



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**



## **Financial Aid & Financial Aid Refund Policy**

**FINANCIAL AID:** MCTI participates in the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant programs.

MCTI receives these funds from the Federal Financial Aid Program to help offset education costs and help enhance classroom instruction. It is mandatory that all students with a high school diploma or a GED complete the Free Application for Federal Student Aid (FAFSA) prior to enrollment into a trade, even if Michigan Rehabilitation Services (MRS) is sponsoring you. The FAFSA is completed online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). If the student falls under the federal definition of being a dependent, the student's parent is required to complete the parent section of the FAFSA. Failure to comply may result in the student not being able to re-enroll or receive their graduation certificate.

MCTI's Federal School code number is 026184. This code is used on the FAFSA.

Financial aid recipients must maintain satisfactory academic progress to be eligible for subsequent terms of aid. Non-compliance will affect eligibility. The financial aid records are housed in the Financial Aid office's secured files. For details, contact the Financial Aid Office at 269-664-9217 or 269-365-3919

\*TTY users may contact MCTI by dialing 711 and providing the relay operator with 269-664-4461

**FINANCIAL AID VERIFICATION:** If the student's financial aid record requires verification, the student will be required to provide all documents including tax return transcripts (from IRS.gov), within 30 days. If the student is a dependent, the student's parent's documentation is also required. Failure to comply may result in the student not being able to re-enroll or receiving their graduation certificate.

**RETURNING FINANCIAL AID RECIPIENTS:** Students must re-apply for financial aid each academic year. (July 1 – June 30). Students must maintain satisfactory academic progress and not be in default status with the federal Perkins, Stafford or Plus loans, or



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owe a refund on any Title IV Higher Education Act (HEA) grant received at any institution previously attended. MCTI does not participate with any federal or state loan programs.

**FINANCIAL AID REFUND POLICY:** Pell grant and FSEOG refunds will be implemented when a student leaves MCTI either temporarily or permanently. Some reasons for Pell grant and FSEOG refund include but are not limited to transferring to a trade that is currently at full capacity, suspensions, attendance or academic problems, medical leaves, and student decision to permanently withdraw.

The leave date posted in the MRS database will be used as the withdrawal date used for determining the refund amount. The recalculation form will be completed within 14 days of the withdrawal date and Pell/FSEOG funds will be returned within 45 days of the withdrawal date.

Refund amounts will be determined by the MCTI Financial Aid Administrator, using Federal Financial Aid guidance. The refund amount of the Pell grant and FSEOG is returned to the U.S. Department of Education – Common Origination and Disbursement Division.