of the Financial Aid Office. Request for an appeal must be submitted to the Financial Aid Office within 10 working days of being notified of the suspension of aid.

Appeal Process: Students who are denied aid on the grounds of unsatisfactory academic progress have the right to appeal the aid denial. To appeal, a student must file a written appeal with the Financial Aid Officer within 10 working days of being notified of the suspension of aid. The appeal should include all appropriate and relevant documentation. The letter must include the reason for not making satisfactory academic progress. His/her appeal must explain why they failed to make satisfactory progress as a result of injury or illness, the death of a relative, or other extenuating circumstances. The appeal must explain why he/she failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. The appeal will be reviewed by the Financial Aid Review Committee. The student will either be denied aid on the grounds of unsatisfactory academic progress or aid will be reinstated and paid on the next pell disbursement period. During the mitigation time the student is responsible for funding his/her own education and could be reimbursed for expenses if the appeal is approved. If a request for appeal is not made by the student, Financial Aid is canceled. Only one appeal can be filed per student per Career Major. The Financial Aid Review Committee's decision is final.

Probation Process: If the Appeal Committee determines that the student will be able to meet the Satisfactory Academic Progress by the end of the next payment period based on the changes the student has made and the student wins appeal, the student will be placed on Financial Aid Probation for the next payment period. The student will continue to receive financial aid.

If the student complies with the Satisfactory Academic Progress requirements at the end of the payment period in which he/she was on "Financial Aid Probation" the student will continue receiving financial aid and will go back to being expected to comply with the normal SAP requirements for future payment periods.

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Financial Aid Review Committee is comprised of the Director of Instruction for the applicable program, the Director of the Career Planning Center, a Career Counselor, one instructor (other than the appellee's), and one Meridian Technology Center employee who does not work with full-time programs.

Section III: Institutional Information

◆ **Institutional Refund Policy**

◆ **Full-Time Programs**

Upon written notification of withdrawal, a tuition refund will be remitted to individuals enrolled in full-time programs according to the following guidelines. A 100% refund, less the deposit, will be remitted to students who officially withdraw within the first five (5) days of a payment period. No tuition will be refunded to a student who has not officially withdrawn within the first five (5) days of a payment period. A 100% refund, including the deposit, will be remitted only to students who have documented extenuating circumstances that have been approved by the Superintendent or his/her designee. Written notice of withdrawal is considered to be the completion and submission of an official withdrawal form or a letter that is dated and signed by the student, and addressed to the Director of the Career Planning Center.

◆ **Short-Term Programs**

At the time of enrollment in a short-term program, a deposit per class is required. Full tuition for these courses is due the first class meeting. Deposits and class fees are non-refundable except when Meridian Technology Center cancels classes or the student has documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

◆ **Refund Policies for Recipients of Title IV Financial Aid**

A federally-mandated refund must be calculated for all Title IV financial aid recipients who withdraw prior to the completion of the period of enrollment for which he/she has been awarded aid according to the following federal regulations. If a student withdraws on or before the 60% point for the current period of enrollment, a portion of the total of Title IV funds awarded a student (PELL Grant) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government.

◆ **Return of Title IV Financial Assistance**

When a student withdraws, drops out, or is dismissed from a school, the amount of aid earned by the student must be determined. A Return to Title IV Funds calculation is completed at this time. If the amount disbursed to the student was greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Meridian

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Technology Center has adopted the following policies and procedures to ensure proper accountability when a student leaves school.

◆ **Return of Title IV Funds**

Based on 34CFR 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 he or she withdraws, drops out, or is dismissed prior to completing more than 60% of a payment period. It is the responsibility of Meridian Technology Center to determine the amount of Title IV assistance the student earned as of the withdrawal date.

If the student completely withdraws from school during a payment period, the institution must calculate, according to the Return to Title IV formula, the total scheduled financial assistance earned and determine if the student is entitled to receive more assistance or if the unearned excess 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. If the student withdraws from school before completing 60% of the payment period, a prorated schedule is used in the calculation to determine the amount of Title IV funds the student has earned at the time of withdrawal.

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. Since Meridian Technology Center does not participate in Federal Student Loans, returns will be sent to Federal PELL Grant first and remaining institutional charges will be paid last.

The funds owed to the PELL Grant program by the student will be reported to NSLDS as an Overpayment if, within 45 days of notification, the student has not returned the funds to the school to be returned to the grant program. The student is required to pay back 50% of the over-payment to the Federal Government.

When a student withdraws during a payment period and a credit balance is created. Meridian will not release the credit balance until a Return of Title IV Funds calculation Title IV has been performed. The Title IV credit balance will be allocated as follows: first to 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 and finally to the student.

◆ **Official and Unofficial Withdrawal**

Official withdrawal will be made by completing the Adult Student Enrollment Status Form or submitting a letter notifying of withdrawal. Students may contact the Director of the Career Planning Center to give notice of intent to withdraw. If information regarding last date of attendance is not clear, student's instructor will be contacted to confirm student's last date of attendance. An unofficial withdrawal occurs when the student did not go through the official withdrawal procedure. The last documented date at an academically related activity as determined from the attendance records will be used as the

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date of withdrawal.

Meridian Technology Center will first determine the withdrawal date. Then the Financial Aid Officer will determine the percentage of Title IV funds earned by the student. The percentage of the period completed by a student is determined by dividing the number of hours the student was scheduled to complete in the payment period as of the day the student withdrew, by the total number of clock hours in the same period. The amount of Title IV aid earned by the student is the percentage of Title IV aid earned (from the percentage of payment period completed) multiplied by the total of Title IV aid disbursed and could have been disbursed for the payment period.

The institution and/or student may need to return any unearned funds as determined by the calculation. The student may be billed for any unearned funds including the amount of institutional charges the institution has to return on behalf of the student. If it is determined that the student owes unpaid tuition, books and supplies, the balance due is the responsibility of the student. The percentage unearned is 100% minus percent earned. If the student withdraws after completing more than 60% of the payment period, the student has earned 100% of the clock hours scheduled to be completed within the payment period. Please note that amounts of .6001 to .6004 are not rounded up.

◆ **Leave of Absence**

An approved leave of absence has the effect of placing the student's aid and tuition on hold for the period of time the student is on approved leave. A student who violates the terms of an approved leave risks automatic dismissal as well as liability for the repayment of financial aid received by the student. If a student fails to return from an approved leave of absence as defined in Determination of LOA below, the date that the institution determines the student began the leave of absence will be used as the withdrawal date and a Return to Title IV prepared.

◆ **Determination of Leave of Absence (LOA)**

Realizing that unforeseen circumstances do arise, Meridian Technology Center allows a period of leave of absence for family emergency. The leave of absence may be granted to a student who will be unable to attend class for a consecutive number of days--five or more, but does not exceed nine weeks. The leave must be requested in advance, or within 24 hours when the need for such a leave of absence arises. The student may not be paid for the hours but may be excused without penalty. The Leave of Absence Form is located in the Career Planning Center and must be approved by the Director of the Career Planning Center.

◆ **Post Withdrawal Disbursements of Title IV Funds**

If the Return to Title IV Funds calculation determines the student received less federal aid money than the amount earned, Meridian Technology Center will make a disbursement of the earned aid that was not disbursed if the student has met all other eligibility requirements (satisfactory academic progress and completed hours from previous pay period). Written notification will be sent no later than 30 days after the date the Financial Aid Officer determines the student withdrew. The notification will advise the student that he or she can receive a direct disbursement, identifying the type and

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amount of these title IV funds and explaining that the student may accept or decline some or all of those funds. Earned funds in excess of tuition and/or books will be disbursed directly to the student. The student will be advised they have 14 calendar days from the date the school sent notification to accept the disbursement. Meridian Technology Center may choose to make a post-withdrawal disbursement after the 14-day period on a case-by-case basis. Disbursements cannot be made after 180 days.

◆ **Overpayment**

An overpayment of a PELL occurs any time the student receives a payment that is greater than the amount for which the student is eligible. 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 he or she received. Meridian Technology Center 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 result of student's withdrawal.

Student will be responsible for repayment of funds which are returned to Title IV by Meridian Technology Center on the student's behalf (as determined by the Return to Title IV calculations). The student's Title IV repayment obligation is determined after the school's share is calculated. Monetary amounts are to be reported in dollars and cents using standard rounding rules to round to the nearest dollar. The amount the institution and student are each responsible to return will not be rounded to the nearest dollar.

Meridian Technology Center will return all unearned funds within 45 days from the date the financial aid office determines the student withdrew. Funds owed by Meridian Technology Center will be returned by transferring monies into the PELL Grant account; or, if the institution is in the process of requesting funds for a PELL Grant disbursement, the institution may reduce the request of the amount of funds to be drawn down by the amount of funds it is due to return.

If a student owes a repayment, written notification will be sent to the student within 30 days advising that he or she must repay the overpayment. The notification will include the following information:

1. Notification that the student owes an overpayment of PELL Grant funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to contact the Financial Aid Office within 45 days as of the date the letter was sent to discuss repayment options.

If the student fails to contact the Financial Aid Office, the student's overpayment will be reported to NSLDS and referred to the Department for collection: Student Loan Processing Center, Attn: Overpayments, P.O. Box 4157, Greenville, TX 75403.

Meridian Technology Center will apply the same Return of Title IV Funds calculation to all students who apply for and receive Federal Student Aid. The calculation is

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performed using the Return to Title IV Worksheets and the Return to Title IV Web Product developed by the U.S. Department of Education. Examples of the application of the refund policy are available upon request by contacting Meridian Technology Center's Financial Aid Officer.

Section IV: Verification Policies and Procedures

A. Verification Policy and Procedure

MERIDIAN TECHNOLOGY 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. While institutions vary widely by type, students served, and mission; minimum standards for verification must exist for all institutions. Established institutional policies, which outline required forms and procedures to fulfill verification standards, shall be written and made available to applicants for financial aid. Verification procedures used by institutions should as a minimum be based on an accurate representation of the applicant pool and may include the use of single or multiple edit checks used to establish error-prone criteria. (In compliance with 34 CFR 668. 53 of the Federal Regulations, these policies and procedures are required.) All applicants selected for verification by the central Processing System will be verified. Meridian does not elect to use the 30% verification requirement. Therefore, Meridian will verify 100% of selected applicants. An exception to this may be students, who were not elected for verification at the time they were enrolled at Meridian, but were selected for verification after enrolling at another institution.

◆ Required File Documents for Verification

(EFC on SAR/ISIR is followed by an asterisk [*] for those selected for verification)

◆ Who Must Be Verified:

1. The institution will verify all applicants selected by the Secretary via the Federally approved edits. An exception to this may be students who, were not selected for verification at the time they were enrolled at Meridian, but were selected after enrolling in another institution.
2. The institution will, in addition, select applicants for verification under the following circumstances:
 - a. When there is knowledge of conflict
 - b. When the IRS income tax return transcript is submitted, the verifiable items will be verified

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3. The institution will require transfer students previously selected for verification to re-verify their information unless they are excluded under the provisions of 34 CFR Par 668.54 (b).

The institution's selection policy will be applied consistently to all applicants not selected or required to be selected by the Secretary.

◆ **Required Verification Items:**

1. For applicants selected under criteria above, the institution will verify the items specified below for all applicants and tax filers and a Verification Worksheet completed by student and/or parent:

- a. Household size
- b. Number enrolled in College
- c. Supplemental Nutrition Assistance (Snap, food stamps)
- d. Child support paid

Tax Filers

- a. Adjusted Gross Income (AGI)
- b. U.S. Income Tax paid
- c. Certain untaxed income and benefits
- d. Education credits
- e. Specific untaxed income items (Untaxed IRA distributions, untaxed pensions, IRA deductions, tax exempt interest)
- f. Student and/or parent to use IRS Data Retrieval Tool on FAFSA

For Non-tax Filers:

- g. Income earned from work and copy of W-2 if needed

High School Completion Status (if needed)

- a. High school diploma dated
- b. Final high school transcript with date of diploma awarded
- c. General Educational Development (GED Certificated dated
- e. Home schooled – transcript signed and dated by parent or guardian listing completed courses and documents completion of secondary school education or signed/dated verification affidavit

Household Resources

- a. Verify untaxed income question 45 for student and 94 for the dependent student's parent(s)
- b. Verify income data based on tax filing status
- c. If verified income is not sufficient, student/parent must explain how family was supported

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

2. Documentation requirements: Meridian has the authority to **require**

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students to provide certain documentation as deemed necessary to complete the verification requirements.

- a. U.S. Federal tax return 1040's
- b. Dept. of Education approved verification worksheet
- c. Untaxed income/benefits-signed statement and/or official agency documentation
- d. Internal Revenue Service Tax Return Transcript
- e. Identity/Statement of Educational Purpose

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 Meridian Financial Aid Office not to the Department of Education.

◆ **Verification of Information Reported**

Dependency Status: A comment will appear on SAR/ISIR. Any student who is claiming to be independent on some basis other than age, veteran's status, having legal dependents other than a spouse, marriage and/or orphan status must verify the claimed independence status by submitting documentation.

Adjusted Gross Income (AGI): for base year: for independent students (and their spouse) an IRS Data Retrieval Tool Code of #2 on ISIR or an IRS Tax Return Transcript.

Non-filers: signed Verification Worksheet that tax return was not and will not be filed and a listing of sources and amounts of all income for the base year. Include copy of W-2's for each employer. Tax Paid for base year: See Adjusted Gross Income (AGI)

Number in Household: Verification Worksheet signed and dated by student and/or parents is used to verify this item. If 90 days or less have elapsed between the date the applicant signed the application and the date the school received the ISIR, this item does not have to be verified. Other exceptions are listed in the Department of Education Financial Aid Handbook.

Number in College: Verification Worksheet signed and dated by student and spouse and if dependent, parent and spouse. If the Financial Aid Officer feels there is a reason to doubt the information, the schools listed may be contacted to confirm enrollment. See the Financial Aid Handbook for exceptions.

Untaxed Income:

- Social Security (1040 line 20a-20b, 1040A line 14a or Social Security form 1099
- Child Support received
- Earned Income Credit: (1040 line 64a, 1040A line 38 a)

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- Foreign Income Exclusion
- IRA and Keogh income: (1040 line 15b or 16b, 1040A line 11b or 12b)
- SEP Deductions: (1040 line 28; 1040A line 13)
- Interest on Tax Free Bonds: signed verification form
- Worker's Compensation
- Disability

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

B. Verification Groups

◆ 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

- d. Income Earned from Work
- e. Household Size
- f. Number in College
- g. SNAP Benefits
- h. Child Support Paid

◆ Custom Verification Group – Tracking Flag V4*

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

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◆ **Aggregate Verification Group – Tracking Flag V5***

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

- i. Income Earned from Work
- j. Household Size
- k. Number in College
- l. SNAP Benefits
- m. Child Support Paid

All Students

- 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 an ISIR with tracking flag V4 or V5 is received. This information will be reported to 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 apply to the student.

1. 1-verification completed in person, no issues found
2. 2-verification completed using notary, no issues found
3. 3-verification attempted, issues found with identity
4. 4-verification attempted, issues found with HS completion
5. 5-no response from applicant or unable to locate

◆ **Documentation requirements:**

- U.S. federal income tax return 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

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institution documenting other person in college

- Untaxed income/benefits-signed statement and/or official agency documentation

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 Meridian Technology Center Financial Aid Office, not to the U.S. Department of Education.

◆ **Financial Aid Officer compares verification document with student's ISIR.**

If the verification document and ISIR match, the aid officer notes successful verification of this item on the system. The award is then calculated and an award letter is mailed to the student.

Financial aid applicants who are selected for verification, or for whom there is conflicting information or suspected inaccuracies, will be required to submit documentation of data elements specified by the Financial Aid Office within 30 days of the Financial Aid Office's request.

Form letters correspond to independent student, dependent student and dependent student's parent(s). Letters indicate specific items to be verified for each applicant and the required documentation. Letters indicate the date by which response is required.

No financial aid will be awarded until all documentation has been received and reviewed.

If submitted documents conflict with current year data and prior year information on file, no award will be made until the questions have been resolved.

If there is no documentation to indicate application information is inaccurate, but validity of documentation is doubtful, no aid will be awarded until the information has been validated.

If a correction is needed with written permission the Financial Aid Officer will make corrections to the FAFSA data.

If the Financial Aid Officer deems it appropriate, he/she will refer the case to the Department of Education's Regional Office.

The institution will follow any instructions from the Department of Education as a result of the referral.

◆ **Referral of Fraud Cases**

If the Financial Aid Officer suspects that an applicant or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, the Financial Aid Officer will report its suspicions to the Officer of the Inspector General (OIG).

Section V: College Navigator Website

Meridian Technology Center is required to report enrollment, completion, placement, retention,

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transfer out and diversity rates. This information can be obtained by accessing the United State Department of Education College Navigator Website at <http://nces.ed.gov/collegenavigator>. Enter Meridian Technology Center for the institution name, “Oklahoma” for the state and “74074” for the zip code. Click on the search button and when “Meridian Technology Center” pops up, click on the school name to further access the individual classification of information.

Section VI: Net Price Calculator

Meridian Technology Center has made available on its website, the Net Price Calculator. MTC will use the template provided the the U.S. Department of Education to assist current and prospective students and their families in estimating the individual net price for an institution. Refer to www.meridiantech.edu/individual/adult/financialaid and scroll down to Net Price Calculator.

Section VII: Drug and Alcohol Policies (P-323-A1 MTC Policy)

Meridian Technology Center shall be designated as a drug-free school and campus. Any location at which school is conducted, whether at this site or another site, is included in this policy, as are all school-related activities whether on or off campus.

All students and employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances (DRUGS OR ALCOHOL) at the school or on any school-related activities. Any student or employee violating the policy is subject to termination and referral for prosecution for the first offense.

Students and employees have the right to know the dangers of drug abuse, the school policy about them, and sources of help that are available to combat drug or alcohol problems. The school shall have an education program on the dangers of drug and alcohol abuse, including the legal sanctions and health risks associated with their use. It will also provide a counselor who can provide information about community resources for assessment and/or treatment. This program will be reviewed biennially to determine its effectiveness, to implement needed changes, and to ensure this policy is enforced consistently.

(Adopted from the Drug-Free Workplace Act of 1988, 34CFR Part 85 Subpart F. Published Federal Register January 31, 1989. Drug-Free School and Communities Act Amendments of 1989, PL101-226, December 12, 1989.)

Section VIII: Campus Security

STATEMENT OF POLICY

It is the policy of Meridian Technology Center to investigate, to report to local law enforcement agencies, and to make public the number and nature of crimes and how they are investigated.

REPORTING CAMPUS CRIMES AND EMERGENCIES

To report a crime, a victim or witness needs to contact the campus safety director. A school official will

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contact the Stillwater Police Department and make arrangements to meet with the victim. An official report is made and a copy of this is given to the victim. The local police department will report these crimes to appropriate state and federal law enforcement agencies.

SECURITY OF FACILITIES

- K. It is the mission of Meridian Technology Center to provide a safe environment for our students and employees.
- L. There are scheduled times for all doors to be locked. The two main entrances to the campus are included in this lock-up procedure. This function is performed by Meridian Technology Center custodial staff. Students are allowed to be in the building or on the grounds after lock-up **only under direct supervision by a faculty or staff member.**
- M. No school keys will be issued to students, nor will faculty or staff loan a building key or gate access card to a student or non-employee.
- N. All buildings are equipped with fire alarms, which are directly tied to an answering service that reports the alarm to the Stillwater Fire Department. Two fire drills will be conducted per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
- O. Oklahoma Statutes, Title 21, Section 1280.1, prohibits any person, except a peace officer or other person authorized by the Meridian Technology Center Board of Education, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:
 - ". . . . any pistol; revolver, shotgun or rifle, whether loaded or unloaded; dagger; bowie knife; dirk knife; switchblade knife; spring-type knife; sword cane; knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded cane; billy; hand chain; metal knuckles; or any other offensive weapon."

A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, shall not be in violation of the provisions of this section, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting, safety or firearms training courses, the principal or chief administrator of any public or private school where said course is offered may authorize firearms or other weapons to be brought onto school property and used in such training course.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

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EMERGENCY RESPONSE AND EVACUATION PROCEDURES

- ◆ Meridian Technology Center has developed emergency responses to a list of emergency situations. These procedures are reviewed annually and published in a Workplace Safety Manual that is distributed to each employee.
- ◆ In the event of an actual emergency, the Director of Communications and Marketing and the Superintendent will work together, and in the best of interest of everyone, to notify the media, parents and patrons. A notification system can be activated to deploy messages by phone, email or text.
- ◆ A total of ten drills, two for fire, two for intruder, two for lockdown, two for tornado and two at the discretion of the district, are conducted per school year. Drills shall be conducted for day and evening classes beginning any semester--spring, fall, or summer. A report including the following information: date; time; name of person conducting the drill; an explanation if the equipment and process worked as designed; and a list of problems (if any) that occurred during the drill, whether they were mechanical or human in nature shall be completed.

CAMPUS LAW ENFORCEMENT

1. An excellent working relationship exists between the Stillwater Police Department and Meridian Technology Center. All crimes, regardless of their nature, are immediately reported to the Stillwater Police Department.
2. Meridian Technology Center encourages all persons to report any criminal or suspicious activities to campus directors. School officials will investigate all incidents.

CRIME STATISTICS

Campus crime statistics for Meridian Technology Center can be found at the US Department of Education, Office of Postsecondary Education (ope.ed.gov/security). From the home page:

- Click Get data for one institution/campus
- Enter Meridian Technology
- Click Main campus

This data includes a summary of offenses for the past 3 years.

(Current and Past Two Years)

	2014	2015	2016
Murder	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

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Liquor Law Violations	0	0	0
Drug Law Violations	1	0	0
Weapon Possession	0	0	0

HOW TO AVOID VICTIMIZATION

You are offered these tips for your personal safety and property security:

- Report strangers and suspicious activity to a campus administrator.
- Avoid getting into vulnerable/no exit places.
- Do not hesitate to call police when confronted by suspicious persons.
- Report all incidents and losses to the police immediately.
- Walk at night in groups of at least two.
- Walk with confidence and avoid walking near bushes and parked vehicles.

Remove valuables from view and lock your vehicle when parking.

- Record the account numbers or make copies of credit cards and other valuables in your wallet or purse and keep in a secure place.
- Write your name in textbooks.
- Do not leave books, book bags, school supplies, coats or other items in unsecured places.

SEX OFFENSE PREVENTION

Meridian Technology Center annually provides information to, and conducts education programs for staff and students promoting the awareness of rape, acquaintance rape, and other offenses. These activities include orientation of the new employee to Meridian Technology Center's policies concerning sexual harassment of employees and students, reporting suspected child abuse and/or neglect, student conduct, and student behavior code.

REPORTING A SEX OFFENSE

If a sex offense occurs, staff and students are encouraged to notify a campus administrator who will assist in notifying the local police authority or the Stillwater Police Department immediately. As much evidence as possible should be gathered, noted, and given to the administrator or police officer at the time the crime is reported.

SANCTIONS FOR RAPE, ACQUAINTANCE RAPE, OR OTHER SEX OFFENSES

Meridian Technology Center's policy concerning sanctions for assault and battery of another student or person engaging in acts of immorality follows the School Laws of Oklahoma, 70-24-101 which reads: "Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for: (a) violation of a school regulation; (b) immorality; (c) adjudication as a delinquent for an offense that is not a violent offense. For the purpose of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault; (d) possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and (e) possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms. In the event of a suspension for any of the reasons listed above, an education plan shall be applicable for acts which fall within parts "a" through "d." No education plan shall be necessary for acts which fall

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within part “e” above. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval.

Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses."

Although the law states that a student can appeal to the board of education of the district, Meridian Technology Center’s policy provides for the first appeal to the superintendent. The accuser and the accused are entitled to the same opportunities to have others present during a hearing before the superintendent and/or board of education. The results of the hearing(s) for the alleged sexual assault shall be provided to both the accuser and the accused.

COMMUNITY COUNSELING, MENTAL HEALTH, OR STUDENT SERVICES

Victims of sex offenses may be referred to or may seek assistance from these local counseling, mental health, or student services:

- Edwin Fair Community Mental Health Center
- Private Counselors
- Domestic Violence
- OSU Psychological Services
- OSU University Counseling Services
- Payne County Youth Services
- Misdemeanor Program
- OSU Wellness Center

For other locations of assistance, contact:

Jeanie Zagar, Director, Career Planning Center
Teri Ray, Career Counselor

ACCOMMODATION

Students have the option to change their academic schedule after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.

DRUG ABUSE PREVENTION PROGRAM

STANDARDS OF CONDUCT

Meridian Technology Center prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol or controlled substances by any students or employees on its property, or as part of any of its activities except as they may be prescribed by a qualified physician or other person licensed, registered, or otherwise permitted to distribute, dispense, or administer a controlled substance to treat an individual’s physical or mental condition.

Controlled substances are listed in Schedules I through V of Section 202 of the Controlled Substances Act found in 21 U.S.C. S 812 and as further defined by regulations found at C.F.R. S 1300.11 through S 1300.15.

This program is adopted pursuant to and in compliance with the Drug Free Schools and Communities Act of 1989.

LEGAL SANCTIONS

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Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended and adopted by the United States Congress, provides penalties including imprisonment ranging up to life in prison, fines up to four million dollars, and forfeiture of property for the unlawful possession or distribution of controlled substances.

Oklahoma law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense a controlled dangerous substance or a counterfeit substance shall be guilty of a felony and may be imprisoned up to 20 years and fined up to \$100,000 depending on the type of controlled substance involved. Subsequent convictions shall be punishable by twice the imprisonment and fine otherwise authorized. County and city laws are similar to federal and state. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, a person may be convicted of violating both local and state laws and punished according to both laws.

HEALTH RISKS

The illegal use of controlled substances has a substantial and detrimental effect on the health and general welfare of the American people. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The health risks associated with the unlawful use of controlled substances depend upon the combination used and the individual using them. The following are general categories of drugs and their effects.

- **Alcohol:** Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome), and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremors, and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.
- **Amphetamines/Stimulants:** (speed, uppers, crank, caffeine, etc.)
Amphetamines speed up the nervous system, which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, and death due to a stroke or heart failure.
- **Anabolic Steroids:** Steroids affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.
- **Barbiturates/Depressants:** (downers, quaaludes, valiums, etc.)
Depressants slow down the central nervous system, which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, cause confusion and distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.
- **Cocaine/Crack:** Cocaine stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.
- **Hallucinogens:** (PCP, angel dust, LSD, etc.)

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Hallucinogens interrupt the functions of the part of the brain which controls the intellect and instincts. This may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, or heart and lung failure.

- **Narcotics:** (smack, horse, demerol, percodan, etc.)

Narcotics initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

- **Cannabis:** (marijuana, hashish, hash, etc.)

Cannabis impairs short-term memory, comprehension, concentration, coordination, and motivation. This may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked, deeply inhaled, and held in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

- **Tobacco/Nicotine:** Tobacco causes approximately 170,000 people in the United States to die each year from smoking-related coronary heart disease. Thirty percent of the 130,000 cancer deaths each year are linked to smoking; lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates.

Emphysema and chronic bronchitis are ten times more likely among smokers.

- **Inhalants:** (aerosol sprays, glue solvents, etc.)

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death.

High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

- **Designer Drugs:** (synthetic heroin, ecstasy, new heroin, etc.)

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants.

They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

DRUG ABUSE PREVENTION

Students and employees of Meridian Technology Center have the right to know the dangers of drug

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abuse, the school policy about drugs, and sources of help that are available to combat drug or alcohol problems.

The following are drug abuse prevention activities:

- Staff drug prevention in-service
- Student orientation program in the prevention of drug abuse
- Drug abuse prevention posters in the school
- Employee drug testing in compliance with Standards for Workplace Drug and Alcohol Testing Act

Meridian Technology Center does not sponsor any drug or alcohol counseling, treatment or rehabilitation, or re-entry programs. Students and employees needing referral may be referred to or may seek assistance from the agencies listed below:

STILLWATER

Payne County Drug Court Program
217 West 5th, Suite 7
Stillwater, OK 74074
(405) 743-1968

Payne County Youth Services
2224 West 12th Street
Stillwater, OK 74074
(405) 377-3380

Starting Point II
608 High Point Drive
Stillwater, OK 74075
(405) 377-1517

GUTHRIE

Logan County Youth and Family Services
4710 S. Division
Guthrie, OK 73044
(405) 282-5524

Eagle Ridge Family Treatment Center
P.O. Box 1182
Guthrie, OK 73044
(405) 282-8232

VIOLATIONS

Meridian Technology Center will terminate the enrollment of student(s) who possess, use, or distribute illicit drugs. Meridian Technology Center will dismiss from employment those employees who possess, use, or distribute illicit drugs. Students and employees who possess, use, or distribute illicit drugs will be referred for prosecution to the appropriate governmental authorities.

A review committee conducts a biannual review of its drug abuse prevention program. The review

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committee will determine the expectations of the drug abuse prevention program, implement changes to the program if needed, and ensure that disciplinary sanctions are consistently enforced.

For more information contact:
Superintendent/CEO
Meridian Technology Center
1312 South Sangre Road
Stillwater, OK 74074-1899
(405) 377-3333

Section IX: Copyright Infringement Policy (Policy I-453-A MTC Copyright Policy)

Meridian does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use:

- Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
- The nature of the copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted works as a whole.
- The effect of the use upon the potential market for, or the value of, copyrighted work.

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

Section X: Vaccinations

Meridian Technology Center does not have a vaccination policy. Secondary students from partner schools are required to follow the vaccination policy of their respective school districts. Students enrolled in Health Career majors or any other career major that requires vaccinations will be required to follow those guidelines to participate in the major.

Section XI: Voter Registration

A Voter application is available at Meridian Technology Center's website at www.meridiantech.edu/about/board-education and scroll down to voter registration at the bottom of the page. The actual application form you can fill out on-line and print off. Mail to the Address listed on the form and any other instructions it provides. Applications are also available at libraries, tag agencies, post offices and County Election Board.

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Section XII: Gainful Employment Program Disclosures

Meridian Technology Center has over 65 Career Majors that lead to “Gainful Employment” in a particular occupation. To assist students with making an informed decision whether they are applying for the right career training program for the right reason, students can review MTC’s web site at www.meridiantech.edu. Click on Full-Time Programs/select a program/ more info/gainful employment/or cost sheet. This information provides guidance to students for occupations, graduation rates, job placement rates, school costs and median loan debt.

Section XIII:Textbook Information

Books are provided for classroom use for all career majors except Practical Nursing and Radiologic Technology (See 2017-2018 Financial Aid Policy book 6.4-1). If student wishes to purchase books and not use classroom books provided, a complete list of books with ISBN#’s, tuition costs and supplies is available on Meridian Technology Center’s website. As shown in Section XII above “Gainful Employment” AND SEE “Costs”.

Section XIV: Return to Title IV Worksheets and Sample Calculations

Make an appointment with the Financial Aid Officer for a copy of the worksheet and sample calculations that are required by the U.S. Department of Education for Title IV Financial Aid Recipients who withdraw before completion of their program.

Section XV: EFC Formula

Eligibility is based upon meeting the criteria discussed in the Federal Student Aid Handbook for the applicable year. Additionally, this grant is restricted to undergraduate students (**students who have not earned a Bachelor Degree.**) The student must have a high school diploma, GED certificate, or have passed an independently administered examination approved by the Federal Department of Education prior to July 1, 2012. See the Federal Student Aid Handbook for other recognized equivalents of a high school diploma. The student must maintain satisfactory academic progress in his/her course of study. This means students must maintain a “C” average (See Academic Policy in Consumer Information Guide).

◆ Determination of Need

“Need” is determined for Federal Pell Grants by formulas developed and updated annually by the federal government. “Need “ is defined as a student’s cost of attendance minus the amount the student and his/her family is expected to pay as determined by a standard formula. Meridian Technology Center uses the Free Application for Federal Student Aid paper form and Web Based application. “Cost of

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Attendance” is the total amount it will cost a student to attend school for one year. The “amount the student and his/her family are expected to pay, as determined by a standard formula,” is called the Expected Family Contribution (EFC). This amount is calculated by evaluating the information the student fills in on his/her aid application.

There are three different formulas (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. There are also three simplified versions: (a) Simplified formula (no assets), (b) Automatic Zero EFC, and (c) other than nine month enrollment. Applicants who are eligible for a particular formula will be presented to them as they complete the Free Application for Federal Student Aid (FAFSA).

Factors such as the family’s income, assets, and family’s household size are considered in determining the Expected Family Contribution. The less the student and family can contribute to their education the greater the Pell Grant amount the student could be eligible for. Thus, the neediest student will have an EFC of 0 and may be eligible to receive the maximum 2017-2018 Pell Grant award (\$5920) if he/she is enrolled as a full time student in an eligible program and meets all other criteria.