



**STUDENT'S CONSUMER
HANDBOOK
July 2013-14**

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 complement to the services that you request in our Institution.

It is your responsibility to comply with the purpose and regulations of the Financial Aid Programs of the United States Department of Education and of the Council of Education of Puerto Rico.

In this Handbook, we describe the Financial Aid programs with their requirements, and we invite you to seek orientation of the different financial aid alternatives available. In our Institution we are proud to serve you and our office is available to answer any doubts that you may have. The work schedule of our office is:

Monday, Wednesday, and Friday – 8:00 a.m. to 5:00 p.m.

Tuesday and Thursday – 10:00 a.m. to 7:00 p.m.

The Financial Aid Advisor is Mrs. Angélica Hernández, and you can contact her at 407-888-1111 or by email ahernandez@mechtech.edu

Mrs. Jessica Cruz

Financial Aid Director

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.

On 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 this 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.

In October 2009, Mech-Tech College entered into a Teach Out Agreement authorized by local and federal agencies. Around 500 students had the opportunity of completing their studies in the programs of the Health Division in Río Piedras and Mayagüez. These two (2) campuses became two (2) branch campuses in which health related and business programs are offered at Associate Degree level in: Dental Assisting with Expanded Functions, Computer Programming, Office Administration, Management, and a Diploma in Practical Nursing.

Ramírez College was founded in 1922 in response to the employment market needs and has been recognized for educating students to cover those needs, providing better success opportunities in their careers.

In 1998, Ramírez College expanded its operations to the West side of the Island by opening a branch campus in Mayagüez.

For over 80 years, Ramírez College was the leading Private Institution of this type and the oldest in Puerto Rico, providing successful education to thousands of students and has earned an extraordinary reputation for the excellence of its educational programs and for the compromise towards community service.

This Institution still occupies a Leadership position in higher education and continues providing innovative programs for students and its educational community; now under the administration of Mech-Tech College under its Health Division. This Institution will still comply with the promise of its founder to provide students the preparation, pride, and professionalism required to obtain, not only a job, but a future.

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. Further information regarding this branch 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.

MISSION OF THE INSTITUTION

The mission of Mech-Tech Institute is to educate and re-educate youths and adults of both genders with the necessary practical and theoretical competencies in metals, electricity, mechanics, refrigeration, and electronics, so that they can compete for employment opportunities that can emerge in these fields.

The students will be formed integrally with the capability of facing technological, social, ethical, cultural, and economic challenges of a fast-growing and changing society not only in the human aspect but also intellectually. This is achieved through our innovative curricula.

PROGRAMS OF STUDY

PROGRAMS	CREDITS	CLOCK HOURS	LENGTH MONTHS	FEEES
Technology in Automotive Mechanics with Computerized Fuel Injection	60	1,200	15	\$90.00
Technology in Diesel Mechanics	60	1,200	15	\$90.00
Technology in Industrial Electricity	60	1,200	15	\$90.00
Technology in Refrigeration & Air Conditioning	60	1,200	15	\$90.00
Technology in Industrial Welding	60	1,200	15	\$90.00
Technology in Automobile Collision Repair	60	1,200	15	\$90.00
Technology in Racing Mechanics	60	1,200	15	\$90.00

POLICY REGARDING CHANGES IN ENROLLMENT, REGISTRAR, AND REQUIRED FEES

It is an institutional policy that if there is an increase in credits fees, it will only affect new enrollments or re-entries. If there are changes in registrar fees or in the fees required to students, they will be informed previous to the enrollment period.

FINANCIAL AID INFORMATION

Financial aids are a basic fundamental of which students depend to perform their postsecondary and higher education studies. It is important that the student learns the opportunities, rights, obligations, and how to obtain them. All students who enroll or wish to enroll in Mech-Tech Institute must visit our Financial Aid offices for orientation and assistance in completing the Free Application for Federal Student Aid (FAFSA).

ELIGIBILITY REQUIREMENTS

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

- Be a U.S. Citizen, permanent resident, naturalization, or eligible citizen
✓ Permanent resident students or naturalized must present Form I-551
- High school graduate
- Homeschooling
- Enlisted in the Selective Service (males between the ages of 18 to 25 years)
- Demonstrate financial need
- Be enrolled in a program leading to an academic degree or certificate
- Maintain Academic Satisfactory Progress
- Not be in delinquency with student loan programs, not be in debt with the Federal Government due to

- unlawful payments or grants reimbursements
- Not owe reimbursement of Federal grants received in excess in other institutions
- Not being convicted of possession or sale of illegal drugs when receiving Federal aids for studies (grants, loans, work and study)

HOW ARE AIDS REQUESTED

The process of requesting financial aids appears complicated but is in fact very simple. We recommend that students become familiarized with the terms that they use during the process, the applications, and how they are obtained; the adequate moment to hand-in the applications and the procedure that will be used by the Institution to inform them of the result once the application and required documents are submitted.

Mech-Tech uses the Free Application for Federal Student Aid (FAFSA) provided by the United States Department of Education.

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

- Social Security card. It is very important to enter the Social Security correctly in the application.
- Driver's license (if any)
- W-2 forms corresponding to the year previous to which the application is being completed and other information related to the income of that year
- Income Tax Return for the year previous 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, and the Federate States of Micronesia or Palaos
- Federal Income Tax declaration of income received by parents corresponding to the year previous to which the application is being completed (if dependent)
- Data regarding non-taxable income corresponding to the year previous 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
- Proof of registration in the foreign registry or permanent resident card (if not a U.S. Citizen)

The FAFSA application is completed by using the internet and accessing: www.fafsa.ed.gov . It is important to request a PIN number by accessing: www.pin.ed.gov , for the application's electronic signature. Later in this Handbook detailed is offered on how to obtain a PIN and the different types of financial aids offered in our Institution.

It is important to know that students who possess a Bachelor's Degree are not eligible for Federal Pell Grant and supplementary aid.

Steps to follow to complete the Free Application for Federal Student Aid (FAFSA) for Fiscal Year 2013-2014:

This application must be completed by internet. To request or renew, you can access: www.fafsa.gov.

Once accessed, select "Fill Out FAFSA" and follow the instructions. To complete the application, you will need to have a

PIN number which consists of four digits. These numbers identifies you and is used to sign electronically; it is confidential and no one must have access to it.

If you forgot your PIN, you can request a duplicate by accessing: www.pin.ed.gov, after selecting the “Request a Duplicate PIN” and “Display Now” **to obtain the number instantly**. This information can also be received by email or regular mail. If regular mail is selected, you will receive within 7-10 days from the moment it was requested.

If you do not have a PIN, access the link previously mentioned and select “Apply for a PIN”. **Here, you can create your own number with the purpose of remembering it easily and in three days approximately, you can use it to fill out the application through the internet.** If you do not wish to create your own number, you can obtain one at the moment by selecting “Next” (this is after completing your personal information). In the next window select “**I accept not to reveal my PIN**” and at the same time make sure that it says “**Show PIN now**”. Then, select “**I present my PIN request now**”, and it will show your PIN number. If you are dependent, then you as well as your parents should request a PIN; if not, only you.

Upon completing the FAFSA, you can also request a PIN number which will allow you to sign immediately.

If you answered “**YES**” to any of the questions, you must present the documents as **Independent Student**:

If you already have a PIN and remember it, you can access the internet and fill out the Free Application for Federal Student Aid (FAFSA) for Fiscal Year 2013-2014. It is important to enter the Institution’s Federal code to be able to receive an answer to your request: **The code is 030255.**

If you have doubts with this process, you can call the Federal Student Aid Information Center 1-800-433-3243.

To facilitate the enrollment process, it is important that all that has been previously explained is performed before enrolling.

How to obtain a PIN? (Personal Identification Number) – The United States Department of Education sends a PIN to students who request aid in a determined year. The PIN serves as an identifier to allow access to the student’s personal information in various systems of the Department; it is like the personal identification number requested in a bank and that allows access to a bank account. The PIN is used as an electronic signature and cannot be shared with anyone since the electronic signatures have the same legal status as written signatures. Students and parents of dependent students that request financial aid can sign the FAFSA application in the web electronically by using the PIN; this will allow the aid process to be completed through the internet. If you are a student who is applying for the first time and/or your parents do not have a PIN, you must obtain one by accessing: www.pin.ed.gov or request it at the time of completing the FAFSA.

To obtain it, you must provide name, social security, birth date, and mailing address. You must also select a security question, and it is important to remember the answer chosen to facilitate obtaining a copy of your PIN or any information related to it. Once the process is completed, the confirmation number will appear; if you wish, you can print this page.

You can use your PIN to:

- Sign your FAFSA in the web electronically;
- Sign your promissory note for educational loans electronically;
- Make corrections to your application;
- Have access to your records;
- Verify your loan information for students through the National Student Loan Data System (NSLDS) of the United States Department of Education and have access to your loan account;
- Have access to your FAFSA information processed by CPS, including your SAR;
- Complete your renewal application;
- Have your parents sign the FAFSA, the renewal application, and the electronic correction forms in the internet.

If you forgot your PIN or misplaced it, you can request a copy by accessing: www.pin.ed.gov

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) PROCESS

This process is done by the **student** by visiting the Financial Aid Office where he/she receives orientation and is assisted with the process to complete it (this is done at the student's discretion).

A FAFSA can be submitted through:

- **The branch campus (send the application electronically by using EDEExpress)**

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 and present income evidence of the previous year to which you are applying; student and parents, if applicable. For example, if applying for the year 2013-2014, you must present income evidence for the year 2012.

- **Through the internet by using FAFSA in the web**

The web of the United States Department of Education is free-of-charge and you can fill out the FAFSA online and send it through the internet. You can access the FAFSA in the web by using a computer equipped with internet access. The web address is: www.fafsa.ed.gov.

Upon accessing the FAFSA in the web, you can present 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.

A transfer student from another post-secondary institution, will need to request the financial history through NSLDS with the purpose of learning the grant amount available for the current year.

DIFFERENT TYPES OF FINANCIAL AID PROGRAMS

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

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 uniform formula that treats all students consistently. The results of the Free Application for Federal Student Aid (FAFSA) are received electronically in the Institution and these results determine the student's eligibility. If the grant 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 aids, it is his/her responsibility to request it. Payment is then accredited to the student's account (subsidiary) in the Institution.

Federal Supplementary 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) in the Institution. Students with an EFS of "0" (zero) will be given priority.

Direct Loan Sub/Unsub – This loan is directed to the student and requires to fill out the Free Application for Federal Student Aid (FAFSA). Its purpose is to pay for differences in costs of study not covered by other available aids. The loan

can be granted according to the need that is not covered which is equal or less; never more. The Institution will examine the results of the application and will inform if it meets with the requirements to receive the aid. If the student complies with the criteria, he/she will sign the promissory note which is a legal binding document for the student and that details the conditions under which the student accepts to obtain and return the loan in its whole. This loan requires filling out the entrance and exit interview forms. 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 deposited in the Institution's account. If a refund towards the student is issued, it will be processed to the student's name 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 money granted for concept of the loan must be considered when processing the 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 pay the loan, the current interest rates, and the possible payment options. This orientation will be provided to the student by the Financial Aid Office.

Direct Plus Loan – This loan is directed towards the parents of dependent students, and it will be issued under the parents' name. Its purpose is that parents can pay the differences of costs of study not covered by other aids available. The loan can be granted according to the need not covered which is equal or less; never greater. To issue this loan, there is a waiting period of thirty (30) days previous to its disbursement. The loan does not require filling out the entrance and exit interview forms and once approved, the bank will issue a check under the student's parent name and 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 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 portion of the money granted by concept of a loan should be considered when processing the R2T4 which is how 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 possible payment options. This orientation will be provided by the Financial Aid Advisor. Parents and students will be advised that the loan starts repayment after sixty (6) days of receiving the last disbursement of the academic year and will be told that the bank provides payment moratorium of up to four (4) years for students who continue with their studies.

PENALTIES POSSESSION AND SALE OF DRUGS

The Anti-Drug Law of 1988 includes regulations that authorize local and Federal judges to deny Federal benefits including financial aids to those convicted for sale or illegal possession of drugs. A student can be disqualified of receiving Title IV aid if convicted for sale or illegal possession of drugs while enrolled or receiving Federal financial aid. Following is a chart showing the ineligible period due to the sale or illegal possession of drugs depending on the times of the offense.

	Illegal possession of drugs	Illegal sale of drugs
First offense	1 year from the date of conviction	2 years from the date of conviction
Second offense	2 years from the date of conviction	Indefinite period
Third offense or more	Indefinite period	

The student will be eligible again to receive financial aid the day after ending their ineligibility period when satisfactorily completing a drug rehabilitation program. Being convicted of drugs makes the student ineligible to receive Federal financial aid again. A student who has been ineligible for an indefinite period can only be eligible if he/she has satisfactorily completed a drug rehabilitation program or if one of the cases has been removed from his/her record which has to show that less than two (2) convictions for illegal sale of drugs or less than three (3) the convictions for illegal possession of drugs. In these cases the nature and dates of pending cases where the student was convicted for sale or illegal possession of drugs, will determine when the student will be eligible for Title IV. It is the student's responsibility to certify that he/she has satisfactorily completed the drug rehabilitation drugs.

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 Student Aids Report (SAR) can be selected for verification. If a circumstance exists, an asterisk will appear beside the eligibility index located in the upper right margin of the first page of the SAR. The verification process consists in the student evidencing or documenting the information provided in the Pell application (FAFSA). The data to be verified is the following:

- ✓ Number of family
- ✓ Number of students enrolled in post-secondary institution
- ✓ Adjusted income
- ✓ U.S. Income Tax
- ✓ Non-taxable incomes
- ✓ SNAP- Food Stamp
- ✓ Child Support Paid

The Financial Aid Advisor is authorized to select additional data for verification at his/her discretion. The documents to be used in the verification process are as follows:

- ✓ Income Tax Return Transcript
- ✓ Verification Worksheet
- ✓ Any other document requested by the Financial Aid Advisor

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 a Grant Letter.

FINANCIAL NEED

The Institution offers financial aid to students to cover for 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 EFC (Expected Family Contribution), less other aids, equals the financial need** ($COA - EFC - FA = NEED$). 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 of the following elements (based in 12 weeks of study-programs in quarters) academic year:

TECHNOLOGY IN INDUSTRIAL ELECTRICITY- DEPENDENT STUDENT

12 x \$350.00

Code 3FED

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00

Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	913.00	0.00	0.00	913.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,833.00	\$ 6,720.00	\$ 6,720.00	\$ 21,273.00

TECHNOLOGY IN INDUSTRIAL ELECTRICITY- INDEPENDENT STUDENT
12 x \$350.00

Code 3FEI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	913.00	0.00	0.00	913.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,833.00	\$ 7,720.00	\$ 7,720.00	\$ 24,273.00

TECHNOLOGY IN REFRIGERATION AND AIR CONDITIONING-DEPENDENT STUDENT
12 x \$350.00

Code 3FRD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,621.00	0.00	0.00	1,621.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,541.00	\$ 6,720.00	\$ 6,720.00	\$ 21,981.00

TECHNOLOGY IN REFRIGERATION AND AIR CONDITIONING-INDEPENDENT STUDENT
12 x \$350.00

Code 3FRI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,621.00	0.00	0.00	1,621.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,541.00	\$ 7,720.00	\$ 7,720.00	\$ 24,981.00

TECHNOLOGY IN AUTOMOBILE COLLISION REPAIR-DEPENDENT STUDENT
12 x \$350.00

Code 3FCD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,673.00	0.00	0.00	1,673.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 8,593.00	\$ 6,720.00	\$ 6,720.00	\$ 22,033.00

TECHNOLOGY IN AUTOMOBILE COLLISION REPAIR- INDEPENDENT STUDENT
12 x \$350.00

Code 3FCI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	1,673.00	0.00	0.00	1,673.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 9,593.00	\$ 7,720.00	\$ 7,720.00	\$ 25,033.00

TECHNOLOGY IN INDUSTRIAL WELDING -DEPENDENT STUDENT

12 x \$350.00

Code 3FWD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	335.00	0.00	0.00	335.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$ 7,255.00	\$ 6,720.00	\$ 6,720.00	\$ 20,695.00

TECHNOLOGY IN INDUSTRIAL WELDING -INDEPENDENT STUDENT

12 x \$350.00

Code 3FWI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	335.00	0.00	0.00	335.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$ 8,255.00	\$ 7,720.00	\$ 7,720.00	\$ 23,695.00

**TECHNOLOGY IN AUTOMOTIVE MECHANICS WITH COMPUTARIZED FUEL INJECTION-
INDEPENDENT STUDENT**

12 x \$350.00

Code 3MI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,893.00	0.00	0.00	3,893.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00

TOTAL	\$11,813.00	\$ 7,720.00	\$ 7,720.00	\$ 27,253.00
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TECHNOLOGY IN AUTOMOTIVE MECHANICS WITH COMPUTARIZED FUEL INJECTION-DEPENDENT STUDENT

12 x \$350.00

Code 3MD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,893.00	0.00	0.00	3,893.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$10,813.00	\$ 6,720.00	\$ 6,720.00	\$ 24,253.00

TECHNOLOGY IN RACING MECHANICS -DEPENDENT STUDENT

12 x \$350.00

Code 3TRD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,893.00	0.00	0.00	3,893.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$10,813.00	\$ 6,720.00	\$ 6,720.00	\$ 24,253.00

TECHNOLOGY IN RACING MECHANICS -INDEPENDENT STUDENT

12 x \$350.00

Code 3TRI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,893.00	0.00	0.00	3,893.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$11,813.00	\$ 7,720.00	\$ 7,720.00	\$ 27,253.00

TECHNOLOGY IN DIESEL MECHANICS -INDEPENDENT STUDENT

12 x \$350.00

Code 3FDI

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,893.00	0.00	0.00	3,893.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	2,500.00	2,500.00	2,500.00	7,500.00
TOTAL	\$11,813.00	\$ 7,720.00	\$ 7,720.00	\$ 27,253.00

TECHNOLOGY IN DIESEL MECHANICS -DEPENDENT STUDENT

12 x \$350.00

Code 3FDD

Description of Expenditure	Term 1	Term 2	Term 3	TOTAL
Credits	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 12,600.00
Enrollment fee	50.00	0.00	0.00	50.00
Uniform	270.00	120.00	120.00	510.00
Tools	3,893.00	0.00	0.00	3,893.00
Personal Expenses	300.00	300.00	300.00	900.00
Transportation	600.00	600.00	600.00	1,800.00
Room and Board	1,500.00	1,500.00	1,500.00	4,500.00
TOTAL	\$10,813.00	\$ 6,720.00	\$ 6,720.00	\$ 24,253.00

RIGHT 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 which are the datelines to request such programs, the available programs, where and to whom the applications should be given.
- Right to know how are financial aids handled and distributed and how they can affect the decisions at a 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 to cover his/her need of financial funds 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/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 handicapped.
- Right to access and revise documents related with accreditations, permits, licenses, and operating authorizations of the Institution (these documents are available in the Vicepresidency for Academic Affairs).
- The criteria to continue eligibility for aids depend in that the student submits a new application and that it shows financial need.

Responsibilities:

- Must revise and consider the information related with the programs offered by the Institution before processing enrollment.
- Must complement the applications and submit them in the established datelines.
- Must provide information required and as accurate as possible. If the student provides incorrect information in the financial aid applications, he/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/her financial statement.
- Must read and understand all documents requested and signed and keep copies of them.
- Once the student has gone through the process described previously, he/she must accept and recognize the responsibility and must have 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/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

FINANCES (Collections Office)

The Collections Office has the primary purpose of collecting money billed to the student for the concept of enrollments, fees, and other related charges. During the enrollment process, the student fills out a payment plan in which he/she makes the compromise of settling in three (3) payments the balance not covered by the financial aids. The dates to submit payments are established in the payment plan and are selected in a way that the student can comply with his/her financial obligation a month before completing the 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 in the Institution must have their accounts up-to-date and not have pending balances before providing any documentation.

CANCELLATION AND REFUND POLICY

Institutional Withdrawal Policy

The Institution has implemented the Cancellation and Refund Policy required by the United States Department of Education.

The Institutional Refund Policy for students who are enrolled and withdraw after the first week of class will be calculated with the credits programmed to be studied until the day that the student notifies the withdrawal, the day documented by the Registrar Office, or the last day attended to class whichever is greater plus an administrative fee of \$100.00 for the withdrawal.

Following is an example of the calculation formula to be used:

$$\frac{\text{Number of weeks students attended}}{\text{Number of weeks financially obligated}} = \frac{5}{12} = 41.7\% = \text{\% of attendance}$$

$$\text{Cost of the term X \% of attendance} = \$2,076.00 \times 41.7\% = \$865.69$$

$$\text{Plus a 10\% of } (\$2,076.00 - \$865.69 = \$1,210.31 \times 10\% = \$121.03)$$

$$\text{Student debt} = \$865.69 + \$121.03 = \$986.72$$

$$\text{Total of Unearned tuition} = \$2,076.00 - \$986.72 = \$1,089.28$$

Cancellation and Refund Policy

The Institution is implementing the current Cancellation and Refund Policy established by the U.S. Department of Education's Office of Federal Title IV Funds.

1. If the student decides to cancel his/her admission before the first day of classes or during the first week of classes, it will be canceled with debt to the Institution and he/she will only be responsible for the payment of the admissions fee. Any amount paid will be refunded within 30 days of the first day of class or the day of the cancellation, whichever comes first.
2. Enrolled students that withdraw prior to the first week of classes, for the purpose of Refund Policy, the programmed credits to be studied will be calculated until the notified day of the student's withdrawal, the day that it is documented by the Registrar's Office, or the last day assisted to class, the highest of these three dates; plus an administrative fee of \$100.00 for the withdrawal.
3. When the Institution rejects a student before starting classes, any amount paid will be fully refunded including all fees assessed.

4. If the Institution cancels the study program before starting classes, any amount paid will be fully refunded, except for the non-refundable Admission Fee.
5. The Registration Office will start an academic load adjustment of the original enrollment, and the Finances Office will proceed to make the adjustment to the total enrollment cost for that term to all students who, during the late enrollment process, have been reported as “no show” by any of his/her professors when the student failed to assist to any of the professor’s classes although he/she assists to others. The assignment of financial aids will be adjusted according to the final resulting academic load.

Withdrawal before 60% of time in the enrollment period

The Institution will use the Refund Policy amended in 1998 under Public Law USC 105-244, which stipulates and expresses that the Withdrawal Policy, from the student’s withdrawal date, determines the amount of federal funds reimbursed or to be reimbursed for that enrollment period that will be used for the costs of studies in the Institution. The formula to be used only applies when a student withdraws before completion of the 60% of the enrollment period. When the 60% of assistance in the enrollment period is exceeded, the Withdrawal Policy will not be used, and the Institution will charge 100% of the costs and aids granted or to be granted. It will be calculated (from the withdrawal date in the student’s record) by determining the total amount of days assisted divided by the total calendar days in the enrollment period. The percentage determined would be the percentage earned.

6. All students must settle their account before the next enrollment period starts.
7. If for any reason the Institution ceases operations, the student will be refunded in proportion to the money that he/she has paid in excess to the closing date.
8. If a student withdraws or stops assisting to class during eight consecutive days, he/she will be responsible to pay the balance reflected after the withdrawal calculation.
9. Any reimbursement for the concept of credit towards the student, will be paid as follows:
 - If the credit is created for Title IV (Pell Grant, FSEOG) payments, a check will be emitted to the student within 14 calendar days.
 - If the credit is created by other aid payments or cash payments, a check will be emitted to the corresponding agency or to the student within 30 workdays.
 - The reimbursement check will be retained for 30 additional workdays. If the student does not request it, the money will be returned to the account that generated it. In the case of cash payments, the check will be returned to the student via certified mail

SATISFACTORY ACADEMIC PROGRESS

The new changes of July 1, 2011, require that the student be placed in a Warning period before a probation is processed. The following must be included:

Warning

If a student does not meet SAP during a certain period, he/she will be placed in “Warning” during the next academic term; he/she will be oriented and 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 SAP. If when completing the academic term the student still does not comply with SAP, he/she will be suspended from the Institution.

Appeals Process

A student who upon 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 (a form will be provided) to the branch campus Retention Officer together with the documentation that supports the appeal. The appeal must be received within two (2) working days from the notification.

An appeals hearing will be held within three (3) working days from the receipt of the appeal. The hearing will be composed of a committee created for such purposes and where the situations exposed by the student will be evaluated and which can be:

1. Prolonged illness
2. Physical impairment or temporary mental condition that does not allow the student to move
3. Student and/or family member's illness that does not allow satisfactory learning
4. Death in the family, a spouse and/or tutor
5. Drastic change in the financial situation of the family
6. Divorce of the parents and/or the student
7. Drastic personal problems of which the student has no control

A decision will be determined in writing. If the request is approved, the student will be placed in probation and will be able to continue receiving financial aid during that term, if eligible. As part of the appeals process the student is required to have an academic plan.

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.

STUDENT SUSPENSION BY THE INSTITUTION

If the student is suspended for failing to meet with Satisfactory Academic Progress, the Federal Refund Policy will be applied. If the student is reinstated, he/she will be placed on probation for an additional term and will not be eligible for Title IV funds.

CODE OF INSTITUTIONAL CONDUCT

Mech Tech recognizes that the integrity of the Student Loan Program (FFELP) is a critical part in the financial aid programs administered by our Institution to benefit our students. The following guide has been established to maintain this integrity; these will avoid any conflict of interest between the Institution, our students, and/or parents and the student loans service providers.

1. Mech Tech employees will not receive any personal benefits

Mech Tech employees will not accept gifts (cash, shares, entertainment payments, travels or others) from any other financial institution that receives the services of Federal Student Loans Programs (FFELP).

2. Mech Tech employees will not receive remuneration for participating in meetings from the service providers of student loans.

Our employees will participate in these meetings but will not receive payments for their tasks or development in such meetings. They will also abstain from participating in discussions related to Mech Tech .

3. Mech Tech will not provide advantage to the service providers of student loans.

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

4. Mech Tech will make correct use of the Lender List according to the USDE dispositions.

The selection of financial institutions that integrate our list will be based in the benefits that they offer to students and/or parents; taking into consideration the interest rate, payment options, benefits, and any other element that affects the process or payment options of the student and/or parent. The selection of the provider for a student loan will be the student's and/or parents decision.

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

LAW FOR THE RIGHT TO PRIVACY OF DOCUMENTS

Mech Tech has established a policy with the policy of complying with Law #186 of September 1, 2006 of the Government This policy *maintains in strict confidentiality the social security of students and prospects and will only appear in the Institution's official documents.* For more information, please refer to the Registrar 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, 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 the information or document at least within ten (10) days of the date on which the file was examined. In this case the student shall notify 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 answer the student at least ten (10) days within receiving notification from the student. All relevant documentation will be kept in the student's file.

CONFIDENTIALITY OF DOCUMENTS

The United States Congress enacted legislation that is applicable to all institutions that receive 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 only disclose information on a student to third parties 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, Law 37 from April 10, 2008).

Mech-Tech promotes a policy free of threats and intimidation so that students can develop 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

Non-authorized distribution of copyrighted material.

Educational institutions are not exempt from the U.S. Copyright Act. Many programs, archives, books, and magazines are protected by this law and by agreements between the buyer and the creator and/or seller.

Legal Base

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

Reach

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

Justification

With the signature of the re-authorization, it is required that all institutions participant of Title IV adopt a policy to protect copyrights and fine those who infringe it.

Policy

Mech Tech has the policy of respecting and reinforcing the federal and local laws of Copyright and License Protection. Among the most common actions for infringement of these laws:

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.
3. A student who incurs in infringement of this law will be subjected to the penalties established in the Students' Handbook of Mech-Tech.

POLICY FOR TREATMENT OF STUDENTS WHO SUFFER FROM ASTHMA

In compliance with Law 56 of February 1, 2006, "Law for Treatment of Students who Suffer from Asthma", Mech-Tech recognizes the right of students who suffer from asthma or any other related condition, to administer, on their own, the prescribed medicine while at school, with their parents, tutor, and/or legal guardian's consent in case that the student is a minor.

For a student who is a minor to administer on his/her own the medicine for asthma treatment, a medical certification will be required which will state that the student suffers from the condition, the medicine to be used for its treatment, and that the student has been trained to administer it on his/her own. It will be the parents, tutor and/or legal guardian's responsibility to present the updated documents so that the student can make use of this right.

Whoever interferes with the exercise of this right will incur in an administrative fault and will be exposed to a fine according to the Law. A person who acts in conformity to the Law will not incur in civil responsibility in case that a complication emerges for the use of a medicine that the student administers on his/her own.

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.

- **Actives** – 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 20012 is the base year for the award year 2013-2014.
- **Award Year** – period between July 1 of a year until June 30 of the next 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 is 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 who 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 Acknowledgement 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).
- **Personal Identification Number (PIN)** – serves as the only identifier to allow students access to their personal information in various computerized systems of the USDE. It can be obtained by accessing www.pin.ed.gov.
- **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 de 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.