



## ATTENDANCE REQUIREMENTS

### FOR FINANCIAL AID RECIPIENTS AND VETERANS for 2018-2019

THE FINANCIAL AID OFFICE IS REQUIRED BY FEDERAL REGULATIONS TO MAKE CERTAIN THAT STUDENTS COMPLETE ALL REQUIRED HOURS OF A PROGRAM FOR WHICH THEY ARE PAID. **THEREFORE, YOU ARE BEING NOTIFIED THAT THE ATTENDANCE REQUIREMENTS FOR FINANCIAL AID ARE MUCH MORE STRICT THAN THOSE OF THE METRO TECH DISTRICT.**

THE FINANCIAL AID OFFICE MUST MONITOR YOUR ATTENDANCE TO DETERMINE THAT YOU MAINTAIN ACCEPTABLE ATTENDANCE TO INSURE YOU REMAIN ELIGIBLE FOR FINANCIAL AID DISBURSEMENTS AND VETERANS EDUCATIONAL BENEFITS.

The Metro Tech District Attendance Policy states that **“ALL STUDENTS MUST MAINTAIN 86% ATTENDANCE FROM ENTRY DATE UNTIL THE END OF THE SCHOOL YEAR”**. Therefore, **ALL ADULT STUDENTS (both full time and half time) must maintain 86% average cumulative attendance for the entire period of enrollment in a career major for receipt of Title IV Financial Aid. Make-up time as defined by Metro Technology Centers is applicable toward your average cumulative attendance. Make-up time is not used to reduce the total number of absences. A Leave of Absence or Director’s Exemption days may be used to reduce the total number of absences for the entire period of enrollment in a career major.** A regular school year or entire period of enrollment (for Title IV financial aid / veteran benefits) consists of between 600 hours to 2608 hours, depending on the length of your program/career major.

**Metro Tech’s attendance policy requires 86% cumulative attendance which allows for 14% in absences for a career major/program.** The U.S. Department of Education requires that no more than 10% of the clock hours in a payment period can be considered as excused absences. If during any payment period a student is absent more than 10% of that payment period; that payment period will need to be extended and the student’s next payment will be delayed. In case of the second payment, if a student’s previous payment period needs to be extended, the payment will be delayed until the student has completed 90% of that pay period. (Make up time scheduled by an instructor is not applicable in determining the 90% completion of a payment period.)

**NOTE: For Example:** A pay period is 300 hours. If you are absent 31 hours during this period, you have been absent more that 10% of the time and your next scheduled **PELL GRANT PAYMENT** may be delayed and/or could be suspended.

**VETERANS: Please Note:** The Veterans Administration requires students to maintain 86% average cumulative attendance for receipt of your veterans’ educational benefits. **PLEASE BE ADVISED THAT MAKE UP TIME CANNOT BE USED TO REDUCE YOUR ABSENCES WHEN CALCULATING YOUR ATTENDANCE FOR CONTINUED CERTIFICATION FOR RECEIPT OF VETERANS’ EDUCATIONAL BENEFITS.** If your average cumulative attendance falls below 86% for three consecutive months, you will not be eligible for continued receipt of veterans’ educational benefits; therefore, your certification will be terminated.

If you have questions or need additional information, please call **Alicia Smith** at 595-4437 or **Kelly Harjo-Cox** at 595-4446 or **Craig Marable** at 405-595-4436 or **Debbie Pannell** at 405-595-4457.

**I HAVE READ AND UNDERSTAND THE ABOVE ATTENDANCE INFORMATION.**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**DATE SIGNED**

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignments to work tasks, hours of employment, levels of responsibility and pay.