



**STUDENT'S CONSUMER
HANDBOOK
2023-24**

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MESSAGE FROM THE FINANCIAL AID OFFICE

We welcome you to our Institution and are pleased that you have selected us for your postsecondary studies. We invite you to read this Handbook in all its parts so you can use it as a guide and as a complement to the services that you request from our Institution.

It is our responsibility to comply with the purpose and regulations of the Financial Aid Programs of the United States Department of Education and of the Board of Postsecondary Institutions of Puerto Rico.

In this Student's Consumer Handbook, we describe the Financial Aid programs along with their requirements, and we invite you to seek orientation about the different financial aid alternatives available. We at Mech Tech are proud to serve you and our office is available to answer any doubts or questions that you may have. The work schedule for our offices is the following:

Branch	Working Hours
Caguas Main Campus	Mondays thru Thursdays – 8:00 AM to 7:00 PM Fridays – 8:00 AM to 5:00 PM
Mayagüez Branch Campus	Mondays and Wednesdays – 10:00 AM to 7:00 PM Tuesdays, Thursdays, and Fridays – 8:00 AM to 5:00 PM
Bayamón Branch Campus	Mondays and Wednesdays – 10:00 AM to 7:00 PM Tuesdays, Thursdays, and Fridays – 8:00 AM to 5:00 PM
Vega Baja Branch Campus	Mondays thru Thursdays – 8:00 AM to 7:00 PM Fridays – 8:00 AM to 5:00 PM
Ponce Branch Campus	Mondays and Wednesdays – 10:00 AM to 7:00 PM Tuesdays, Thursdays, and Fridays – 8:00 AM to 5:00 PM
Orlando, FL Branch Campus	Mondays, Wednesdays, and Fridays – 8:00 AM to 5:00 PM Tuesdays and Thursdays – 10:00 AM to 7:00 PM

The Financial Aid Officers available at the Caguas Main Campus are Mrs. Adria Rodríguez, Mrs. Sharon Pedraza, and Mrs. Luz González; you can contact them at (787) 744-1060 and (787) 743-0484. Mrs. Marangely Sánchez is the Financial Aid Officer for the Mayagüez Branch Campus, and you can contact her at (787) 834-5225. Mrs. Leslie Algea is the Financial Aid Officer for the Bayamón Branch Campus, and you can contact her at (787) 797-1144 or (787) 797-1166. Mrs. Emilys Reyes and Mrs. Tamara Hermida are the Financial Aid Officers for the Vega Baja Branch Campus; you can contact her at (787) 807-0575 or (787) 807-0711. Mrs. Pamela Rivera is the Financial Aid Officer for the Ponce Branch Campus, and you can contact her at (787) 709-4440 or (787) 709-4441. Mrs. Jessica López is the Financial Aid Officer for the Orlando, FL Branch Campus, and you can contact her at (407) 888-1111.

Mrs. Belén González, Compliance Vice President at MTC LLC, can be reached by telephone at 787-216-3336 or through her e-mail belengonzalez@mechtech.edu. Mrs. Jessica Cruz, Financial Aid Director is available at 787-744-1060 ext. 1002; you can e-mail her at jecbo@mechtech.edu.

GENERAL INFORMATION OF THE INSTITUTION

HISTORY OF THE INSTITUTION

Mech Tech College is a Higher Education and Technical Institution which mission is to educate and re-educate youths and adults with the competencies necessary to compete for employment opportunities that can emerge in these fields. It received its authorizing operating license in July 1984 and commenced operations in September 1984 in the City of Caguas, Puerto Rico with a group of one hundred and two students in a basic and general education course.

In March 1985, three (3) technical courses began: Electromechanics, Automatic Transmissions and Automotive Mechanics. The following courses were added afterwards: Diesel Mechanics, Automotive Mechanics with Computerized Fuel Injection, Automotive Electromechanics, Automotive Technician, Automotive Mechanics Technician, Industrial Electricity, Industrial Electromechanics, Refrigeration & Air Conditioning, Industrial Electronics, General Mechanics (Turnery) and Tool & Die Maker.

The Institution was founded and developed by two technical education visionaries, who are: Mr. José Colón-Merced, a Vocational and Technical Education Specialist and Mr. Edwin J. Colón-Cosme, a Computer Technology Specialist. At the present time Mr. Edwin Colón holds 100% of the Institution's stocks, which makes him its only owner.

Thanks to the administrative capability and dedication of Mr. Edwin J. Colón, the Institution has managed to expand its facilities to the Cities of Mayagüez, Bayamón and Vega Baja; and in 2009 a new branch in Ponce; this Branch began operations with the Technology in Racing Mechanics programs; the Mayagüez and Bayamón Branch offer all Technical Programs; and the Vega Baja Branch and Caguas Main Campus offer Technical programs and Associate Degree programs. The list with all the programs of study of our Institution is included under Section 2.1 of the Institutional Catalog.

On December 2000, The Puerto Rico Council of Higher Education approved the Technology in Marine Mechanics and Technology in Industrial Welding Programs which were approved by ACCET in July and September 2002 respectively. The Technology in Systems Integration (Networks) Program was approved in January 2002 and by ACCET in July 2002 and Automotive Mechanics (48 credits/960 hours) was approved by the Council in June 2002 and by ACCET in September 2002.

The following programs were added to our already extensive list: Automatic Transmissions, approved by ACCET in November 2003; Technology in Automobile Collision Repair, approved by the General Council in June 2003 and by ACCET in October 2003; Microsoft® Computer Systems Specialist, approved by the General Council in May 2005 and by ACCET in June 2005; Motorcycles Repair and Maintenance, approved by the General Council in November 2006 and by ACCET in March 2007; Technology in Racing Mechanics, approved by the General Council in June 2007 and by ACCET in January 2007.

The Puerto Rico Council on Higher Education, in its July 22, 2002 ordinary meeting, decided to grant an Authorization License to offer Programs at an Associate Degree level in the Main Campus in Caguas. The Programs are: Associate Degree in Electrical Technology, Associate Degree in Automotive Mechanical Technology and Associate Degree in Tool and Die Maker Technology, making our Institution the first one to offer an Associate Degree in this field; these Associate Degrees were approved by ACCET in January 2003. On June 22, 2007, the following were approved for our Main Campus in Caguas: Associate Degree in Industrial Electromechanical Technology and Associate Degree in Biomedical Equipment Repair; these two Associate Degrees were approved by ACCET on September 2007.

In February 2004, our Institution expanded its facilities to the City of Vega Baja. This Branch began as the only one offering the Technology in Automobile Collision Repair Program. The Associate Degrees for this Branch were approved by the Higher Education Council in February 2008 and by ACCET in May 2008. These Associate Degrees are: Associate Degree in Industrial Electromechanical Technology, Associate Degree in Biomedical Equipment Repair, Associate Degree in Technology of Electricity, Associate Degree in Automotive Mechanical Technology and Associate Degree in Tool and Die Maker.

In March 2007, the Caguas Institute of Mechanical Technology (Mech Tech) underwent a change in ownership without a change in control to Mech Tech College. In 2009, the Mayagüez Branch was relocated to the Guanajibo Industrial Park in a 33,000 square feet building.

Mech-Tech College has been the main sponsor for the Drag Racing sport in Puerto Rico, becoming as well the only sponsor of the Mech-Tech College and Race Track in Ponce, Puerto Rico on 2008. In August 10, 2009 Mech-Tech College enrolled its first class in its new Branch located within the facilities of the aforementioned race track. This new location was successfully accredited by the ACCET and authorized by the Puerto Rico General Education Council.

The branch campus in Orlando, Florida offers diploma level programs of study and is licensed by the Florida Commission for Independent Education, License #4363 and was added under Mech-Tech's institutional ACCET accreditation. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, toll-free (888) 224-6684.

In the Year 2012, the following programs were added to our list of academic offerings: Technology in Technology in Alarm, Sound, and Security Systems (not currently licensed in Florida) and Associate Degree in Nursing. Also this year, a change of name was approved by the CEPR and ACCET for Associate Degree in Electrical Technology which changed to Associate Degree in Electrical Engineering and the Associate Degree in Tool and Die Maker which changed to Associate Degree in Mechanical Engineering.

MISSION OF THE INSTITUTION

Mech Tech College and Mech Tech Institute are higher education and technical training Institutions whose mission is to train and re-train youths and adults with the necessary practical and theoretical competencies in professions that will prepare them to compete for employment opportunities that can emerge in these fields and maintain them.

Through our innovative curricula, students will be formed integrally with the capability to critically address the technological, social, ethical, cultural, and economic challenges of a fast-growing and changing society not only in the human aspect but also intellectually.

PROGRAMS OF STUDY

Programs	Credits	clock hours	Length Months
Associate Degree in Automotive Mechanics Technology	90	1,800	24
Associate Degree in Technology in Electrical Engineering	90	1,800	24
Associate Degree in Industrial Electromechanical Technology	90	1,800	24
Associate Degree in Biomedical Equipment Repair	90	1,800	24
Associate Degree in Technology in Mechanical Engineering	90	1,800	24
Advanced Automotive Technology	60	1,200	15
Diesel Technology and Advanced Systems	60	1,200	15
Technology in Industrial Electricity with PLC and Renewable	60	1,200	15
Technology in Industrial Welding	48	960	12
Technology in Marine Mechanics with Electronic Systems	60	1,200	15
Technology in Refrigeration & Air Conditioning	60	1,200	15
Technology in Collision and Auto Body Repair	60	1,200	15
Technology in Racing Mechanics	48	1,200	12
Technology in Advanced Automatic Transmissions	48	1,200	12
Motorcycle Maintenance and Repair	48	1,200	12
Tool and Die Maker	36	720	9

Mech Tech Institute

Programs	Credits	clock hours	Length Months
Automotive Mechanics	48	960	12
Technology in Racing Mechanics	48	960	12
Technology in Industrial Welding	48	960	12
Technology in Diesel Mechanics	48	960	12

FINANCIAL AID INFORMATION

Financial aid is a basic foundation upon which students depend in order to carry out their postsecondary and higher education studies. It is extremely important that students learn about the available opportunities, their rights, obligations, and the way they can obtain such aid. All students who enroll or wish to enroll at Mech-Tech College LLC or Mech tech Institute shall visit our Financial Aid offices for counseling and assistance in completing the Free Application for Federal Student Aid (FAFSA).

ELIGIBILITY REQUIREMENTS

To be eligible for Federal Financial aid, students and prospects must comply with the following requirements:

- Being a U.S. born Citizen, Permanent Resident, Naturalized Citizen, or other eligible citizen
✓ Permanent residents must present Form I-551
- High school graduate
- “Homeschooling”
- Evidencing financial need
- Being enrolled in a program leading to an academic degree or certificate
- Maintaining Academic Satisfactory Progress
- Not being delinquent with the Federal Student Loan programs, not owing to the Federal Government as a result of any unlawful payments or grants reimbursements
- Not owing any reimbursement of Federal grants received in excess at other institutions
- Being in possession of a Social Security Number

HOW TO APPLY FOR AID

Applying for financial aid may look like a complicated task but is in fact very simple. We recommend that students become familiarized with the terms that are used during the process, the applications, and how to obtain them; the best moment to fill out applications, and the process that will be used by the Institution to inform them of the result once the application and required documents are submitted.

Mech-Tech College and Mech Tech Institute use the Free Application for Federal Student Aid (FAFSA) provided by the United States Department of Education at www.studentaid.gov.

To support the Financial Aid application, all prospects must have the following:

- Social Security card. It is very important to provide the Social Security Number correctly in the application.
- Driver's license (if any)
- W-2 forms corresponding to the previous fiscal year to which the application is being completed and other information related to the income of that year
- Income Tax Return for the previous fiscal year to which the application is being completed (if married, include spouse's)
- IRS Forms 1040, 1040A or 1040EZ (Tax Return Transcript)
- Foreign income tax declaration
- Income Tax declaration corresponding to Puerto Rico, Guam, United States Samoa, U.S. Virgin Islands, Marshall Islands, the Federate States of Micronesia, or Palau
- Federal Income Tax declaration of income received by parents corresponding to the previous fiscal year to which the application is being completed (if dependent)
- Data regarding non-taxable income corresponding to the previous fiscal year to which the application is being completed
- Current bank account statements
- Information regarding current investments in businesses and real estate (include mortgage information); data regarding business or land; shares; bonuses; and current investments
- An Arrival-Departure Record from the Department of Homeland Security or Permanent Resident Card (if not a U.S. Citizen)

Note: Students, parents, and/or taxpayers who file a Federal Income tax return with the IRS may transfer their information directly to the U.S. Department of Education.

It is important to point out that students who possess a Bachelor's Degree are not eligible for Federal Pell Grant and supplementary aid. It is also worth mentioning that eligibility will depend on the student's Lifetime Eligibility Used (LEU), that is to say, their remaining Pell Grant eligibility. LEU is the sum of the percentages of their Pell Grant scheduled awards that students receive for every award year. The amount of Federal Pell Grant students may receive throughout their lifetime is limited by Federal Law, being the equivalent of six years, or 600% of Pell Grant use.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) PROCESS

This process is performed by students, who shall visit the Financial Aid Office where they will receive counseling and are assisted with the process in order to successfully complete their applications (this is done at the students' discretion), or by visiting www.studentaid.gov. Amounts vary annually. For the 2023-2024 award year (from July 1, 2023 through June 30, 2024), the maximum Federal Pell Grant award amount is \$7,395.00.

A FAFSA can be submitted through:

- The branch campus (send the application electronically by using FAA Access)

If you are a new enrollment student and wish that the branch campus sends the application electronically, you must visit the Financial Aid Office of the branch campus you are interested in studying at and present income evidence of the two fiscal years prior to the year during which you are applying for Financial Aid; both the student's and his or her parents', if applicable. For example, if applying for the year 2023-2024, you must present income evidence for the fiscal year 2021. This is performed in those cases where an unusual situation arises. For example: when an "override" is conducted, the applicant or the parents are experiencing difficulties with signing their FAFSA electronically.

Starting with the 2024-2025 award year, FAFSA Simplification will come into effect, so that any atypical situation, i.e. students' personal and unusual circumstances may be identified through the studentaid.gov webpage and not through the Institution as it used to be with the previous process.

- Through the internet by using FAFSA on the web

The webpage of the United States Department of Education is free-of-charge; you can use it to fill out the FAFSA online and send it through the internet. You can access the FAFSA on the web by using a computer with internet access. The webpage address is: <http://www.studentaid.gov/>.

Upon accessing the FAFSA on the web, you can provide your information directly to the Central Processing System (or CPS) of the United States Department of Education who will process the request within 72 hours.

How to obtain an FSA ID:

Students shall visit the StudentAid.gov/fsa-id/create-account webpage. They will need their Social Security Number, full legal name, and date of birth in order to create a username and password, choosing security questions and providing their respective answers in order to recover their account information in case they ever forget their credentials.

They will be required to enter their e-mail address and cell phone number they have access to. This will help them accessing the U.S. Department of Education online systems, enabling additional options should they need to recover their account.

A Social Security Number, e-mail address and cell phone number may only be associated to a unique **FSA ID**. If an e-mail address is shared with another person, then only one person may use that e-mail address to create their FSA ID.

You may start using your FSA ID right away to sign your FAFSA (otherwise, the system will warn you about it). In certain cases, you may be able to start using your **FSA ID** in **one** to **three** days since the Social Security Administration is going to verify your personal information before you can use your FSA ID for other activities such as signing a Master Promissory Note (MPN).

How to create an FSA ID

The FSA ID is the combination of a username and password that will be used to initiate an online session at the U.S. Department of Education online system. FSA ID is a legal signature and shall not be created or used by any person other than the interested party: not even their parents, children, educational institution officers, nor loan servicer representatives. Students shall use their FSA ID every award year to fill out their Free Application for Federal Student Aid (FAFSA), and while their student loans are outstanding.

Ensuring that their Social Security Number, date of birth, and full legal name match their Social Security card is vitally important. They must possess an e-mail address to begin the process.

1. Go to <https://studentaid.gov/fsa-id/create-account/launch>
2. Select language.
3. Select **Start here**.
4. Fill out student's personal information as per their Social Security card (full legal name, date of birth). Select **Continue**.
5. Create a username and enter their e-mail address. Passwords may not contain sensitive data and shall comply with the criteria being shown. Select **Continue**.
6. Enter mailing address and phone numbers. Select **Continue**.
7. Select a communication preference (either electronic or postal mail) and its language, then select **Continue**.
8. Choose security questions.
9. Review and accept Federal Student Aid terms and conditions.
10. Verify e-mail address and phone number. Enter the 6-digit code.

Account has been created correctly

The income and tax data that will be used to fill out the FAFSA shall come from two years prior to the application's base year. It is extremely important that you enter the Institution's Federal OPEID in order to have your application processed. The Federal code is 030255.

If you happen to have any doubts regarding this process, you can call the Federal Student Aid Information Center at 1-800-

In order to make the enrollment process easier, it is important to complete the above-mentioned steps before proceeding to enrolling.

DIFFERENT TYPES OF FINANCIAL AID PROGRAMS

In our Institution, students receive Title IV funds from the United States Department of Education, if eligible.

Federal Pell Grant – This program was created by the Congress of the United States as a fundamental of the financial aid Programs for undergraduate students who do not have a bachelor’s degree or its equivalent or have not obtained their first professional degree. It is a grant that provides money that does not have to be reimbursed by the student. The eligibility of the student is determined through a universal formula that treats all students consistently. The results of the Free Application for Federal Student Aid (FAFSA) are electronically received by the Institution and such results determine the student’s eligibility. If the application is chosen for verification, the student will be required to provide additional information as requested. The Financial Aid Office of the Institution will be available to answer all questions related to the student’s financial aid. Once the student receives orientation regarding financial aid, it is his/her responsibility to request such aid.

Limitations in Pell Grant Eligibility (LEU)

Effective July 1, 2012 Pell Grant eligibility was limited to a 600% or 12 completed semesters. The student has the option of choosing whether to accept or refuse Pell Grant funds for a specific award year.

Renewals

Pell Grant Renewal Applications will be regularly available every October.

Year-Round Pell Policy (Pell’s 150%)

Beginning with the 2017-2018 award year, Year-Round Pell established the opportunity for an institution to adjudicate an additional Pell Grant disbursement in a same year, as authorized by the Higher Education Act. The Pell Grant Federal Program allows an eligible student to receive up to a 150% of awarded Federal Pell Grant during the award year that starts with the 2017-2018 academic year to the present.

This provision allows students to receive additional aid throughout their course of study in order to help them expedite the progress towards completion by earning their degree or educational certificate.

Legal Basis

This policy is promoted in accordance with Section 401(b)(8) of the Higher Education Act of 1965, as added by section 310 of the Department of Education Appropriations Act, 2017 (Title III of Division H of P.L. 115-31, the Consolidated Appropriations Act, 2017), and allows a student to receive Federal Pell Grant funds for up to 150 percent of the student’s Pell Grant Scheduled Award for an award year. This provision is effective beginning with the 2017–2018 award year. Additional Pell Grant disbursements will apply to both regular and transfer students. An institution will adjudicate an additional disbursement during the same year if the student meets the following requirements:

- Is eligible to receive Pell Grants
- Received 100% of his or her first award
- Is enrolled at least half-time in an educational program that is eligible for Pell, whose length is more than one academic year, and is leading to an Associate’s Degree, a Bachelor’s Degree, or a certificate (including a diploma), as per 34 CFR 668.2 (b).
- Still having Pell Grant funds at his or her disposal (in other words, the student did not reach the 600% grant limit or did not complete twelve semesters).

Scope

Additional Pell Grant disbursements will apply to both regular and transfer students. An Institution shall grant an additional award to students during the same award year, provided they comply with the following:

- Are eligible to Pell Grant.
- Have received their first award in full (100%). Should they have a remaining balance from their first scheduled award, said balance will be taken into account, adding it to a portion of their initial award.
- Being enrolled at least half-time, as per 34CFR 668.2(b) in an educational program that is Pell eligible and whose length is greater than a full academic year and that leads to an associate's, or bachelor's degree, or a certificate (including a diploma).
- Not having reached 600% of Lifetime Eligibility Used, or twelve full semesters, i.e. still having Pell Grant funds available.

Policy

Mech Tech College, LLC will consider the 2024 summer crossover period as part of the 2023-2024 award year for regular students who are Pell Grant beneficiaries. Mech Tech College, LLC will award students their additional Pell Grant disbursement based on their 2023-2024 ISIR (Institutional Student Information Report), paying Pell Grant awards beyond the 2023-2024 award year as an "advance", during the crossover period, up to 150%. Students who are not eligible for 2023-2024 Pell Grant disbursements, or those who have received their first disbursement in full and do not meet the requirements for an additional disbursement (150%) will not receive a disbursement for the 2024 summer crossover period. Institutions are given certain flexibility when assigning crossover periods to any of the two relevant award years: new regulations establish that an Institution shall make the determination that is most beneficial to students.

Pell Grant remaining eligibility, Transfer students

Pell Grant disbursements for a transfer student are calculated by using the same process as for any new student. However, the remaining Pell eligibility of a transfer student is reduced if the student received Pell Grant funds for the same award year from any previous institution. The student's previous Pell Grant disbursements will be reviewed through his or her NSLDS Financial Aid History [34 CFR 690.65(d)].

Remaining eligibility calculation

Once the Pell Grant amounts that a transfer student received during the current award year have been identified, the Scheduled Award usage percentage will have to be calculated. Such percentage is calculated by dividing the amounts disbursed at the previous institution by the amounts the student is eligible for as per his or her Scheduled Award. In order to retrieve the amounts disbursed at the previous institution, the Officer will have to refer to the student's NSLDS Financial Aid History.

Once this percentage is subtracted from the 100 percent (or 150 percent, if the student is enrolled and is eligible for a full year award), the corresponding result equals the maximum percentage of Scheduled Award that the student can receive at the institution. A transfer student will receive the same disbursements as any other student until his or her limit is reached (up to 150% of a Scheduled Award).

$$\frac{\text{Pell Grant disbursed at previous institution}}{\text{Scheduled Award calculated at previous institution}} = \text{Scheduled Award usage \%}$$

Mech Tech LLC will pay Pell Grant disbursements outside of the 2023-2024 or 2024-2025 award year; of these, either of those two award years that provide the greater Pell Grant eligibility. During the *2024 summer transition period*, students must have a valid ISIR (Institutional Student Information Report) entered into the EDEXpress system for the award year that will be used to determine Pell Grant eligibility. (34 CFR 690.64)

Amendments

The United States Department of Education may amend the “Pell’s 150%” provision. Should any amendment to such provision arise, said amendment(s) will be implemented by the institution. This new policy is effective as of July 1, 2017.

Federal Supplemental Educational Opportunity Grant (FSEOG) – This Federal program provides additional money in the form of a grant to help undergraduate students. It is a grant that provides money that does not have to be reimbursed by the student. It is requested by completing the Free Application for Federal Student Aid (FAFSA) and being eligible for Pell Grant. The payment is accredited to the student’s account (subsidiary) at the Institution. Students with an EFC of “0” (zero) will be given priority (SAI -1500 starting with the 2024-2025 fiscal year). The minimum amount that the Institution awards for this Grant is \$100.00 and it will be subject to the program’s availability of funds at the time of the awarding.

State Financial Aid Program Administered by the Board of Postsecondary Institutions of Puerto Rico (JIP, by its Spanish acronym)

The Board of Postsecondary Institutions of Puerto Rico (JIP) offers different financial aid programs to students. Currently, our institution takes part in the BETA (Students with Academic Talent Grant, or BETA by its Spanish acronym) Program.

This Program’s purpose is to award financial aid to those eligible students possessing a GPA of 3.00 or greater, evidencing financial need, earning an annual income that is less than the 80% of the median household income as per the guidelines of the corresponding fiscal year, and who are enrolled full-time at participating institutions. Moreover, the following requirements apply: being a U.S. citizen, or eligible noncitizen resident of Puerto Rico, maintaining satisfactory academic progress, as well as the academic progress required by the program of study, not transferring to other schools, nor changing their program of study. The aid will supplement all other funds that students will receive through Federal, State, institutional, or other private financial aid programs.

Federal Work-Study Program (FWS) – Under this program, students can study and earn money in order to pay for their education. Students’ eligibility is determined through need analysis. The program presents the following features:

- Allows students to work part-time while studying
- Helps paying for costs of study
- Both full-time and half-time students can participate
- The program promotes, as far as possible, community service as well as jobs related to the student’s program of study
- Students are not authorized to work during their hours of study; exceptions to this rule will only be authorized during academic breaks
- The Institution can accredit such aid to accounts with prior authorization
- The maximum number of working hours shall be set at five (5) hours before taking the meal period

The number of hours to be worked will be determined according to the student’s financial need, as per the HEA; the student’s school schedule and academic performance will be taken into account as well. The wage rate that the student receives through the program will be at least equal to the current Federal minimum wage. FWS wages will be paid once a month.

It is recommended to select the Federal Work-Study option while filling out the Free Application for Federal Student Aid (FAFSA) (indicate they’re interested in Federal Work-Study).

Community Service – This program is intended to promote community service. Students will execute their working hours for nonprofit agencies, Government agencies, and Community Institutions.

America Reads – This program is designed for the following community areas; Family literacy projects aimed at kids of preschool age or elementary school-level, by providing reading, writing, and mathematics tutoring.

Direct Loan – This loan is directed to the student and requires filling out the Free Application for Federal Student Aid (FAFSA). The program consists of Direct Subsidized Loans and Direct Unsubsidized Loans, and the student is responsible for repaying his or her loans. Its purpose is to pay for differences in costs of study not covered by other available aids. The loan can be granted according to a lower or equal amount of unmet need, but never greater. The Institution will examine the results of the application and will inform if it meets the requirements to receive the aid. If the student complies with the

criteria, he or she will sign the Master Promissory Note, a legally binding document that details the conditions under which the student accepts to obtain and repay the loan in its entirety. This loan requires filling out the entrance and exit counseling forms, among other documents required by the Institution. The total amount of the loan will be divided in equal parts for the academic year for which the student is enrolled and will be accredited in the Institution's account. If a refund towards the student is generated, it will be issued through a check in a period no greater than fourteen (14) days. If the student processes a withdrawal or is withdrawn by the Institution, the loan portion of granted funds must be considered when processing R2T4; this is done in the same way that funds granted by FSEOG/PELL are processed. All students who wish to request this loan will be provided with a detailed and explicit orientation regarding their obligation to repay the loan, the current interest rates, and the available repayment options. This orientation will be provided to the student by the Financial Aid Office.

Federal PLUS Loan – This loan is directed towards the parents of dependent students, and it will be issued under the parents' name. Filling out the Free Application for Federal Student Aid (FAFSA) is required in order to request it. Its purpose is for parents to cover the differences in costs of study not covered by other available aids. The loan can be granted according to a lower or equal amount of unmet need, but never greater. To issue this loan, there is a waiting period of thirty (30) days prior to its disbursement. The loan does not require filling out the entrance and exit counseling forms, while is subject to credit approval and filling out the "Master Promissory Note" (MPN) instead. The total amount of the loan will be divided in equal parts for the academic year for which the student is enrolled and will be accredited to the Institution's account. If there is any refund, it will be issued under the parent's name through a check in a period not greater than fourteen (14) days. If the student processes a withdrawal or is withdrawn by the Institution, the loan portion of granted funds must be considered when processing R2T4; this is done in the same way that funds granted by FSEOG/PELL are processed. A parent who wishes to apply for a PLUS Loan will be provided a detailed and explicit orientation regarding their obligation to repay the loan, the current interest rates, and the available repayment options. This orientation will be provided to the student and/or parents by the Financial Aid Office. Parents and students will be informed that this kind of loan enters repayment after sixty (60) days of receiving the last disbursement for the academic year.

LOAN ELIGIBILITY REQUIREMENTS

Students who wish to apply for the Direct Loan Program must meet the following requirements:

- Completing Pell Grant application (FAFSA)
- Completing Entrance Counseling except for PLUS Loan Program
- Completing MPN (Master Promissory Note)
- Filling out the Institutional Loan Application
- Providing seven references; all must be validated (Relationship must be included for each one of them)
- Water, electric, or phone bill in order to validate the student's address, and a utility bill for at least one of the student's references
- Being enrolled in at least six (6) credits during all the academic year periods for which the students is applying
- Maintaining Satisfactory Academic Progress
- Reflecting financial need for Subsidized Loans
- Being a regular student of the Institution
- NOT having defaulted with the U.S. Department of Education
- Not owing refunds to any Title IV program
- For PLUS Loans, parents' credit approval is required in order to determine eligibility

Amounts to be awarded – The U.S. Department of Education establishes the Subsidized and Unsubsidized student loan limits that a student is eligible to receive each academic year (annual loan limit), and the total amounts that a student can borrow during both his or her undergraduate and graduate studies (aggregate loan limits). These limits vary according to the following:

- What year you are in school, and
- Whether you are a dependent or independent student

Amounts will be determined based on the students' financial need. If students are enrolled in a program of study for which their second academic period is lesser than a regular academic year, the prorating policy is considered in order to determine

those loan amount students are eligible to.

Direct Loan Program Prorating Policy

Prorating annual loan limits for Direct Subsidized/Unsubsidized Loans (undergraduate only)

In accordance with Loan Proration Direct Loan: 34 CFR 685.203 (a), (b), (C) The annual maximum loan amount an undergraduate student may receive must be prorated when the borrower is:

- Enrolled in a program that is shorter than a full academic year; or
- Enrolled in a program that is one academic year or more in length, but is in a remaining period of study that is shorter than a full academic year.

The loan limit proration determines the maximum loan amount that a student may borrow for a program or remaining balance of a program, not the loan amount that the student actually receives. In some cases, the actual loan amount that a student is eligible to receive (based on costs, EFC-SAI beginning with the 2024-2025 fiscal year, and other aid) may be less than the prorated loan limit.

Prorating loan limits for programs of study shorter than a full academic year

If an academic program is shorter than a full academic year in length, you must multiply the applicable loan limit by the lesser of —

$$\frac{\text{Semester, trimester, quarter, or clock – hours enrolled in program}}{\text{Semester, trimester, quarter, or clock – hours in academic year}}$$

Or

$$\frac{\text{Weeks enrolled in program}}{\text{Weeks in the academic year}}$$

The result is the prorated annual loan limit for that program. (You may express these fractions as decimals to see more easily which one is less or to calculate the prorated limit.)

Prorating loan limits for remaining periods of study shorter than an academic year. You must also prorate loan limits for students enrolled in remaining periods of study shorter than an academic year. This circumstance can occur when a student is enrolled in a program that is one academic year or more in length (Mech Tech College and Mech Tech Institute define their academic year as 36 weeks), but the remaining period of study needed to complete the program will be shorter than an academic year. Proration is required only when it is known in advance that a student will be enrolled for a final period of study that is shorter than an academic year. If a student originally enrolls for a final period of study that is a full academic year in length, but completes the program early in less than a full academic year, it is not necessary to retroactively prorate the annual loan limit.

Proration Examples as per the above-mentioned formulas

For calculation purposes, the maximum annual limit is used, according to dependency status.

The applicable loan limit is the lesser of:

Dependent student

$$\frac{24 \text{ credits enrolled}}{36 \text{ credits in academic year}} = .67\% \times \$4,500.00 \text{ Subsidized} = \$3,015.00$$

$$\frac{24 \text{ credits enrolled}}{36 \text{ credits in academic year}} = .67\% \times \$2,000.00 \text{ Unsubsidized} = \$1,340.00$$

Or

$$\frac{22 \text{ weeks enrolled}}{36 \text{ weeks in academic year}} = .61\% \times \$4,500.00 \text{ Subsidized} = \$2,745.00$$

$$\frac{22 \text{ weeks enrolled}}{36 \text{ weeks in academic year}} = .61\% \times \$2,000.00 \text{ Unsubsidized} = \$1,220.00$$

Independent student

$$\frac{24 \text{ credits enrolled}}{36 \text{ credits in academic year}} = .67\% \times \$4,500.00 \text{ Subsidized} = \$3,015.00$$

$$\frac{24 \text{ credits enrolled}}{36 \text{ credits in academic year}} = .67\% \times \$6,000.00 \text{ Unsubsidized} = \$4,020.00$$

Or

$$\frac{22 \text{ weeks enrolled}}{36 \text{ weeks in academic year}} = .61\% \times \$4,500.00 \text{ Subsidized} = \$2,745.00$$

$$\frac{22 \text{ weeks enrolled}}{36 \text{ weeks in academic year}} = .61\% \times \$6,000.00 \text{ Unsubsidized} = \$3,660.00$$

Associate Degrees and Technical Programs Scenarios
Results are shown as per the above-mentioned formulas

Dependent Student, Technical Program

Total credits enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$1,340.00	\$4,355.00
23	\$2,880.00	\$1,280.00	\$4,160.00
22	\$2,745.00	\$1,220.00	\$3,965.00
21	\$2,610.00	\$1,160.00	\$3,770.00
20	\$2,520.00	\$1,120.00	\$3,640.00

Dependent Student, Technical Program

Total weeks enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$1,340.00	\$4,355.00
23	\$2,880.00	\$1,280.00	\$4,160.00
22	\$2,745.00	\$1,220.00	\$3,965.00
21	\$2,610.00	\$1,160.00	\$3,770.00
20	\$2,520.00	\$1,120.00	\$3,640.00

Independent Student, Technical Program

Total credits enrolled in	Subsidized Loans	Unsubsidized Loans	Combined Total
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academic year			
24	\$3,015.00	\$4,020.00	\$7,035.00
23	\$2,880.00	\$3,840.00	\$6,720.00
22	\$2,745.00	\$3,660.00	\$6,405.00
21	\$2,610.00	\$3,480.00	\$6,090.00
20	\$2,520.00	\$3,360.00	\$5,880.00

Independent Student, Technical Program

Total weeks enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$4,020.00	\$7,035.00
23	\$2,880.00	\$3,840.00	\$6,720.00
22	\$2,745.00	\$3,660.00	\$6,405.00
21	\$2,610.00	\$3,480.00	\$6,090.00
20	\$2,520.00	\$3,360.00	\$5,880.00

Dependent Student, Associate Degree

Total credits enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$1,340.00	\$4,355.00
23	\$2,880.00	\$1,280.00	\$4,160.00
22	\$2,745.00	\$1,220.00	\$3,965.00
21	\$2,610.00	\$1,160.00	\$3,770.00
20	\$2,520.00	\$1,120.00	\$3,640.00

Dependent Student, Associate Degree

Total weeks enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$1,340.00	\$4,355.00
23	\$2,880.00	\$1,280.00	\$4,160.00
22	\$2,745.00	\$1,220.00	\$3,965.00
21	\$2,610.00	\$1,160.00	\$3,770.00
20	\$2,520.00	\$1,120.00	\$3,640.00

Independent Student, Associate Degree

Total credits enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$4,020.00	\$7,035.00
23	\$2,880.00	\$3,840.00	\$6,720.00
22	\$2,745.00	\$3,660.00	\$6,405.00
21	\$2,610.00	\$3,480.00	\$6,090.00
20	\$2,520.00	\$3,360.00	\$5,880.00

Independent Student, Associate Degree

Total weeks enrolled in academic year	Subsidized Loans	Unsubsidized Loans	Combined Total
24	\$3,015.00	\$4,020.00	\$7,035.00

23	\$2,880.00	\$3,840.00	\$6,720.00
22	\$2,745.00	\$3,660.00	\$6,405.00
21	\$2,610.00	\$3,480.00	\$6,090.00
20	\$2,520.00	\$3,360.00	\$5,880.00

The total of credits or weeks enrolled is not limited to the examples shown above.

Private Loans

Mech College and Mech Tech Institute offer their students the chance to use private loans to fund any amount of their cost of attendance at the Institution that is not met by Federal Student Aid. Said loans are offered by private lender Sallie Mae. It is important to state that, contrary to loans offered by the Federal Direct Loan program, interest rates will be equal to the market prevailing rate. In order to receive student loans, students don't need to show financial need, although the awarding of loans under this program is subject to credit approval and said verification shall be carried out by Sallie Mae. Students under the age of twenty-one (21) with an adverse credit record and whose application had been denied will be given the option of having a cosigner's credit record being considered. Borrowers are afforded several repayment options while they are enrolled at the Institution; in general, repayment (that is to say, monthly payments) begins as soon as funds are disbursed at the Institution. For more information on private loans, please refer to Sallie Mae webpage www.salliemae.com/student-loans/.

Student Loans' Default Prevention Plan – Mech Tech's Default Prevention program is divided in different stages, which are detailed as follows:

1. Default Prevention office monitoring and follow-up, aimed at high-risk students (withdrawn borrowers), graduated students, and students who entered repayment.
2. Availability of general information about the Federal Student Loan program
3. Integration of the Student Loan program into the Award Policy
4. Entrance and Exit Counseling
5. Institutional Tools and Activities:
 - a. Students' Financial Literacy
 - b. Cross-departmental communications
 - c. Use of the *National Student Loan Data System*
 - d. Orientation during the Early/Late delinquency stages

Student Loans' Default Consequences – Borrowers who default on their student loans face serious consequences. Student loans are considered to be in technical default after 270 days of delinquency (that is, without having issued a single payment on the loan). Some of the consequences for defaulting are the following; losing eligibility to Title IV funds, negative remarks on the borrower's credit, wage garnishments, and seizure of Federal and state income tax refunds.

Institutional Grants – The Institution offers Institutional Grants to the following candidates:

- Sons and daughters of automotive mechanics nearing retirement
- Employees of the Institution
- Sons and daughters of employees of the Institution
- Meritorious cases of students of the Institution

Procedure for awarding Grants:

- Candidates will fill out an application form in the Finance Office (Collections) along with all required documents
- The application will be evaluated by the Institutional Grants Committee
- The list of eligible candidates will be submitted to Mech Tech's President for a final determination

The institutional grant will consist of assistance in terms of paying for the costs of studying. The Institutional Grants Committee will be responsible for selecting the participants. The number of grants and the amount of each grant to be awarded will depend on the prevailing financial resources of the Institution. A student whose withdrawal has been processed

will lose any future eligibility for institutional grants in case of later reenrollment at the Institution. Moreover, students who are delinquent on their student loans will automatically lose eligibility for institutional grants and will be responsible for their debt in full. The percent of institutional aid will be awarded in order to pay off tuition costs not covered by other financial aids.

TECHNICAL NETWORK SCHOLARSHIP

As of **May 21, 2015**, the Technical University Network Scholarship is obtained for Mech Tech's eligible students. The purpose of this Scholarship is to award supplemental aid to those undergraduate students with financial need who are enrolled in one of the member Institutions of the Technical University Network. Such funds will supplement the students' financial aid received through federal programs, institutional grants, and other state or private financial aid programs, provided that neither student loans nor Federal Work-Study programs will be taken into account upon determining the amount of such aid. The awarded grant **will never be greater than any outstanding amounts the student may have with the Institution once the remaining financial aids that he or she may be receiving have been deducted**. Upon determining the students' eligibility to participate in these programs, the Institution will use the need analysis in accordance with federal regulation under Title IV of the Higher Education Act of 1965. Funds approved by the Technical University Network for the grant program will be assigned twice a year (March and October) to participating institutions. The amounts that the Technical University Network will distribute for each disbursement will be equal to the funds available in the grants fund at the close of the month prior to the awarding, that is February 28 (corresponding to March), and September 30 (corresponding to October) of each year. This means that the award for each period will not necessarily be the same.

Note: subject to funds availability.

TOTAL PETROLEUM SCHOLARSHIP

As part of the agreement subscribed between Mech Tech College LLC, henceforth "MTC" and Total Petroleum Puerto Rico, henceforth "TPPR", TPPR will award scholarships to those MTC's students that meet the requirements and procedures set forth in this manual. Such scholarships will be referred to as "Total Petroleum Scholarships", henceforth "scholarship".

Scholarship will be awarded until exhaustion of available funds, and the eligibility will be subject to need analysis for each student applying for such benefit.

APPLICATION REQUIREMENTS FOR TOTAL PETROLEUM SCHOLARSHIP

The applicant must:

- Be an active student of the Institution
- Have completed his or her Free Application for Federal Student Aid (FAFSA)
- Have an 80% or higher attendance rate
- Meet the Satisfactory Academic Progress policy
- Fill out the Total Petroleum Scholarship Application and turn it in by the established deadline
- Present financial need

Although the applying students may meet the above mentioned requirements, eligibility will ultimately depend on:

1. Need analysis
2. Funds availability

TOTAL PETROLEUM SCHOLARSHIP APPLICATION

All students who wish to apply for the Total Petroleum Scholarship may obtain the application at the Office of Counseling and Orientation of their Branch Campus. If studying at the Ponce Branch Campus, the student may obtain the application at the Financial Aid Office. The applicants will turn in the properly filled out grant application and any required documents at the Office of Counseling and Orientation of their Branch Campus. If studying at the Ponce Branch Campus, the students may turn in their applications at the Financial Aid Office.

DEADLINE FOR TURNING APPLICATIONS IN

The dates for obtaining and turning in applications will be published at the administrative and students' services offices and on the respective Campus Branches bulletin boards.

STUDENT'S PROFILE VALIDATION

The Registrar's Office will validate that the applicant is an active student of Mech Tech, that his or her assistance rate is 80% or higher, and that he or she complies with the Satisfactory Academic Progress policy.

FINANCIAL NEED EVALUATION

Once the Registrar's Office validates the information about the applicant's status, assistance rate percentage, Satisfactory Academic Progress, and as soon as the Evaluation Committee approves his or her essay, the application will be handed over to the Financial Aid Office in order to determine the student's financial need.

ALLOCATION OF TOTAL PETROLEUM SCHOLARSHIP FUNDS

The Financial Aid Office will submit a payroll that identifies the selected students to the Finance Office (Collections). The Collections Office will proceed to the allocation of the Total Petroleum Scholarship funds. The awarding of scholarship funds will be directly applied to the student's account at the Institution. Once said process has been completed, the applications will be held in custody of the Financial Aid Office.

Note: subject to funds availability.

CONSORTIUM PROGRAM

The students that will participate of this program are selected by the Municipalities that provide this grant. These funds are provided by consortiums and consist of federal contributions.

VOCATIONAL REHABILITATION

This program helps paying for the costs of study of students who qualify. In order to learn about your eligibility, please visit the closest Vocational Rehabilitation Office near you.

DEADLINES

The process of requesting financial aids is the student's responsibility. The deadline for submitting the Free Application for Federal Student Aid (FAFSA) is June 30th of each year.

VERIFICATION PROCESS

The Financial Aid Department has a policy of verifying the information in the record of those students whose "SAR" or "ISIR" is returned with an asterisk (*) next to the EFC (SAI beginning with the 2024-2025 fiscal year). Students must receive orientation about this process and the possible reasons for verification.

The U.S. Department of Education establishes different verification groups and the students' specific areas to be verified.

V1 Standard Verification Group 2023-2024, and 2024-2025

Tax filing students placed within this group must verify the following:

1. Adjusted Gross Income
2. Income tax paid
3. Tax exempt portions of IRA distributions
4. Tax exempt portions of pensions
5. Deductions and IRA contributions
6. Tax exempt interest earnings
7. Educational credits
8. Household size
9. Number of household members in college. Note: not applicable to the 2024-2025 FAFSA.

Non-filing students will have to verify the following:

1. Income from employment
2. Household size
3. Number of household members in college. Note: not applicable to the 2024-2025 FAFSA.

V2 Verification Group (Reserved by the U.S. Department of Education for future use)

V3 Verification Group (Reserved by the U.S. Department of Education for future use)

V4 Custom Verification Group

Students placed within this group will have to verify the following:

- Confirm both their identity and educational purpose

This group's information must be verified through www.faaaccess.ed.gov. Note: starting in 2024-2025 will be known as FAFSA Partners Portal.

V5 Aggregate Verification Group

Students placed within this group will have to verify the following:

1. That they are High School completers
2. Confirm both their identity and educational purpose
3. All other V1 Standard Verification Group components

This group's identity, and educational purpose must be verified through www.faaaccess.ed.gov. Note: starting in 2024-2025 will be known as FAFSA Partners Portal.

V6 Verification Group (Reserved by the U.S. Department of Education for future use)

Required Documents:

1. Tax returns signed by the student and/or parents.
2. Verification Worksheet provided by the Financial Aid Office, filled out and signed accordingly.
3. Any other document that is required for addressing any discrepancies with the information.

There is a Verification Worksheet for dependent students and a separate one for independent students. The Verification Worksheet must be signed accordingly and accompanied by the independent student's (signed) Income Tax Return of the fiscal year prior to the fiscal year during which the aid is being requested and/or by the parents' tax returns in case of a dependent student, provided that an Income Tax Return was filed. Students who made use of the IRS Data Retrieval Tool will not be required to provide an Income Tax Return. For the 2024-2025 fiscal year, the process will be carried out by granting their consent to FAFSA.

Students shall turn in the documents that are required for verification **no later than the date set by the Institution.** If

students do not present the required documents by the indicated deadline, their “SAR” or “ISIR” **will not be valid and they will lose any rights to their financial aid for the award year**. In case students received any interim aid, they will have to refund it in full. If students refuse to return the money, they will be reported to the U.S. Department of Education or to any relevant authorities.

If as a result of verification, correction, and reprocessing of an “SAR” or “ISIR” were necessary, and such reprocessing caused a change in the student’s “EFC” (SAI beginning with the 2024 fiscal year), the financial aid award will be adjusted according to the new “EFC” (SAI beginning with the 2024 fiscal year). The new award will be then notified to the student through the Award Letter.

All applications selected for verification, either by the U.S. Department of Education or the Institution, must complete the verification process before doing any changes of professional judgment in the FAFSA. 34CFR 668.53(c)

ISIR Comments – If a C Flag is established in the student’s ISIR, the student will have to contact the Financial Aid Office in order to address his or her eligibility conditions.

ISIR’s C Flags may be related with the following:

SAR C Code Changes

C codes are an indication related to some condition with eligibility requirements that must be verified.

This list is associated with the different codes.

010, 020, 038, 039, 041, 042, 043, 046, 063, 064, 065, 066, 067, 077, 079, 086, 090, 100, 101, 102, 105, 107, 109, 115, 116, 124, 132, 133, 134, 135, 136, 138, 141, 142, 144, 146, 162, 173, 180, 254, 255, 256, 260, 289, 290, 291, 292, 293, 294, 309, 310, 311, 312, 313, 314, 346, 347, 359, 360, 392, and 393.

New for 2023-2024: Due to Selective Service match processing changes and the removal of the Drug question on the FAFSA form, comments 030, 033, 053, 054, 056, 057, and 058 were deleted and no longer set the SAR C code.

Comments that generate the C Flag are arranged by the areas that the comments are associated with, as shown below:

DHS Match: 046, 105, 109, 141, 142, and 144

Social Security Administration Citizenship Status: 146

Student’s Social Security Number Match: 063 and 064

Veterans Affairs Status Match: 162, 173, and 180

NSLDS: 010, 020, 038, 039, 041 to 043, 065 to 067, 077, 079, 086, 090, 100 to 102, 107, 115, 116, 124, 132 to 136, 138, 254 to 256, 260, 289 to 294, 309 to 314, 346, 347, 359, 360, 392, and 393
Potential Pell Overpayment: 020, 038, 039, 041, 042, 043, 346, and 347

Potential FSEOG Overpayment: 010, 065, 066, 067, 077, and 079

Potential Perkins Overpayment: 086, 090, 100, 101, 102, and 107

Potential TEACH Grant Overpayment: 289, 290, 291, 292, 293, and 294

Potential Iraq and Afghanistan Service Grant Overpayment: 309, 310, 311, 312, 313, and 314

Unusual Enrollment History: 359 and 360

Note: In rare cases, the C Flag is provided on an ISIR/SAR without a corresponding comment. This happens only if the applicant receives an excessive number of comments (including C Flag comments) and some of the comments must be suppressed so that a SAR/ISIR can be generated.

DISBURSEMENT OF FUNDS (FEDERAL PELL GRANT)

The disbursement of grants is done once per term after its start date. The payroll is prepared and the Collections Office accredits the student's account with the amount of granted Pell as it will appear in the payroll with the same date. These quantities will be adjusted according to the academic status and academic progress of the student. The financial aids, amounts, and disbursement term will be informed to the student through the Award Letter.

FINANCIAL NEED

The Institution offers financial aid to its students in order to fund their tuition; in this way, the possibility of a student completing a career with success is viable. A high percentage of our students comes from families with limited financial resources and depend of financial aids to complete their studies. The need for financial aid is different for each student and the aid provided to a student can be defined as the result of analyzing the cost of education in the institution versus the financial aids received in the Institution. If we represent this with a single formula, it will be: **Cost of education, less the SAI (Student Aid Index), less other aids, equals the financial need** ($COA - SAI - FA = NEED$). We see how a student's financial need is not a synonym of poverty and why it is necessary to take into consideration various factors within the financial frame of each student to determine their particular need for financial aid.

COST OF ATTENDANCE

The cost of attendance of a student is the total amount of the following elements, based on 12 weeks of study for each period (quarter), for one academic year.

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

**TECHNOLOGY IN INDUSTRIAL ELECTRICITY WITH PLC AND RENEWABLE ENERGY –
DEPENDENT STUDENT**

12 x \$228.00

Code 3IED

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,649.00	0.00	0.00	1,649.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,475.00	\$ 5,626.00	\$ 5,626.00	\$ 18,727.00

Code 2IED

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,626.00	\$ 5,626.00	\$ 11,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

**TECHNOLOGY IN INDUSTRIAL ELECTRICITY WITH PLC AND RENEWABLE ENERGY –
INDEPENDENT STUDENT**

12 x \$228.00

Code 3IEI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,649.00	0.00	0.00	1,649.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,475.00	\$ 6,626.00	\$ 6,626.00	\$ 21,727.00

Code 2IEI

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,626.00	\$ 6,626.00	\$ 13,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

**TECHNOLOGY IN REFRIGERATION AND AIR CONDITIONING – INDEPENDENT STUDENT
12 x \$228.00****Code 3ACI**

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,026.00	0.00	0.00	2,026.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,852.00	\$ 6,626.00	\$ 6,626.00	\$ 22,104.00

Code 2IEI

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,626.00	\$ 6,626.00	\$ 13,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN REFRIGERATION AND AIR CONDITIONING – DEPENDENT STUDENT

12 x \$228.00

Code 3AC

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,026.00	0.00	0.00	2,026.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,852.00	\$ 5,626.00	\$ 5,626.00	\$ 19,104.00

Code 2IED

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,626.00	\$ 5,626.00	\$ 11,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN AUTOMOBILE COLLISION REPAIR – DEPENDENT STUDENT

12 x \$228.00

Code 3HPD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,714.00	0.00	0.00	2,714.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,540.00	\$ 5,626.00	\$ 5,626.00	\$ 19,792.00

Code 2IED

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,626.00	\$ 5,626.00	\$ 11,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

**TECHNOLOGY IN AUTOMOBILE COLLISION REPAIR – INDEPENDENT STUDENT
12 x \$228.00**

Code 3HPI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,714.00	0.00	0.00	2,714.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,540.00	\$ 6,626.00	\$ 6,626.00	\$ 22,792.00

Code 2IEI

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,626.00	\$ 6,626.00	\$ 13,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2018 August/September term)

TECHNOLOGY IN INDUSTRIAL WELDING – INDEPENDENT STUDENT

12 x \$240.00

Code 3ISI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	\$ 8,640.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,910.00	0.00	0.00	1,910.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,880.00	\$6,770.00	\$ 6,770.00	\$ 22,420.00

Code IISI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,880.00	\$ 2,880.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	2,500.00	2,500.00
TOTAL	\$ 6,770.00	\$ 6,770.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN INDUSTRIAL WELDING – DEPENDENT STUDENT

12 x \$240.00

Code 3ISD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	\$ 8,640.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,910.00	0.00	0.00	1,910.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,880.00	\$ 5,770.00	\$ 5,770.00	\$ 19,420.00

Code 2 TTD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,880.00	\$ 2,880.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	1,500.00	1,500.00
TOTAL	\$ 5,770.00	\$ 5,770.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN MARINE MECHANICS WITH ELECTRONICS SYSTEMS – DEPENDENT STUDENT

12 x \$228.00

Code 3EED

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,020.00	0.00	0.00	3,020.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,846.00	\$ 5,626.00	\$ 5,626.00	\$ 20,098.00

Code 2IED

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,626.00	\$ 5,626.00	\$11,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN MARINE MECHANICS WITH ELECTRONICS SYSTEMS – INDEPENDENT STUDENT

12 x \$228.00

Code 3EEI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,020.00	0.00	0.00	3,020.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,846.00	\$ 6,626.00	\$ 6,626.00	\$ 23,098.00

Code 2IEI

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,626.00	\$ 6,626.00	\$ 13,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS
 (New students beginning 2023 August/September term)

ADVANCED AUTOMOTIVE MECHANICS – INDEPENDENT STUDENT
 12 x \$228.00

Code 3FMI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,458.00	\$ 6,626.00	\$ 6,626.00	\$ 22,710.00

Code 2 TTI

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,626.00	\$ 6,626.00	\$ 13,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

ADVANCED AUTOMOTIVE MECHANICS –DEPENDENT STUDENT

12 x \$228.00

Code 3MFD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,458.00	\$ 5,626.00	\$ 5,626.00	\$ 19,710.00

Code 2IED

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,626.00	\$ 5,626.00	\$11,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

DIESEL TECHNOLOGY AND ADVANCED SYSTEMS – DEPENDENT STUDENT

12 x \$228.00

Code 3DID

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,900.00	0.00	0.00	2,900.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,726.00	\$ 5,626.00	\$ 5,626.00	\$ 19,978.00

Code 2IED

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,626.00	\$ 5,626.00	\$ 11,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

DIESEL TECHNOLOGY AND ADVANCED SYSTEMS – INDEPENDENT STUDENT

12 x \$228.00

Code 3DII

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,900.00	0.00	0.00	2,900.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,726.00	\$ 6,626.00	\$ 6,626.00	\$ 22,978.00

Code 2IEI

Description of Expenditure	Term 4	Term 5	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 5,472.00
Uniform	120.00	120.00	240.00
Fees	90.00	90.00	180.00
Textbooks and Materials	100.00	100.00	200.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,626.00	\$ 6,626.00	\$ 13,252.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN RACING MECHANICS – INDEPENDENT STUDENT

12 x \$231.00

Code 3PFI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,494.00	\$ 6,662.00	\$ 6,662.00	\$ 22,818.00

Code 1MRI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	2,500.00	2,500.00
TOTAL	\$ 6,662.00	\$ 6,662.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

TECHNOLOGY IN RACING MECHANICS – DEPENDENT STUDENT

12 x \$231.00

Code 3MRD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,494.00	\$ 5,662.00	\$ 5,662.00	\$ 19,818.00

Code 1MRD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	1,500.00	1,500.00
TOTAL	\$ 5,662.00	\$ 5,662.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

MOTORCYCLE REPAIR AND MAINTENANCE – INDEPENDENT STUDENT

12 x \$228.00

Code 3RMI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,020.00	0.00	0.00	3,020.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,846.00	\$ 6,626.00	\$ 6,626.00	\$ 23,098.00

Code 1 TTI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	2,500.00	2,500.00
TOTAL	\$ 6,626.00	\$ 6,626.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September term)

MOTORCYCLE REPAIR AND MAINTENANCE – DEPENDENT STUDENT

12 x \$228.00

Code 3RMD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,020.00	0.00	0.00	3,020.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,846.00	\$ 5,626.00	\$ 5,626.00	\$ 20,098.00

Code 1TAD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	1,500.00	1,500.00
TOTAL	\$ 5,626.00	\$ 5,626.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

**TECHNOLOGY IN ADVANCED AUTOMATIC TRANSMISSIONS – INDEPENDENT STUDENT
12 x \$228.00**

Code 3TAI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,514.00	0.00	0.00	2,514.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,340.00	\$ 6,626.00	\$ 6,626.00	\$ 22,592.00

Code 1TAI

Description of Expenditure	Term 4	TOTAL
Credits	\$ \$ 2,736.00	\$ 2,736.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	2,500.00	2,500.00
TOTAL	\$ 6,626.00	\$ 6,626.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

**TECHNOLOGY IN ADVANCED AUTOMATIC TRANSMISSIONS – DEPENDENT STUDENT
12 x \$228.00****Code 3TAD**

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 8,208.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,514.00	0.00	0.00	2,514.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,340.00	\$ 5,626.00	\$ 5,626.00	\$ 19,592.00

Code 1TAD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 2,736.00	\$ 2,736.00
Uniform	120.00	120.00
Fees	90.00	90.00
Textbooks and Materials	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	1,500.00	1,500.00
TOTAL	\$ 5,626.00	\$ 5,626.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2018 August/September/November term)

**ASSOCIATE DEGREE IN INDUSTRIAL ELECTROMECHANICAL TECHNOLOGY –
INDEPENDENT STUDENT**

12 x \$231.00

Code 3EGI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,648.00	0.00	0.00	1,648.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,560.00	\$ 6,712.00	\$ 6,712.00	\$ 21,984.00

Code 3GI

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 6,712.00	\$ 6,712.00	\$ 6,712.00	\$ 20,136.00

Code 2CGI

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,712.00	\$ 5,326.00	\$ 12,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

**ASSOCIATE DEGREE IN INDUSTRIAL ELECTROMECHANICAL TECHNOLOGY –
DEPENDENT STUDENT**

12 x \$231.00

Code 3EGD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,648.00	0.00	0.00	1,648.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,560.00	\$ 5,712.00	\$ 5,712.00	\$ 18,984.00

Code 3GD

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 5,712.00	\$ 5,712.00	\$ 5,712.00	\$ 17,136.00

Code 2CGD

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,712.00	\$ 4,326.00	\$10,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

ASSOCIATE DEGREE IN TECHNOLOGY IN MECHANICAL ENGINEERING – INDEPENDENT STUDENT

12 x \$231.00

Code 3IMI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,397.00	0.00	0.00	1,397.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,309.00	\$ 6,712.00	\$ 6,712.00	\$ 21,733.00

Code 3GI

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 6,712.00	\$ 6,712.00	\$ 6,712.00	\$ 20,136.00

Code 2CGI

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,712.00	\$ 5,326.00	\$ 12,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

ASSOCIATE DEGREE IN TECHNOLOGY IN MECHANICAL ENGINEERING –DEPENDENT STUDENT

12 x \$231.00

Code 3IMD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,397.00	0.00	0.00	1,397.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,309.00	\$ 5,712.00	\$ 5,712.00	\$ 18,733.00

Code 3GD

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 5,712.00	\$ 5,712.00	\$ 5,712.00	\$ 17,136.00

Code 2CGD

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,712.00	\$ 4,326.00	\$10,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2018 August/September/November term)

ASSOCIATE DEGREE IN AUTOMOTIVE MECHANICS TECHNOLOGY – DEPENDENT STUDENT

12 x \$231.00

Code 3MAD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,544.00	\$ 5,712.00	\$ 5,712.00	\$ 19,968.00

Code 3GD

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 5,712.00	\$ 5,712.00	\$ 5,712.00	\$ 17,136.00

Code 2CGD

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,712.00	\$ 4,326.00	\$10,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

ASSOCIATE DEGREE IN AUTOMOTIVE MECHANICS TECHNOLOGY – INDEPENDENT STUDENT

12 x \$231.00

Code 3MAI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,544.00	\$ 6,712.00	\$ 6,712.00	\$ 22,968.00

Code 3GI

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 6,712.00	\$ 6,712.00	\$ 6,712.00	\$ 20,136.00

Code 2CGI

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,712.00	\$ 5,326.00	\$ 12,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

ASSOCIATE DEGREE IN BIOMEDICAL EQUIPMENT REPAIR – DEPENDENT STUDENT

12 x \$231.00

Code 3RBD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,604.00	0.00	0.00	2,604.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,516.00	\$ 5,712.00	\$ 5,712.00	\$ 19,940.00

Code 3GD

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 5,712.00	\$ 5,712.00	\$ 5,712.00	\$ 17,136.00

Code 2CGD

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	1,500.00	1,500.00	3,000.00
TOTAL	\$ 5,712.00	\$ 4,326.00	\$10,038.00

2023-2024 MECH TECH COLLEGE STUDENTS AVERAGE COSTS

(New students beginning 2023 August/September/November term)

ASSOCIATE DEGREE IN BIOMEDICAL EQUIPMENT REPAIR – INDEPENDENT STUDENT

12 x \$231.00

Code 3RBI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,604.00	0.00	0.00	2,604.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,516.00	\$ 6,712.00	\$ 6,712.00	\$ 22,940.00

Code 3GI

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 6,712.00	\$ 6,712.00	\$ 6,712.00	\$ 20,136.00

Code 2CGI

Description of Expenditure	Term 7	Term 8	TOTAL
Credits	\$ 2,772.00	\$ 1,386.00	\$ 4,158.00
Fees	90.00	90.00	180.00
Textbooks and Materials	150.00	150.00	300.00
Uniform	120.00	120.00	240.00
Personal Expenses	300.00	300.00	600.00
Transportation	780.00	780.00	1,560.00
Room and Board	2,500.00	2,500.00	5,000.00
TOTAL	\$ 6,712.00	\$ 5,326.00	\$ 12,038.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning August/September/November 2023 term)

ASSOCIATE DEGREE IN DENTAL ASSISTING WITH EXPANDED FUNCTIONS – DEPENDENT STUDENT

12 x \$231.00

Code 3AFD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Tools	164.00	0.00	0.00	164.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 5,926.00	\$ 5,712.00	\$ 5,712.00	\$ 17,350.00

Code 3GD

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 5,712.00	\$ 5,712.00	\$ 5,712.00	\$ 17,136.00

Code 1CGD

Description of Expenditure	Term 7	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00
Fees	90.00	90.00
Textbooks and Materials	150.00	150.00
Uniform	120.00	120.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	1,500.00	1,500.00
TOTAL	\$ 5,712.00	\$ 5,712.00

2023-2024 MECH TECH COLLEGE STUDENTS' AVERAGE COSTS

(New students beginning 2023 August/September/November term)

ASSOCIATE DEGREE IN DENTAL ASSISTING WITH EXPANDED FUNCTIONS – INDEPENDENT STUDENT

12 x \$231.00

Code 3AFI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Enrollment fee	50.00	0.00	0.00	50.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Tools	164.00	0.00	0.00	164.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 6,926.00	\$ 6,712.00	\$ 6,712.00	\$ 20,350.00

Code 3GI

Description of Expenditure	Term 4	Term 5	Term 6	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00	\$ 2,772.00	\$ 8,316.00
Fees	90.00	90.00	90.00	270.00
Textbooks and Materials	150.00	150.00	150.00	450.00
Uniform	120.00	120.00	120.00	360.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 6,712.00	\$ 6,712.00	\$ 6,712.00	\$ 20,136.00

Code 1CGI

Description of Expenditure	Term 7	TOTAL
Credits	\$ 2,772.00	\$ 2,772.00
Fees	90.00	90.00
Textbooks and Materials	150.00	150.00
Uniform	120.00	120.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Room and Board	2,500.00	2,500.00
TOTAL	\$ 6,712.00	\$ 6,712.00

MECH-TECH INSTITUTE, Orlando, FL Programs

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

TECHNOLOGY IN INDUSTRIAL WELDING -DEPENDENT STUDENT

12 x \$385.00

Code 3IWD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,910.00	0.00	0.00	1,910.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 9,530.00	\$ 7,420.00	\$ 7,420.00	\$ 24,370.00

Code 1AMD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Book and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	1,500.00	1,500.00
TOTAL	\$ 7,420.00	\$ 7,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

TECHNOLOGY IN INDUSTRIAL WELDING -INDEPENDENT STUDENT
12 x \$385.00

Code 3IWI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,910.00	0.00	0.00	1,910.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 10,530.00	\$ 8,420.00	\$ 8,420.00	\$ 27,370.00

Code 1AMI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	2,500.00	2,500.00
TOTAL	\$ 8,420.00	\$ 8,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

TECHNOLOGY IN RACING MECHANICS –DEPENDENT STUDENT
12 x \$385.00

Code 3TRD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$10,252.00	\$ 7,420.00	\$ 7,420.00	\$ 25,092.00

Code 1AMD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	1,500.00	1,500.00
TOTAL	\$ 7,420.00	\$ 7,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

TECHNOLOGY IN RACING MECHANICS -INDEPENDENT STUDENT

12 x \$385.00

Code 3TRI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 11,252.00	\$ 8,420.00	\$ 8,420.00	\$ 28,092.00

Code 1AMI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	2,500.00	2,500.00
TOTAL	\$ 8,420.00	\$ 8,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

TECHNOLOGY IN DIESEL MECHANICS -INDEPENDENT STUDENT
12 x \$385.00

Code 3DMI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,900.00	0.00	0.00	2,900.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 11,520.00	\$ 8,420.00	\$ 8,420.00	\$ 28,360.00

Code 1AMI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	2,500.00	2,500.00
TOTAL	\$ 8,420.00	\$ 8,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
 (start August 2023 /September 2023 / November 2023)

TECHNOLOGY IN DIESEL MECHANICS -DEPENDENT STUDENT
 12 x \$385.00

Code 3DMD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,900.00	0.00	0.00	2,900.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 10,520.00	\$ 7,420.00	\$ 7,420.00	\$ 25,360.00

Code 1AMD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	1,500.00	1,500.00
TOTAL	\$ 7,420.00	\$ 7,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

AUTOMOTIVE MECHANICS -DEPENDENT STUDENT

12 x \$385.00

Code 3MTD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 10,252.00	\$ 7,420.00	\$ 7,420.00	\$ 25,092.00

Code 1AMD

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	1,500.00	1,500.00
TOTAL	\$ 7,420.00	\$ 7,420.00

AVERAGE STUDENTS COSTS 2023-2024 MECH TECH INSTITUTE ORLANDO, FLORIDA
(start August 2023 /September 2023 / November 2023)

AUTOMOTIVE MECHANICS -INDEPENDENT STUDENT

12 x \$385.00

Code 3MTI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00	\$ 4,620.00	\$ 13,860.00
Enrollment fee	50.00	0.00	0.00	50.00
Books and supplies	100.00	100.00	100.00	300.00
Uniform	270.00	120.00	120.00	510.00
Tools	2,632.00	0.00	0.00	2,632.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	780.00	780.00	780.00	2,340.00
Food and Housing	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 11,252.00	\$ 8,420.00	\$ 8,420.00	\$ 28,092.00

Code 1AMI

Description of Expenditure	Term 4	TOTAL
Credits	\$ 4,620.00	\$ 4,620.00
Uniform	120.00	120.00
Books and supplies	100.00	100.00
Personal Expenses	300.00	300.00
Transportation	780.00	780.00
Food and Housing	2,500.00	2,500.00
TOTAL	\$ 8,420.00	\$ 8,420.00

COST OF TEXTBOOKS

Textbooks required for all Associate Degrees programs

<i>Textbook</i>	<i>Course</i>	<i>Price at MTC/MTI</i>
The Jockey (Novel)	Spanish 102	\$10.00
Pathway to Success	English 102	\$20.00
Modern Electricity		\$55.00

Cost of Textbooks:

Associate Degrees:

Technology in Mechanical Engineering

Textbook	ISBN	Sales Price at MTC/MTI
Machining fundamentals (text-workbook)	978-1637764497	\$130.00

Technology in Electrical Engineering

Textbook	ISBN	Sales Price at MTC/MTI
Electricity	978-1637767030	\$60.00

Technology in Automotive Mechanics

Textbook	ISBN	Sales Price at MTC/MTI
Modern Automotive Technology (text-workbook)	978-1645646914	\$150.00

Industrial Electromechanics

Textbook	ISBN	Sales Price at MTC/MTI
Electricity	978-1637767030	\$60.00

Non-degree programs:

Advanced Automotive Technology

Textbook	ISBN	Sales Price at MTC/MTI
Modern Automotive Technology (text-workbook)	978-1645646914	\$150.00

Automobile Collision Repair

Textbook	ISBN	Sales Price at MTC/MTI
Auto Collision Repair and Refinishing (text-workbook)	978-1645646846	\$130.00

Technology in Electricity with PLC and Renewable Energy

Textbook	ISBN	Sales Price at MTC/MTI
Electricity	978-1637767030	\$60.00

Technology in Refrigeration and Air Conditioning

Textbook	ISBN	Sales Price at MTC/MTI
Modern Refrigeration and Air Conditioning (text-workbook-Lab manual)	979-8891181786	\$165.00

Technology in Industrial Welding

Textbook	ISBN	Sales Price at MTC/MTI
Modern Welding	978-1685845711	\$140.00

Diesel Technology and Advanced System

Textbook	ISBN	Sales Price at MTC/MTI
Diesel Engine Technology (text-workbook)	978-1645646877	\$120.00

Motorcycle Repair and Maintenance

Textbook	ISBN	Sales Price at MTC/MTI
Motorcycles: Fundamentals, Service, Repair	978-1685844486	\$130.00

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights:

- Right to know the financial aids that the Institution offers and has available for prospects and/or students.
- Right to know the eligibility requirements for each financial aid program available.
- Right to know the deadlines for requesting such programs, the available programs, where and whom the applications should be given to.
- Right to know how are financial aids handled and distributed and how these may be affected by decisions at both Federal and local level.
- Right to know how the education costs are determined.
- Right to know the amount of financial aid that the student has available in order to cover his or her financial need for studying.
- Right to know how and when the aids will be paid.
- Right to know the Refund Policy of the Institution in relation to the financial aid granted and accepted by the student who should also know how it is calculated.
- Right to know the Satisfactory Academic Progress of the Institution and learn how the Institution determines if the student is complying with it according to the standards established.
- Right to know how the student will become affected in case he or she is not complying with Satisfactory Academic Progress according to the standards established by the Institution.

- Right to know the services and facilities available for the disabled.
- Right to access and revise documents related with accreditations, permits, licenses, and operating authorizations of the Institution (these documents are available in the Vice-presidency for Academic Affairs).
- The criteria for his or her financial aid's continued eligibility depend on the student's submission of a new application showing financial need.

Responsibilities:

- Must revise and consider the information related with the programs offered by the Institution before processing enrollment.
- Must fill out the applications and submit them by the established deadlines.
- Must provide information required and as accurate as possible. If the student provides incorrect information in the financial aid applications, he or she will be incurring in an infraction of the law and can be penalized and/or fined.
- Must hand in any additional information required such as certifications and/or others.
- Must notify the Institution of changes that may affect his or her financial situation.
- Must read and understand all documents that were requested of him or her, and that he or she signed, and keep copies of them.
- Once the student has gone through the process previously described, he or she must accept and recognize the responsibility, as well as having understood the signed agreements.
- The student must understand the refund procedures of refund due to withdrawal established by the Institution.
- Must notify the Financial Aid office of the following:
 - Change in financial situation
 - Change of address
 - Change of name or civil status
 - Change or transfer of one or another post-secondary institution in which the student participated of aids
 - If the student processed a withdrawal from the program of study or if he or she has changed from one academic program to another
- Read, comprehend, and sign the declaration of educational purposes.
- Must comply with Satisfactory Academic Progress as defined in the institutional regulation.

FINANCE OFFICE (Collections)

The Collections Office has the primary purpose of collecting money billed to the student for enrollments, fees, and other related charges. During the enrollment process, the student fills out a payment plan in which he or she makes the compromise of settling in three (3) payments the balance not covered by financial aids. The dates for submitting payments are established in the payment plan and are selected in a way that the student can comply with his or her financial obligations one month prior to completing terms or academic periods; this is done with the purpose of not having debts pending when processing the next enrollment. The office sends monthly communications of the pending balances to each student to keep them updated of their balances and due dates. All active and inactive students who request services at the Institution must have their accounts up-to-date and not have any pending balances in order for the Institution to provide any requested documentation. Effective July 1, 2024, upon student's request, the Institution will provide an official credit transcript that contemplates all credits for the payment periods for which students received Title IV (HEA) funds, and for which all institutional costs were either paid in full or included in a repayment plan at the time of the student's request.

Costs for the 2023-2024 academic programs

<u>Programs offered</u>	<u>Credits</u>	<u>Length in months</u>	<u>Fees</u>	<u>Technology Fee</u>	<u>Maintenance Fee</u>	<u>Uniforms</u>	<u>Program's Total Costs</u>	<u>Quarters</u>
Associate Degree in Automotive Mechanics Technology	90	24	\$90.00	\$360.00	\$360.00	\$150.00	\$21,750.00	8
Associate Degree in Electrical Engineering Technology	90	24	\$90.00	\$360.00	\$360.00	\$150.00	\$21,750.00	8
Associate Degree in Mechanical Engineering Technology	90	24	\$90.00	\$360.00	\$360.00	\$150.00	\$21,750.00	8
Associate Degree in Electromechanical Industrial Technology	90	24	\$90.00	\$360.00	\$360.00	\$150.00	\$21,750.00	8
Associate Degree in Biomedical Equipment Repair	90	24	\$90.00	\$360.00	\$360.00	\$150.00	\$21,750.00	8
Advanced Automotive Technology	60	15	\$90.00	\$225.00	\$225.00	\$150.00	\$14,370.00	5
Diesel Technology and Advanced Systems	60	15	\$90.00	\$225.00	\$225.00	\$150.00	\$14,370.00	5
Automotive Mechanics	36	9	\$90.00	\$135.00	\$135.00	\$150.00	\$8,718.00	3
Technology in Advanced Automatic Transmissions	48	12	\$90.00	\$180.00	\$180.00	\$150.00	\$11,544.00	4
Technology in Industrial Electricity with PLC and Renewable Energy	60	15	\$90.00	\$225.00	\$225.00	\$150.00	\$14,370.00	5
Technology in Refrigeration and Air Conditioning	60	15	\$90.00	\$225.00	\$225.00	\$150.00	\$14,370.00	5
Technology in Industrial Welding	48	12	\$90.00	\$180.00	\$180.00	\$150.00	\$12,120.00	4
Technology in Marine Mechanics and Electronic Systems	60	15	\$90.00	\$225.00	\$225.00	\$150.00	\$14,370.00	5
Technology in Automobile Collision Repair	60	15	\$90.00	\$225.00	\$225.00	\$150.00	\$14,370.00	5
Motorcycle Maintenance and Repair	48	12	\$90.00	\$180.00	\$180.00	\$150.00	\$11,544.00	4
Technology in Racing Mechanics	48	12	\$90.00	\$180.00	\$180.00	\$150.00	\$11,688.00	4
Tool and Die Maker Technician	36	9	\$90.00	\$135.00	\$135.00	\$150.00	\$8,718.00	3
Associate Degree in Dental Assisting with Expanded Functions	84	24	\$90.00	\$315.00	\$315.00	\$0.00	\$20,124.00	7

*All programs assess a \$45.00 maintenance and improvement fee, and a technology fee in the same amount, for each term of study, except for the Health Division's Associate Degrees.

Programs of study for Mech-Tech Institute of Orlando, Florida

Programs offered	Credits	Length	Fees	Uniforms	Program's Total Cost
Automotive Mechanics	48	12	\$90.00	\$150.00	\$18,720.00
Technology in Racing Mechanics	48	12	\$90.00	\$150.00	\$18,720.00
Technology in Industrial Welding	48	12	\$90.00	\$150.00	\$18,720.00
Technology in Diesel Mechanics	48	12	\$90.00	\$150.00	\$18,720.00

Policy regarding changes in Enrollment Costs, Records and Fees required by Students

It is the Institution's policy that if there is an increase in credit costs, it will only affect newly enrolled or those who request a re-entry. If there are any changes in the registry costs or in the fees required from students, a notification of such changes will be sent before the next enrollment period.

Fees for Technical Programs

- Admission Fee (Non-Refundable) \$ 40.00
- Enrollment Fee \$ 50.00
- Cost Per Credit \$228.00
- Cost Per Credit for Welding (\$240.00) and Racing Mechanics (\$231.00) programs
- Administrative Expenses due to Withdrawal \$100.00
- Readmission \$ 25.00
- I.D. Card \$ 5.00
- Official Transcript \$ 2.00
- Certifications \$ 1.00
- Student Insurance \$ 10.00
- Revision of Grades \$ 10.00
- Maintenance and Improvement \$ 45.00
- Technology \$ 45.00
- Uniforms \$150.00

Fees for Associate Degree and Health Division Programs

• Admission Fee (Non-Refundable)	\$ 40.00
• Enrollment Fee	\$ 50.00
• Cost Per Credit	\$231.00
• Administrative Expenses due to Withdrawal	\$100.00
• Readmission	\$ 25.00
• I.D. Card	\$ 5.00
• Official Transcript	\$ 2.00
• Certifications	\$ 1.00
• Student Insurance	\$ 10.00
• Removal of Incomplete	\$ 20.00
• Graduation Fee	\$ 50.00
• Revision of Grades	\$ 10.00
• Challenge Test	\$100.00
• *Maintenance and Improvement	\$ 45.00
• *Technology	\$ 45.00
• Uniforms	\$150.00

* The Maintenance and Improvement Fee and the Technology Fee will apply to each term of study.

CANCELLATION AND REFUND POLICY

The Institution maintains a Cancellation and Refund Policy for Puerto Rico and one for Florida. The Institution's Cancellation and Refund Policy for Puerto Rico is based on that established by the accrediting agency, as follows:

1. Rejection of Applicant: When the Institution rejects an applicant before starting classes, all monies will be refunded including the admission fee. For international applicants to whom their visa request is rejected, all monies paid will be fully refunded to the applicant with the exception of the \$40.00 admission fee.
2. Program Cancellation: If the Institution cancels the program of study, all monies paid by the student will be fully refunded.
3. Cancellation Prior to the Start of Class or No Show: If the applicant decides to cancel his/her admission before the first day of classes or never attends class (no-show) during the first week of class, their admission will be cancelled and the debt with the Institution will be cancelled, and he/she will only be responsible for the payment of the admission fee. For international students, an institution may retain up to a maximum of \$500.00 for any non-refundable charges. Any additional monies paid will be refunded within 45 days from the first day of class or the day of the cancellation, whichever is earlier.
4. All students must settle their account balance before starting the next enrollment period.
5. If for any reason, the institution ceases operations, monies paid in excess by students or their grantor according to the proration up until the date in which the institution ceased operations, will be refunded except for the admissions fee.
6. Students that withdraw or are withdrawn will be responsible for paying the balance due after the withdrawal calculation. Students will be notified of the balance, if any, no later than 15 days from the date of withdrawal; the balance due will be a prorated calculation plus a \$100.00 administrative fee for the withdrawal.
7. Refund Policy for Withdrawals or Terminations:

- a. Enrolled students that withdraw or are terminated after the first week of class, for the purpose of Refund Policy, the scheduled credits will be calculated until the last day of attendance (LDA); plus, an administrative withdrawal fee of \$100.00.

- b. If during the late enrollment process, the student is marked by an instructor(s) as “no show” when the student did not attend one of his/her classes, even though he/she attended other classes, the Registrar’s Office will begin a partial cancellation process of the enrollment, and the Finance Office will then proceed to make the required adjustment in the total enrollment cost for that term. The grant payments will be adjusted per the student’s final academic load for that term.

POLICY FOR UNEARNED TUITION DUE TO WITHDRAWAL

The institution will use our accrediting agency’s (ACCET) policy to determine the amount of unearned tuition due to withdrawal:

- ✓ The refund calculation will be based on the student’s last day of attendance (LDA).
- ✓ During the first (1st) week of class, tuition charges will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.00. The institution will consider a partial week as a whole when determining the number of weeks attended or completed by the student.
- ✓ After the first week of class, the financial obligation of the term of study will be subjected to a prorated calculation from the first week until the fifty percent (50%) of the training period, plus an administrative withdrawal fee of \$100.00 (see example).
- ✓ After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition for that period.

All refunds for concept of credit towards the student will be paid as follows:

- If the credit is created for Title IV (Pell Grant, Direct Loan, FSEOG) payments, a check will be issued under the student’s name within 14 calendar days starting from the date of determination.
- If the credit is created by other aids, sources or cash payments, a check will be issued to the corresponding source or the student’s name within 30 calendar days starting from the date of determination.
- The student will have 30 additional business days to claim the check in the Collections (Finance) Office. If the student does not claim the check, it will be sent to the student by regular mail to the address on record.

Calculation formula example for Mech-Tech College, LLC for a technical program:

Tuition for the Period	=	\$2,826.00
Number of Weeks Student Attended	=	$\frac{5}{12} = 41.7\%$
Number of Weeks Financially Obligated	=	12
Pro rata Portion Completed	=	41.7%
41.7% of \$2,826.00	=	\$1,178.44
Unearned Tuition due to Withdrawal	=	\$1,647.56
Administrative Fee	=	\$ 100.00
Owed to the Institution including Administrative Fee	=	\$1,278.44

**Calculation formula example for Mech-Tech College, LLC
(Associate Degree programs):**

Tuition for the Period	=	\$2,862.00
Number of Weeks Student Attended	=	$\frac{5}{12} = 41.7\%$
Number of Weeks Financially Obligated	=	12
Pro rata Portion Completed	=	41.7%
41.7% of \$2,862.00	=	\$ 1,193.45
Unearned Tuition due to Withdrawal	=	\$ 1,668.55
Administrative Fee	=	\$ 100.00
Owed to the Institution including Administrative Fee	=	\$ 1,293.45

RETURN OF TITLE IV FUNDS POLICY

All Institutions participating in Title IV programs are required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student was in attendance.

CFR 668.22 specifies how Mech Tech College (Mech-Tech) must determine the amount of Title IV program funds that a student earns if a withdrawal is processed. Title IV programs that are covered by this law are: Federal Pell Grants, TEACH Grants, Subsidized and Unsubsidized Direct Loans, PLUS Direct Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Iraq and Afghanistan Service Grant and TEACH Grant.

The federal policy for “Return of Title IV” requires that if a recipient of Title IV assistance withdraws or is withdrawn from school during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of Title IV assistance the student did not earn and those funds must be returned.

The amount of Title IV assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period or period of enrollment, the financial aid earned is 30% of what had originally been scheduled. Once more than 60% of the payment period or period of enrollment has been completed, a student will earn all the financial aid that was scheduled to receive for that period.

Below is an example of the ratio used to calculate earned Title IV program assistance:

$$\frac{\text{Number of calendar days completed from start date of the payment period/period of enrollment to the last date of attendance}}{\text{Number of calendar days in payment period/period of enrollment}} = (\text{Title IV Funds Earned})$$

If a student did not receive all of the funds that were earned, the student may be eligible for a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the institution will seek permission from the student, parent or appropriate party before proceeding with the disbursement. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The Institution may automatically use all or a portion of your Post- withdrawal disbursement of grant funds for tuition, fees, and room and board charges if applicable according to the enrollment agreement. The institution will request the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If permission for this is not granted, the student will be offered the funds. However, it may be in the student's best interest to allow Mech-Tech to keep the funds to reduce your debt at the school.

There are some Title IV funds that if the student was scheduled to receive, but withdraws or is withdrawn, cannot be disbursed. For example, if a first-time, first year undergraduate student and has not completed the first 30 days of the program before withdrawing or being withdrawn, the student will not receive any Direct Loan funds that would have been eligible to receive had enrollment remained past the 30th day.

If the student receives (or the school or parent receive on the student's behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. institutional charges multiplied by the unearned percentage of the federal funds, or
2. the entire amount of excess federal funds.

The return of Title IV federal funds to the federal government is done within 45 days from the date in which the withdrawal is determined.

Unearned federal funds are returned in the following order, as applicable:

Unsubsidized Direct Loan
Subsidized Direct Loan
PLUS Direct Loan
Pell Grant
Iraq and Afghanistan Service Grant
FSEOG
TEACH Grant

Any loan funds that must be returned by the student (or a parent for a PLUS Loan) must be repaid in accordance with the terms of the main promissory note, therefore scheduled payments to the holder of the loan over a period of time.

Unearned grant funds, in any amount, that must be returned is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds that were received or were scheduled to be received. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from Mech- Tech's refund policy, therefore the student may still owe money to Mech-Tech for unpaid institutional charges. Mech-Tech may also charge the student for any Title IV program funds that were required to be returned. Mech-Tech's withdrawal and refund policy is explained in the Student Consumer Information catalog or discussed with a Financial Aid Counselor.

If you have further questions about Title IV program funds, you can call the Financial Aid Officers at the Caguas Main Campus who can be reached at (787) 744-1060 and (787) 743-0484. At the Mayagüez Branch, they can be reached at (787) 834-5225. At the Bayamón Branch, (787) 995-2410 or (787) 995-2405. At the Vega Baja Branch, (787) 807-0711 or (787) 807-0575, Ponce Branch, (787) 709-4442, and the Orlando, Florida Campus, Mech-Tech Institute at 1-407- 888-1111.

SATISFACTORY ACADEMIC PROGRESS POLICY

Mech-Tech College requires that all students comply with a minimum requirement for Satisfactory Academic Progress (SAP). To measure this progress, the Institution has established minimum parameters for each program of study based on:

- The normal length of the study program.
- The maximum length of the study program which is 1.5 times the normal length.
- Qualitative and cumulative Satisfactory Academic Progress shown by the student's grade point average per term.
- Quantitative Satisfactory Academic Progress of the academic load registered per quarter, showing an increase in the credits passed by the student.

To complete this evaluation, we have developed tables that establish the minimum requirements and percentage of credits and accumulated grade point average for each program.

The academic programs are divided based on the number of credits required and the length. The academic work of each student will be evaluated cumulatively against the standards on the tables by following the process described below:

- a) An evaluation table will be maintained in each student's record which registers his/her Satisfactory Academic Progress for each term
- b) Credits attempted will be considered all of those that the student has matriculated in no matter if they are classified as: W = Total Withdrawal; WA = Administrative Withdrawal, and F = Failed
- c) The *DiamondSIS* database provides an academic progress calculation form for each regular student

- d) For students with credits transferred, failed, and/or repeated, a manual evaluation is done each term which is also maintained in the student's record
- e) Students who fail to meet SAP will be notified in writing and an appointment will be scheduled with the purpose of explaining the Policy and its processes and the consequences of failing to meet SAP again. The following process is followed:
 - a. The student is oriented and placed on Academic Warning
 - b. A written notification is given; the student signs the notification which is filed in the student academic record
 - c. A probation *Warning* is placed in the electronic record and the warning period is entered
 - i. During the Academic Warning period, the student must improve attendance and grades and must show interest in his/her studies
 - ii. Support will be provided through tutoring, if so requested, in addition to follow-up from the Counseling Office
 - d. Upon completing the Probation/Warning, attendance and grades are evaluated to determine if the student meets the standards of the Progress table; if it is determined that he/she does not comply, an Administrative Withdrawal will be processed.

This Policy also applies to Veteran students and their beneficiaries. The Veterans Administration offers benefits only to study the required courses of the program in which the Veteran is matriculated.

Warning

If a student does not comply with Satisfactory Academic Progress during an academic term, he/she will be placed in Warning during the next academic program. The student will receive counseling and will be notified in writing. During this period, the student will be monitored by the Counseling Office and will be provided tutoring to improve his/her academic deficiencies. Upon completing the Warning period, the student will be reevaluated to determine if he/she complies with Satisfactory Academic Progress.

If upon completing the academic term the student still does not comply with Satisfactory Academic Progress, he/she will be suspended from the Institution.

Appeals Process

If the student does not comply but expresses interest in continuing studies, he/she will be evaluated by a committee to determine the possibility of continuing studies. If evaluated positively, the student is placed on Probation with an Academic Plan and is guided throughout the process. If the student does not comply upon completing this period, he/she will be administratively withdrawn. A student, who after completing the Warning period, has been suspended for not complying with SAP, will have the right to appeal such determination. The student must submit the appeal in writing (the form will be provided) to the Registrar's Office together with the documentation that supports the appeal. The appeal must be received within two (2) business days from the date of the notification. An Appeals Committee will meet within three (3) work days from receiving the appeal. The committee will be composed of the Counselor, a Registration Officer, and an instructor, and all mitigating circumstances presented will be evaluated; among these:

- Prolonged illness
- Physical impairment or temporary mental condition that does not allow the student to move
- Student and/or family member's illness that does not allow satisfactory learning

- Death in the family, a spouse and/or tutor
- Drastic change in the financial situation of the family
- Divorce of the parents and/or the student
- Drastic personal problems of which the student has no control
- Military License

A decision regarding the request will be communicated in writing. If the request is approved, the student will be placed on a Probation period and can continue to receive financial aid during the term.

Probation Period

A student that did not comply with Satisfactory Academic Progress and his/her appeal is approved, will be placed on probation with an Academic Plan for his next academic term and will be notified in writing. If upon completion of the probation it is determined that the student did not comply with Satisfactory Academic Progress or did not comply with the Academic Plan, the student will be suspended (withdrawn) from the Institution. If on the contrary, upon completing the evaluation period of the student’s probation the student achieves Satisfactory Academic Progress and/or complies with the Academic Plan, the probation will be suspended; nevertheless, the student will continue with the established academic plan until completing his/her academic program. While a student is on probation, he/she is considered as complying with Satisfactory Academic Progress and will be eligible for Title IV funds.

Academic Plan

A student who appeals after a Warning period and such appeal is approved, will receive an Academic Plan according to the availability of courses and must approve it to be in compliance. The student will be evaluated during each academic term by the Counselor.

Repeated Courses

The Institution has established the policy that any student, who obtains a deficient grade in a given course of his/her study program, will have the opportunity to repeat the course using Title IV funds up to two (2) times. Those students, who obtain a grade that is not satisfactory, will have the opportunity of repeating it once (1). After repeating the course, the higher grade will prevail, and Title IV funds can also be used for this purpose.

If a third (3) time occurs, it is the student’s responsibility to pay for the course. Course repetition will depend on the availability of the courses offered by the Institution. The Veterans Administration will not pay for previously approved courses; only for failed ones (“F” and “NP”).

The concentration courses where a minimum approval grade is required will be the only ones that the Veterans Administration will pay for their repetition.

STUDENT SUSPENSION BY THE INSTITUTION

If after a Probation period the student does not comply with Satisfactory Academic Progress and does not submit and appeal or such appeal is denied, he/she will be suspended from the Institution as well as a student who does not comply with the Academic Plan established as consequence of an appeal.

CODE OF INSTITUTIONAL CONDUCT

Mech Tech recognizes that the integrity of the Direct Loan Program is a critical component of the financial aid programs administered by the Institution for the benefit of our students. The following guide has been established in order to maintain Program Integrity; these provisions will avoid any conflict of interest between the Institution, our students and/or parents, and federal student loan servicers.

1. Mech Tech employees will not receive any personal benefits

Mech Tech employees will not accept gifts (cash, shares, payments for entertainment, travels, or others) from any financial institution servicing the Direct Loan Program.

2. Mech Tech employees will not receive remuneration for participating in Advisory Board meetings of student loan servicers.

Our employees will be supported in participating of these meetings but will not receive any compensation for their tasks or involvement in such meetings. They will also abstain from participating in discussions related to Mech Tech.

3. Mech Tech will not provide any advantage to student loan servicers.

No values will be accepted from student loan servicers in exchange for advantages or special considerations that may cause an increase in the volume of loans generated by the Institution. This includes, but is not limited to, printing costs, computer equipment, clerical support, sharing venues and others.

As of July 1, 2012, Mech-Tech processes student loans through the Direct Loan Program.

NON DISCRIMINATION POLICY

Mech Tech LLC does not discriminate based on: race, skin color, sex, religious affiliation, social condition, physical disabilities with regard to the recruiting and admission of both employees and students.

RIGHT TO PRIVACY OF DOCUMENTS ACT (ACT No. 186 OF SEPTEMBER 1, 2006)

The purpose of said act is to prohibit the use of the Social Security Number as a routine identification method for educational institutions both public and private, from the elementary level to the postgraduate level; to establish standards over the use of such information in educational institutions, empowering the Council of Higher Education and the General Council to impose administrative fines upon violation of said regulations, and to set the timeframes for its compliance.

Mech Tech has established a policy for the purpose of complying with Act No. 186 of September 1, 2006 of the Puerto Rico Government. This policy's foremost purpose is to *maintain strict confidentiality about the Social Security Number of students and prospects, as the same will only appear on the Institution's official documents. Institutions requesting a Social Security Number are permitted under regulations of the "Privacy Act of 1974" to obtain Social Security Numbers when a legitimate need arises.* For more information, please refer to the Registrar's Office of any of the branch campuses.

RIGHT OF THE STUDENTS TO REVIEW THEIR RECORDS

Our students have the right to examine all of their academic files or records kept by the Institution, by notifying the Office of the President in writing at least ten (10) days before the proposed date of examination. If a student disagrees with any information or document in the student's file, the student has a right to express his or her opinion regarding said information or document **within ten (10) days at least from the date when the file was examined.** In this case the student shall notify any comments in writing to the Office of the Vice President for Academic Affairs expressing the reasons for disagreeing with the information in his or her file. The Institution will reply to the student at least ten (10) days within receiving notification from the student. All relevant documentation will be kept in the student's file.

RIGHTS UNDER FERPA ACT, CONFIDENTIALITY OF DOCUMENTS

The United States Congress enacted legislation that is applicable to all institutions receiving federal funds (the Family Educational Rights and Privacy Act of 1974 and the Buckley amendments), establishing students' rights to privacy of the files kept by educational institutions. The Institution may disclose student's information to third parties only with the written authorization of the student. The student shall state in the authorization:

- To whom the information may be divulged
- The kind of information that may be divulged

Under the law, the institution may only provide information and access to such files without authorization by the student only to the following:

1. Officers of the Institution with a legitimate educational interest {34 CFR 99.31(a)(1)}. The criteria for determining who are considered officers of the Institution, and who are considered to have “a legitimate educational interest” are in 34 CFR 99.7(a)(3)(iii).
2. Exceptions (no prior consent required) to provide access to the records are the following:
 - a) Parents of dependent students as defined in the ISIR (if claimed on income tax returns) {34 CFR 99.31(a)(8)}, whether or not the parent has custody.
 - b) Auditors that have been duly contracted by the Institution, who must sign the document in appendix # every time a file or record is reviewed.
 - c) Representatives of the accrediting agency in formal accreditation/re-accreditation visits.
 - d) Officers of the Federal Department of Education
 - e) Marshals with a court order.
 - f) A court order to provide information or testimony in court.
 - g) Officers designated by the Office of the Inspector General (OIG).
 - h) A student's information may be provided to the Office of the Ombudsman without prior consent in the course of addressing a complaint made by the student regarding a student loan under Title IV programs.
 - i) A student's information may be provided to the state attorneys if the student is accused of submitting false information to obtain state financial aid.
 - j) The prohibitions of this Law are not focused on individuals but on purposes; therefore, if it is a matter of an investigation or prosecution of a person suspected of a crime, such as terrorism, then, information may be divulged without the student’s consent (or the parents, if applicable).

PREVENTION POLICY OF THREAT AND INTIMIDATION (BULLYING) IN THE INSTITUTION

All students have the right to feel safe in their personal and social lives. The Institution prohibits harassment, threats, and bullying among students. This behavior is classified as actions of systematic violence, psychological, physical, or sexual from the student or group of students towards their class peers who are not in position of defending themselves (Lex Juris, Act No. 37 of April 10, 2008).

Mech-Tech promotes a policy free of threats and intimidation so that students can get along in a safe study environment. The Institution will work in the prevention of bullying by offering workshops and through the students organizations; it will also apply the procedure established in the Student’s Handbook if a complaint is filed. The Institution will also protect the documents of the students’ records and academic history. The students will have a healthy student life where their rights are protected to help them achieve their academic goals; they will also have the opportunity of selecting their field of studies freely.

COPYRIGHT POLICY

Introduction

Mech Tech College (MTC), defines, within its copyright policy, what copyright is, to whom it applies, to whom copyrights belong, and what should be done to protect them.

Copyrights are protected by both Federal and State statutes, for compliance is paramount at Mech Tech College/Mech Tech Institute. Violations to copyright laws may incur in civil lawsuits, and/or criminal penalties.

Copyright policy’s purpose is to offer counseling about what copyright is, as well as clarifying any doubts that our educational community may have on the topic, the material that is protected by copyright laws, and ensuring compliance with said regulations.

The illegal copy or retransmission of literary, artistic, musical, scientific, movie, information technology, and database works, among others of other people, does not represent legitimate academic use, are instead theft of copyrighted material or other intellectual property, a practice Mech Ttech does not condone or accept in any form.

Legal Base

This document is divulged in virtue of what is required by Federal Government and, consequently, by the United States Department of Education.

Reach

The law will be applied to active students and prospects of Mech Tech.

Justification

By signing the Reauthorization, it is required that all institutions participating of Title IV adopt a policy to protect copyrights and fine those who infringe it.

Policy

Educational institutions are not exempt from the laws that protect copyright (U.S. Copyright Act). Many programs, files, textbooks, or journals are protected by Copyright laws. Additionally, these are protected by agreements between the buyer and the author, and/or seller.

Mech Tech's policy is to respect and reinforce both federal and local laws of Copyright and License Protection.

Among the most common actions constituting infringement of these laws are:

1. Photocopies of books, magazines or any other printed material which is protected by the Copyright and Licenses Protection.
2. Electronic exchange between peers (peer to peer, P2P) of files protected by Copyright and/or Licenses Protection. These files include music, movies, computer programs, videogames, and pictures.

WARNING ABOUT LEGAL COMPLIANCE AND REGULATIONS PROTECTING COPYRIGHTS:

The unauthorized distribution or reproduction, in any form, of works protected by copyright laws may carry the enforcement of civil and criminal penalties. Mech Tech College establishes provisions regarding academic integrity that provide for the protection of this kind of material, and their violation may carry the enforcement of disciplinary sanctions, as per the Student's Code of Conduct.

POLICY FOR TREATMENT OF STUDENTS WHO SUFFER FROM ASTHMA

In compliance with Public Law 56 of February 1, 2006, as amended, known as "*Ley de Tratamiento de Estudiantes que Padecen Asma, Diabetes u otra enfermedad*", Mech-Tech College recognizes every student's right to self-administer medication for asthma, diabetes, or any other medical condition within our facilities or institution-sponsored activities, given the father, mother, or tutor's consent if the student is a minor.

For a minor student to self-administer medication for asthma, diabetes, or any other illness, it is required to bring a health care practitioner's certification stating the medical condition, medication used for treating it, and that he/she has been instructed by a qualified healthcare professional of the correct use for self-administration of the medication, that includes: type of medication, administration route, steps to follow for self-administration, dosage, when and frequency, instructions for safe-management and storage of the medication. In addition, it will be the father, mother, or tutor's responsibility to bring up-to-date documents so that the student can make use of this right.

It will be required that any student diagnosed with asthma, diabetes, or any other illness, to have a written Action Plan for managing the condition, prepared by his/her primary care physician and the need to use the medication during school hours.

No institution or person can interfere with students' right to use the necessary medications for the treatment of asthma, diabetes, or any other illness. If this happens, he/she may incur in an administrative fault and/or fine. Any person acting in accordance with what the aforementioned Law states, shall not incur in civil liability in case of any complication due to the self-administration of medication by a student.

DEFINITIONS

The terms that are outlined and defined will have the meaning indicated unless the context implies a different meaning. The vocabulary, terms, phrases, and other expressions used that are not defined in this handbook will have the usual meaning established for the academic community.

- **Assets** – all money, savings, checking accounts, home value, business value, shares, bonuses, etc; less the debt.
- **Administrator or Financial Aid Director** – a person employed by an institution to administer student financial aid programs.
- **Advance Payment Method** – a school can submit a petition of funds to the USDE before disbursing aid to eligible students under this payment method. If the petition is accepted, the USDE makes an electronic transfer to the Institution's bank account. The school must disburse funds within three (3) natural days since receiving the funds.
- **FAFSA (Initial or Renewal)** – Free Application for Federal Student Aid is a form used by the USDE to determine the family contribution and determine eligibility to financial aid programs.
- **Accrediting Agency** – an agency recognized by the United States Department of Education (USDE) as an authority for the evaluation of educational quality of the programs offered by universities and/or post-secondary institutions.
- **Guarantee Agency** – local or private agency that guarantees the students' loans programs.
- **Needs Analysis** – the method define to analyze and calculate the Expected Family Contribution (EFC) to determine the student's needs of paying for his/her education.
- **Base Year** – the 12-month period that ends on December 21 of the natural year which precedes one year (award year); for example, one calendar year 2012 is the base year for the award year 2013-2014.
- **Award Year** – period spanning from July 1 of a given year until June 30 of the following year.
- **Free Application for Federal Student Aid** – is a Federal application which is completed by the student, spouse or family who wants to receive federal financial aid.
- **Appropriation** – at a Federal level, an act of the Congress that assigns a specific amount of public funds to be spent for a specific purpose during a fiscal year. See "Continuing Resolution".
- **Accounting Records** - a detailed report of financial transactions maintained by the education institution and organized to allow analysis and audit.
- **Allocation** – a specific amount of money granted and that an institution can use during a specific period. The FSEOG funds, Federal Work and Study, and the Federal PLUS Loan are assigned to an institution with a specific amount per award year.
- **Authorized to operate in Puerto Rico** – license that the Council of Education of Puerto Rico (CEPR) grants a post-secondary institution according to the corresponding laws to operate and offer determined educational offerings in Puerto Rico.
- **Award** – a specific financial aid amount to pay for the costs of education of a student through one or program Federal financial aid programs. This is a duty of the institution that will grant the Federal aid to eligible students and who may qualify during the fiscal year.
- **Financial Aid** – money granted to the student through a loan.
- **Aid granted under Title IV** – the Federal financial aid programs for students who attend education institutions, authorized under Title IV of the Higher Education Act of 1965, as amended; these programs are administered by the USDE. The Federal aid programs in which Mech-Tech participates are: Federal Pell Grant, Federal

Supplemental Educational Opportunity Grant (FSEOG), and Federal PLUS Loans.

- **Federal Supplemental Educational Opportunity Grant (FSEOG)** – a program that provides financial aid to students who are enrolled in eligible programs and have not paid for an associate or bachelor’s degree. The priority of this grant is to provide funds to students with exceptional financial need and who receive Pell Grant.
- **Grant and/or concessions** – financial aid based in the student’s need that is offered to cover for costs of study; the funds do not have to be reimbursed. These aids come from Federal, institutional, private, and public sources and are granted based in academic merits and/or financial need.
- **Administrative Capacity** – it is a requirement that an institution must comply with to be eligible for Title IV funds. For a complete list of the requirements, refer to 34 CFR 600 y 34 CFR 668.16.
- **CBAE** – Council of Grants and Education Aids created by Law 138 of July 1, 1999. It replaces the CBAE created by Law 100 of June 25, 1998.
- **Certification** – the process used to determine the initial eligibility of a school and prior fulfillment of Federal requirements to participate of Title IV programs. The administrative and financial capacity of the school is verified through information supplied in the USDE’s Eligibility and Certification Application which expires every four (4) years.
- **Proof of Income** – documents that certify family income.
- **Family contribution** – the amount expected to be contributed for the student’s education by him/her and/or his/her family.
- **Expected Family Contribution (EFC)** – a measure of how much can the student or the family contribute to the cost of education. It is determined according to the method established by Federal law known as the needs analysis which is used for all students who request Federal financial aid and determines Title IV eligibility.
- **Expected Family Contribution “Automatic Zero EFC”** – an Expected Family Contribution (EFC) of zero is granted automatically due to low income of the applicant by using a determined method. A dependent student qualifies if he/she and/or parents are not required to fill out income tax returns and the combined adjusted gross income of parents and student was of \$13,000.00 or less. An independent student with dependents additional to their spouse is not required to fill out income tax returns if he/she and spouse are not required to complete income tax returns with adjusted gross income of \$13,000.00 or less. See **Expected Family Contribution (EFC)**.
- **Cost of Attendance (COA)** – Section 472 of 1965’s Higher Education Act, provides the specific parameters for the cost of attendance (COA) for Title IV programs.
- **Cost of Education** – the educational expenses estimated budget for one academic year in which expenses such as enrollment and fees, transportation, housing, food, and others are included.
- **Data Matches** – the information submitted in the Free Application for Federal Student Aid (FAFSA) is compared to the files of other federal agencies in the Central Processing System (CPS) to determine if an applicant meets the eligibility requirements.
- **Default** – for Perkins Loans: delinquency when not complying with payments as established in the promissory note. For FFEL and Direct Loans: delinquency when not complying with payments as established in the promissory note.
- **Delinquency** – the action of not paying for federal loans as required by the signed promissory of students.
- **Dependency Override** – in some circumstances, a student who does not meet the criteria of independent student can be processed as a dependent student and will not be denied due to lack of information from parents. The financial aid administrator will use professional judgment to make a decision case by case and will always document the final outcome.
- **EDExpress** – it is free-of-charge software provided by the USDE for exchanging electronic data; this allows schools to enter, revise, and handle data from the FAFSA. The program can also be used by institutions to create the financial aid packages, originate Direct Stafford and bank loans, and print the promissory notes.
- **Primary EFC** – the Expected Family Contribution (EFC) appears in the first page of the SAR or ISIR. When only a primary EFC appears in the information summary of the SAR or ISIR, it is based in an alternate calculation of data contained in the FAFSA.
- **Full time student** – a student who enrolls with a complete academic load and complies with Satisfactory Academic Progress in the Institution.
- **Part-time student** – for a student to study half of the time, he/she must comply with at least half of the full-time academic load as determined by the Institution.
- **Three quarters of the time student** – a student who is enrolled in at least 75% of the full time academic load as defined by the Institution.
- **Dependent student** – for purposes of requesting federal aid, a student who is not within the criteria for independent student must be classified as dependent.

- **Independent student** – a student who is at least 24 years old on the 31st of December of the year for which he/she is requesting financial aid; be an orphaned under the court’s jurisdiction; veteran; has legal dependents in addition to the spouse ; be a graduate or professional student; or be married.
- **Graduate or professional student** – a student who enrolls in a program conducting to a bachelor’s degree.
- **High performance students** – students enrolled in a post-secondary institution with a GPA of 3.00 or more whom study a regular full-time program of study.
- **Federal** – pertaining or relative to the Federal Government of the United States of America.
- **Federal (FAFSA) or Renewal** – the amount estimated that the student and family can contribute to pay for his/her education costs.
- **Federal Pell Grant Program** – the financial aid program authorized by the Title IV-A-I of the Higher Education Act of 1965, as amended.
- **Financial Aid History** – financial aid data contained in the SAR and ISIR and which are compiled in the NSLDS. The data shows the aids received by students, overpayments, paid and pending of payment loans, and other data.
- **Report of student aid** – this report is the result of data submitted electronically by educational institutions and contains the information submitted and provides the student with an expected contribution.
- **Student Aid Report (SAR)** – the report is the result of data submitted electronically by educational institutions and contains the information submitted and provides the student with an expected contribution.
- **Eligibility Report - Student Aid Report (SAR)** – the response to the FAFSA sent by the United States Department of Education to the student.
- **Accredited Institution** – an educational institution that requests and complies with administrative, financial, and academic regulations established by a national accrediting agency or association recognized by the USDE which is a requirement to obtain Federal eligibility.
- **Higher Education Institution** – a natural person or jurisdiction that operates in Puerto Rico a public or private education institution composed of one or more institutional units.
- **Post-Secondary Non-College Institution** – a natural person or jurisdiction that operates in Puerto Rico a public or private education institution composed of one or more institutional units with license from the CEPR that offers programs leading to certificate, profession, according to the parameters established by the USDE for the purpose of qualifying the financial aid programs for students under the Title IV of the HEA of 1965, as amended.
- **Private institution, non-profit** – an organized institution such as a non-profit corporation according to the laws of the State where it is established. This institution will does not accumulate profit or pay dividends to shareholders and/or owners.
- **Technical Institution – Vocational Eligible** – a school or institution that provides at least one training program eligible by the USDE to prepare students for employment in a recognized occupation.
- **Integrated Postsecondary Data System+A54** – post-secondary statistical information program sponsored by the National Center for Education Statistics, according to the National Education Statistics Act of 1994 (P.L. 103-382); also known as IPEDS.
- **Electronic Data Exchange (EDE)** – this is the process by which institutions and other entities that provide electronic services transmit and receive data and results of the FAFSA.
- **Professional judgment** – a provision of the law that allows administrators of financial aid to make adjustments in the dependency statement of a student or the person in charge to adjust the COA or elements of the data for the EFC.
- **Law 138 (or Law 138 of 1999)** - Law 138 of July 1, 1999.
- **Law 17 (or Law 17 of 1993)** - Law 17 of June 16, 1993, as amended.
- **Law 170 (or Law 170 of 1998)** - Law 170 of August 12, 1998, as amended.
- **Federal Financial Aid Handbook for Students** – it is a publication of the USDE that provides information of the law and administration of Title IV programs.
- **Unduplicated enrollment** – the number of active students during the first session of the academic year plus the number of new students during the following academic sessions; also known as Unduplicated Head Count in the Integrated Postsecondary Data System.
- **Financial need** – difference between the estimated COA and the quantity with which the student and/or family can contribute (EFC).
- **Overaward (granting of financial aids in excess)** – a condition that exists when the school grants financial aid to a student, that when combining all available resources to that student, exceeds the difference between the COA and the EFC.
- **Overpayment** – an amount of aid paid in excess of the student’s eligible amount.
- **Packaging** – the process of granting financial aids of loans, grants, and all sources, local, Federal, and others as

well as the assignment of funds for Work and Study for students.

- **Academic period** – a period which length will depend in what the institution establishes as authorized by the CEPR, as corresponding.
- **Eligible persons who are not citizens of the United States** – an applicant for financial aid, who is not a United States citizen but is authorized or lives in the U.S., can be eligible to receive Title IV aids.
- **Federal Family Education Loan (FFEL)** – long-term loans insured by the State or agencies.
- **Unsubsidized Federal Stafford Loan** – provides loans to students who do not comply with eligibility criteria for subsidized loans.
- **Eligible program** – a legally authorized course of study that conducts to a degree or academic certificate and complies with the requirements of a national accrediting agency and is certified by the USDE as an eligible program.
- **Full-time regular program of study** – regular program of study with determined academic load as established by the institution.
- **Federal programs** – Federal financial aid programs under Title IV of the Higher Education Act of 1965, as amended or other Federal legislation except loan programs or Work and Study.
- **Campus-based programs** – the term applies to three (3) Title IV programs administered by higher education eligible institutions, Federal loan programs, Federal Work and Study, and FSEOG.
- **Federal Grants Programs** – Federal programs that do not require reimbursement neither a work obligation from students. The programs are: Federal PELL, FSEOG, LEAP.
- **Satisfactory Academic Progress** – a proportion determined as satisfactory between the courses attempted that have been approved determined based in qualitative and quantitative measures. By law, the institutions which students receive Title IV funds must create policies to supervise academic progress. The USDE has published minimum standards for creating these policies. Schools must verify at least once each course and must document that students are complying with satisfactory academic progress for each payment period.
- **Puerto Rico** – any territory within the jurisdiction of the Commonwealth of Puerto Rico.
- **Continued Resolution** – At a Federal level, it is an agreement of the Congress between the Senate and House of Representatives to continue with the appropriations for specific government agencies when the Congress has not issued a minute or law for those agencies during the current fiscal year. The resolution must be signed by the President.
- **Central Processing System (CPS)** – the USDE facilities where FAFSAs are processed.
- **United States Department of Education (USDE)** – Federal entity that has the responsibility of administering the laws and funds related to education (elementary, secondary, college, and/or post-secondary technical vocational). The USDE creates, modifies, and changes the regulations required for the administration of Federal funds in education.
- **Verification** – process required by the United States Department of Education to students selected and identified through an asterisk (*) in the Student Aid Report. The students must provide a series of documents so that the institution can be verified the information that was included in the FAFSA.
- **Verification, subsections to be verified** – the sub-sections that are subject of the verification process. The institutions have the obligation of verifying only the sub-sections required by the USDE.