

Financial Aid Handbook

Dear Student:

Greetings from the Department of Student Financial and Employment Services and welcome to Milwaukee Area Technical College.

You are continuing your educational career at a world-class institution, and we wish you success in your chosen field of study.

This booklet was prepared to help make the financial aid process as clear and straightforward as possible.

As the need arises, please feel free to contact Financial Aid personnel. See page 4 for specific campus locations and phone numbers.

Sincerely,

Camille Nicolai, Director, Admissions and Financial Aid
and the Financial Aid Office Staff

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General Information

Office Hours — The MATC Student Financial Aid office is open from 7:45 a.m. to 6 p.m. Monday through Thursday and 7:45 a.m. to 4 p.m. on Friday. During these hours, a specialist is available on an “in-person” basis to answer financial aid questions. To see a specific specialist, call ahead to see when the specialist is available.

Mequon, Oak Creek and West Allis Campus Office Hours — Check with the Student Services office at each campus for the days and hours the specialist is available.

Downtown Milwaukee Campus

Financial Aid General Information/Advising, Room S101.....	414-297-6282 414-297-6466 (Fax)
Admissions, Room S115.....	414-297-6282
Cashier, Room S123	414-297-6353
Federal College Work-Study	414-297-8322
Federal Student Loans, Room S101	414-297-8811 414-297-6466 (Fax)
Multicultural Affairs, Room M238	414-297-6968
Registration, Room S115.....	414-297-6282
Scholarships.....	414-297-8875 414-297-6466 (Fax)
Student Accounts, Room M281	414-297-6797
Student Employment Services, Room S114.....	414-297-8858
Student ID Pictures, Room S301	414-297-8697
Veterans, Room S115.....	414-297-6394 414-297-6466 (Fax)

The Student Accounts office will answer questions regarding student accounts and bills, and can set up a payment plan for outstanding obligations.

Other Campuses

Cashier/Tuition/Other Payments	
Mequon Campus, Room 118.....	262-238-2290
Oak Creek Campus, Room A103.....	414-571-4637
West Allis Campus, Room 114	414-456-5308

Financial Aid Refunds

Milwaukee Area Technical College has partnered with BankMobile Disbursements to deliver refunds to our students.

The new refund program will give you the following options for receiving refunds:

- Electronic Deposit to another account
- Electronic Deposit to a BankMobile Vibe account
- Paper Check Delivered by the United States Postal Service to your mailing address in your student account

For more information, visit BankMobileDisbursements.com/how-it-works

Financial Aid Calendar for the Academic Year

Check with the Financial Aid office for exact dates

JANUARY

Tuition payment statements (1098Ts) mailed to students

FEBRUARY

Spring semester check disbursement

MARCH

Application deadline for early awarding
Summer Financial Aid applications become available

APRIL

Awarding begins
Deadline for spring semester loan awarding
Registration for summer session and fall semester classes

JUNE

Summer session begins
Summer check disbursement
Fall semester billing begins
Deadline for submitting summer Financial Aid applications

AUGUST

Summer session ends

SEPTEMBER

Fall semester check disbursement

OCTOBER

Submit FAFSA for next school year

NOVEMBER

Registration for spring semester classes begins

DECEMBER

Deadline for fall semester loan awarding
Spring semester billing begins
Fall semester ends

Financial Aid Deadlines — Important Dates to Remember

- Apply as soon AFTER October 1 as you can.
- MATC's priority processing dates for early awarding are:
May 1, 2018 for summer session 2018
June 2, 2018 for fall semester 2018
October 1, 2017 for spring semester 2018
- Your correct, complete application information must be in our office by your last day of enrollment. If we have not received your application information electronically, you must submit your paper Student Aid Report (SAR) to our office by the last date of enrollment.
- Upon receipt of your valid electronic FAFSA information, you may be required to submit additional documentation if your application is selected for verification.
- Scholarships have different deadlines depending on the specific scholarship requirements. Please pay close attention to those dates when submitting an application.

Financial Aid

Financial Aid Programs

Milwaukee Area Technical College participates in four types of financial aid programs: grants, loans, Work-Study, and scholarships (see charts on pages 28-30).

You may not have to repay money you receive in the form of grants, employment or scholarships, but you must repay all loans you receive, with interest.

Financial Aid Eligibility

You must meet the following criteria to be eligible for financial aid:

- Show financial need
- Have a high school diploma or a GED
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or eligible noncitizen
- Have a valid Social Security number
- Make satisfactory academic progress
- Sign the Free Application for Federal Student Aid (FAFSA) form certifying that you will use federal student financial aid only for educational purposes
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money on a federal student grant
- Register with the Selective Service system if required to do so

Renewal Application

You must reapply for financial aid every year that you are enrolled at MATC at fafsa.gov. Click on “Start A New FAFSA.” Select the 2017-18 school year and complete the 2017-18 FAFSA.

At the end of the application, you and your parent (if you are a dependent student) must agree to the FAFSA certification statement and sign your application electronically using the Federal Student Aid ID (FSA ID). You and your parent (if you are a dependent) will need your own individual FSA ID (username and password). If you need a FSA ID, apply at www.fsa.ed.gov. Please note: as of April 2015 the PIN was replaced by the FSA user ID and password.

To apply for a FSA ID while in the FAFSA application, select “Apply for FSA ID” button. If you forgot your username and password, select “Forgot Username” or “Forgot Password.”

Note that you will need to provide either your email address or provide answers to your challenge questions to obtain the username or reset your password.

Financial Need

Financial need is determined using a state and/or federally approved financial need analysis system. The system assumes that you, your parents, and/or your spouse have the responsibility for financing your college education. However, if your ability to finance your college education is less than the total cost to attend MATC, you demonstrate a financial need and may be eligible for need-based financial aid.

When you apply for federal student financial aid, the information you report is used in a formula established by the U.S. Congress. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education.

Your EFC is used in the following equation to determine your financial need:

$$\begin{array}{c} \text{Cost of Attendance} \\ \text{Minus the Expected Family Contribution} \\ \text{Equals the Financial Need} \end{array}$$

The awarding of financial aid is based on your eligibility and the availability of funds.

Cost of Attendance

Education expenses are based upon the cost of tuition, books, class supplies, food, housing, transportation, and personal and miscellaneous expenses. Child care costs, additional fees for high-cost programs, loan fees if applicable, and other related educational expenses may also be included. The tuition cost is determined by the Wisconsin Technical College System (WTCS) Board. All other costs are determined by a survey conducted by the WTCS administration, and a yearly cost-of-living increase is applied.

Student Budgets Estimated 2017-18 Costs (Based on 24 or 12 Credits)

Postsecondary/Vocational Adult				
(Dependent/Living at Home) (Independent/Dependent Living Away From Home)				
	(24 Credits)	(12 Credits)	(24 Credits)	(12 Credits)
Tuition	\$3,298	\$1,649	\$3,298	\$1,649
Fees	\$426	\$227	\$426	\$227
Board	\$3,604	\$3,604	\$7,604	\$7,604
Books	\$1,939	\$970	\$1,939	\$970
Personal Expenses	\$1,972	\$1,972	\$1,972	\$1,972
Transportation	\$1,667	\$1,667	\$1,667	\$1,667
Loan Fees	\$83	\$83	\$83	\$83
Total	\$12,989	\$10,172	\$16,989	\$14,172
 Collegiate Transfer				
(Dependent/Living at Home) (Independent/Dependent Living Away From Home)				
	(24 Credits)	(12 Credits)	(24 Credits)	(12 Credits)
Tuition	\$4,485	\$2,242	\$4,485	\$2,242
Fees	\$426	\$227	\$426	\$227
Board	\$3,604	\$3,604	\$7,604	\$7,604
Books	\$1,939	\$970	\$1,939	\$970
Personal Expenses	\$1,972	\$1,972	\$1,972	\$1,972
Transportation	\$1,667	\$1,667	\$1,667	\$1,667
Loan Fees	\$83	\$83	\$83	\$83
Total	\$14,176	\$10,765	\$18,176	\$14,765

These budgets are for a nine-month school year and do not include costs for summer living or summer school expenses. They are only estimates and are subject to change without notice.

Special Circumstances

The basic premise underlying student financial aid is that it is primarily the responsibility of the student and his/her family to pay educational costs. When family resources are insufficient, financial aid may be awarded to supplement the family resources.

The Higher Education Act of 1965, as amended, determines the criteria for dependency status for financial aid purposes. The federal criteria to be considered a self-supporting student appears on the FASFA. Only unusually extenuating circumstances will result in exception to the established federal criteria.

If you have special circumstances that you would like a financial aid administrator to take into account when calculating your financial need, ask to speak with an advisor. There must be unusual circumstances for the financial aid administrator to make any adjustments, and you will have to provide adequate proof to support those adjustments. Also, be aware that the financial aid administrator's decision is final and cannot be appealed to the U.S. Department of Education.

Verification

If you completed the FAFSA incorrectly, your file may be selected for review in a process called "verification." Also, applications are selected at random for the school to verify.

If you are selected for verification, you are required to submit the requested documentation in a timely manner in order to accurately complete your application process. You will not be awarded financial aid until this process is complete. It is also important that you sign all documents submitted to the Financial Aid office.

Be sure to retain your original documents and only submit copies of your documents to the Financial Aid office.

Financial Aid Award Letter

Notification to eligible applicants will be in the form of a financial aid award email letter.

The award letter will indicate funds you are eligible for, the amount of money to be awarded, and the semesters of eligibility based on full-time, full-year attendance.

If you are awarded Federal Work-Study, you must contact Student Employment Services (414-297-6244) immediately to ensure employment. If you are awarded and want to receive a Federal Student loan, you must be enrolled in at least six credits and complete Loan Entrance Counseling and sign a Master Promissory Note at www.studentloans.gov.

Overaward of Financial Aid Funds

Federal regulations prohibit you from receiving more financial aid than your calculated financial need. When you are awarded additional money after your first award letter has been generated and the amount of the additional funds exceeds your calculated financial need, this is called an overaward and you may be required to repay funds already received.

You are required to report to the Financial Aid office any additional financial aid you receive at any time throughout the school year.

Grant Ineligibility Letter

If you do not qualify for grants and did not request consideration for an educational loan or student employment, you will receive a grant ineligibility letter. If you later wish to be considered for a student loan or student employment, you must see a financial aid advisor.

Student Loan Application

If you are eligible for a loan, you will be awarded a loan on your award letter. You must complete the online loan counseling and master promissory note as indicated on your award letter.

Summer School Financial Aid

Summer financial aid may be available for some students. To receive financial aid for summer session, you must meet all of the following requirements:

- Complete a summer financial aid application by June 30. They are available in the Financial Aid office at the Downtown Milwaukee Campus and at all Student Services offices at the Mequon, West Allis and Oak Creek campuses beginning March 1.
- Be enrolled in six or more credits. Some students may be eligible for a Federal Pell Grant if enrolled for less than six credits.
- Are in a financial aid-eligible program.

Financial Aid Paperwork Management

Maintaining a financial aid file as you progress through your education will help you keep accurate records and documentation. Please file all of your financial aid-related materials: copies of your financial aid and scholarship applications, award letters, loan papers, etc. Copies of promissory notes, deferments, and all student loan related materials should be kept until the loans are paid in full.

Disbursement of Financial Aid Funds

The date you receive your financial aid money will depend on the date you are awarded, and/or the types of funds you are eligible to receive. Your refund check will be mailed to you after any amounts due MATC are deducted. Students awarded before the first day of the term will receive funds approximately 30 days after the first day of the term. Students awarded after the first day of the term should check with the Financial Aid office for the disbursement schedule.

Pell Grant Enrollment Status

As specified by federal regulations, if you are attending classes for fewer than 12 credits, your federal Pell Grant check will be reduced according to the number of credits for which you are enrolled. Students with a federal Pell Grant award of \$200 per semester must be enrolled full time to maintain eligibility.

Example:

Number of credits you have each semester	Your Pell Grant will be reduced by:
12 or more	No reduction
9-11	25%
6-8	50%
1-5	75%-100%
0	100%

Student Employment

Work-Study Information

What is Federal Work-Study?

- A Federal Work-Study (FWS) award on your Financial Aid Offer letter is an offer to get a part-time job through the Work-Study program. The number of hours you are able to work per week is calculated using the following formula: Award amount divided by 16 weeks divided by hourly pay.
- Work-Study is different from other types of financial aid because you do not receive Work-Study monies until you locate a job and begin working.
- An ideal Work-Study position would be using the skills you are learning in your program at MATC.

Award Notification:

- **You will know whether you have been awarded Federal Work-Study when you receive your financial aid award letter.**
- If your award letter does not include FWS and you are interested in the program, please contact the MATC Financial Aid Office at 414-297-6282 or via email at finaid@matc.edu.
- As long as you are enrolled in a minimum of six credits and qualify, you will be put on a waiting list until funds become available.

Student Employment Payroll Schedule

If you are employed under the Federal Work-Study or MATC Budgeted Student Employment programs, you are paid every two weeks. Downtown Milwaukee Campus payroll checks are available for pickup at the payroll window. If you work at the Mequon, Oak Creek or West Allis campuses, pick up your check from the campus cashier's office. A current MATC ID card is required to pick up payroll checks.

Time Sheets

Time reports are to be completed and signed by your supervisor for each pay period, and submitted to the Downtown Milwaukee Campus payroll office by noon on the Tuesday prior to payday.

Time reports submitted after the noon deadline will result in a check being issued during the next pay period.

Late Time Sheets

You will not be eligible for payroll advances and/or emergency loans if you submitted your time sheet late. Student employees who do not adhere to the requirements of Student Employment Services will be subject to termination from their positions.

Academic Programs

Academic Programs Eligible for Financial Aid

If you are enrolled in a two-year associate degree or one-year or two-year technical diploma program, you are eligible to apply for financial aid.

Course Number Begins With	Course Type
100	Associate Degree
200	Four-Year College Parallel
300	Technical Diploma

Academic Programs/Courses Not Eligible for Financial Aid

Some courses are not eligible for any type of financial aid. If you are enrolled in the following courses, you are not eligible.

Course Number Begins With	Course Type
400	Career
500	Apprentice
600	Personal Enrichment
700	Adult High School

The following courses are also not eligible for financial aid:

- Audited Classes
- Basic Skills
- Certificates
- English as a Second Language
- GED
- High School Contract
- Programs less than one semester in length

Standards for Academic Success and Financial Assistance Eligibility

Due to changes in federal regulations that went into effect July 1, 2011, some of the criteria by which MATC's Standards for Academic Success is monitored have changed.

The MATC Standards for Academic Success define the requirements students must meet to maintain satisfactory academic progress and financial aid eligibility. The standards also establish a formal process to identify, notify, and provide assistance to students who fall below required academic standards. This includes the appeal process.

MATC calculates a student's Academic Status after the end of the fall semester, spring semester, and summer session. Grade changes and completion of incomplete grades will be calculated the following semester.

To remain in Good Academic Standing, a student must maintain:

1. Minimum 2.0 Semester Grade Point Average
2. Minimum 2.0 Cumulative Grade Point Average

3. Minimum 67% Semester Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)
4. Minimum 67% Cumulative Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)

Students who fail to meet the above requirements for Good Academic Standing will be subject to any or all of the following: Academic Warning, Academic Suspension, Academic Probation and Academic Probation with Monitored Plan.

Financial Aid Academic Standing

Students on good academic standing, academic warning, academic probation, and academic probation with monitored academic plan are financial aid eligible (Title IV Programs) as long as they can complete their academic program within the maximum timeframe. The maximum timeframe is the period of time that is no longer than 150% of the length of the academic program. For example, the Registered Nursing associate degree program requires 70 credits to graduate. The total credits required to graduate (70) times 150% is 105 credits. This means that the student must complete the program within the 105 credits to be eligible to receive financial aid. The 105 credits include all transferred, attempted and completed credits.

The financial aid academic standing statuses are financial aid warning, financial aid academic suspension, financial aid probation, and financial aid probation with monitored plan.

The specific Standards of Academic Success can be viewed in Administrative Regulation and Procedure FF0900. (<http://matc.edu/documents/LegalDocuments/procedures/ff/FF0900.pdf>).

Appeal Process

Students may appeal their academic status and financial aid status.

Steps to Appeal Your Suspension

First Suspension

- To be re-instated in the College, complete the online [Suspension Appeal Form](#).
- Register for CAREER-799. Once completed, the appeal will be reviewed for financial aid eligibility.

Two or More Suspensions

- Complete the online [Suspension Appeal Form](#).
- Register for CAREER-799 if you have not previously completed it.
- After completing the online form YOU MUST meet with your program counselor.

Downtown Milwaukee Campus – Counseling Department, Room S203

Mequon Campus – Student Services Department, Room A110

West Allis Campus – Student Services Department, Room 114

Oak Creek Campus – Student Services, Room A106

Continued financial aid eligibility will be evaluated upon reinstatement by the Financial Aid office and you will be notified of your results via your MATC student gmail account.

Questions? Please email advising@matc.edu.

150% Rule

In addition to the above academic standards, when you receive financial aid you are subject to the 150% Rule. This rule means that you are eligible to attempt no more than 150% of the number of credits needed to graduate from your program of study. If you exceed 150% in any one program, you will not be able to continue to receive financial aid. Once the MATC Financial Aid Office discovers a student cannot mathematically complete their academic program within the 150% financial aid rule, the student's financial aid is suspended.

Examples:

- A two-year associate degree candidate in a program requiring 65 earned credits to complete would be allowed 98 attempted credits of financial aid eligibility.
- A one-year technical diploma candidate in a program requiring 30 earned credits to complete would be allowed 45 attempted credits of financial aid eligibility.

Lifetime Pell Eligibility

- The Consolidated Appropriations Act of 2012 was signed into law December 2011. The new law reduces the duration of a student's Pell Grant eligibility to a 12-semester lifetime limit. Students who have received Pell Grant funds for the equivalent of 12 full-time semesters will not be eligible to receive this grant for future semesters. Full-time enrollment is defined as 12 or more credits per semester.

Definitions

Credits Attempted: The number of credits in which you are enrolled on or after the first day of class(es). This does not include any credits dropped before the start of the semester.

Credits Accumulated: The credits for all courses in which you received a final grade of D or above.

Grade-Point Average (GPA): Computed by dividing the cumulative grade points by cumulative credits attempted. Overall success is affected by the grades received in coursework. Grades other than A through D may have an adverse effect on your academic progress.

Grade/Grade Point	Grade/Grade Point	Status Symbol
A = 4.00	C = 2.00	I = Incomplete
A- = 3.75	C- = 1.75	W = Withdrawn
B+ = 3.25	D+ = 1.25	AU = Audit
B = 3.00	D = 1.00	CR = Credit by Exam
B- = 2.75	D- = .75	S = Satisfactory
C+ = 2.25	U = 0.00	

Program Credits: All credits that are part of a certificate, technical diploma, or associate degree program, including elective credits.

Incomplete: You may be given an incomplete (I) if you have satisfactorily carried a course until near the end of the semester and have made arrangements to complete the course requirements before the end of the following semester. An I grade which is not removed within one semester will be considered a U.

Repeated Courses: You may repeat courses which you previously completed and for which you received a grade. The initial grade and all subsequent grades will remain part of your permanent record. Your cumulative grade-point average will reflect the total number of credits attempted and total number of grade points earned. (This will reflect only the highest grade earned for each repeated course and a single credit value for that course.) Your final grade-point average will reflect the highest grade earned in the course.

Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.

- A student may receive aid to repeat a previously passed course one additional time.
- A student may receive aid when repeating a course that was previously failed, regardless of the number of times the course was attempted and failed.
- If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated course. If a balance is due after the recalculation, the student must make payment in order to retain the course.
- This rule applies whether or not the student received aid for earlier enrollments in the course.

Withdrawal: The last day you may voluntarily withdraw from a course is two weeks before the last day of the semester. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the sessions. In extenuating circumstances, the withdrawal cutoff date may be overwritten with the approval of both the faculty and the associate dean. If you do not report for the final examination and do not formally withdraw or arrange for an incomplete grade, you will be given a U grade for the course. If the withdrawal occurs after the refund period as mandated by the WTCS, a final grade of W appears on your official transcript and grade report.

Other MATC Student Financial Services

Scholarships

For a complete list of available scholarships and to apply online, visit <http://matc.academicworks.com>

How to Apply

MATC students may apply online for MATC Foundation scholarships during specific submission dates. Click on the link <http://matc.academicworks.com> and complete the application. The system will identify scholarships for which you may be eligible based on the information you provide in your application.

Please refer to www.matc.edu for instructions on how to navigate the online scholarship system.

Applying for a scholarship does not guarantee you will receive one. It is a competitive process, so be certain to complete the application thoroughly, check for spelling and grammar errors, and answer the essay questions thoughtfully.

Scholarships that begin with “MATC” are MATC Foundation scholarships and can be applied for through the online application process. Other third-party scholarships are also listed, but have a separate application process. Click on the “Visit” link in the description of each third-party scholarship for more information about the scholarship and application process. If there is no “Visit” link provided, call the phone number listed.

MATC Veteran Services

If you are a military veteran/reservist, or dependent/spouse of a disabled/deceased veteran, you may be eligible for the GI Bill. The MATC Military Education Support Office (MESO) can assist you in determining your eligibility for the GI Bill. Call 414-297-6394 or visit Room S115 at the Downtown Milwaukee Campus. Other services include:

- Processing your VA forms for entitlement benefits
- Answering questions pertaining to VA entitlement benefits such as the pay schedule and eligibility requirements
- Providing assistance with questions such as missing, lost or delayed GI Bill checks
- Providing information on other sources of military educational assistance

Consortium Agreement

Students are not eligible to receive financial aid from more than one school during a semester. However, if you are attending MATC and another college or university at the same time, you may be qualified to receive financial aid for attendance at both institutions by means of a Consortium Agreement. The total credits taken at both institutions are used to compute your financial aid awards. To obtain a Consortium Agreement, you must initiate your request with the Financial Aid office of the college from which you plan to graduate. The Consortium Agreement must be submitted to and reviewed by the MATC Financial Aid office before any financial aid funds can be disbursed. Contact the Financial Aid office for additional information.

MATC Payment Plans

When you register for classes as a financial-aid-eligible student and have been awarded financial aid, your tuition costs may be charged to your student account. Your student account is created the first time you register for classes at MATC. Its purpose is to maintain a record of all your charges and payments while you are a student at MATC. Your financial aid disbursements are credited against your tuition, book charges, and other financial obligations on your account.

All “institutional” (tuition, fees) and “non-institutional” charges (library fines, etc.) will be deducted from your financial aid award each term, beginning with the current term. If you choose not to authorize any institutional or non-institutional charges to be paid from your financial aid award, you must notify the MATC Business office in writing. Furthermore, if your financial aid award is not enough to cover charges for the current term, you must pay MATC the difference in the manner prescribed by the Business office.

In order to be reimbursed for a term within the current award year, you must be enrolled in the current term and a valid application must have been received by the MATC Financial Aid office on or before the last day of the term. You can only be reimbursed for classes completed for any prior term during the current academic year.

Books, Fees, Uniforms and Educational Tool Kits

As a student receiving financial aid, you may be eligible for a deferment to cover the cost of books, fees, required uniforms or tools until your financial aid funds are available. Only those students who have had a federal Student Aid Report processed may be eligible for a deferment without a down payment.

Who Qualifies for MATC Payment Plans?

Financial Aid-Eligible Students who:

- have a financial aid application on file with the Financial Aid office
- are not in default on any federal student loan or owe a repayment on any federal grant
- do not owe money to MATC for tuition, books, fees, library books, emergency loans or child care
- are eligible for financial aid for the academic year
- have registered for at least three credits in an eligible academic program

Repayment of MATC Payment Plans

If you are a financial aid-eligible student who signed a deferment form, you gave MATC permission to deduct what you owe in fees, books, uniforms and educational kits from your student account before any money from financial aid is released to you.

If you do not receive enough financial aid money to pay your bills in full, it is your responsibility to pay the remaining balance. If you have any questions, you should contact the Student Accounts office. Your bill must be paid in full before you are allowed to register for future classes. In addition, your grade transcript will not be released to you or any third party.

Dropping a Course

Meet with your advisor or instructor before dropping a course. Dropping a course is an important decision that may affect your educational future. Meet with your advisor to discuss this educational decision and the alternatives that may be available for you. A W (withdrawal) is not included in calculating your GPA; however, a withdrawal may affect your Standards for Academic Success status.

The last day to withdraw from a course is two weeks before the last day of the semester. For summer and quarterly sessions, the last day for withdrawal is one week before the end of the session.

To withdraw from a class, a Course Drop/Change form must be completed. The forms are available in deans' offices and registration areas at all campuses.

If a withdrawal occurs within the tuition refund period, there is no official record of it on your grade report or transcript. It will, however, be recorded on your Academic Evaluation.

Course Fee Refunds

You must apply in writing for a course fee refund when you are dropping courses, otherwise you will be charged for all courses you register for — even if you never attended the class(es).

You may receive a 100% refund under two conditions:

- If MATC cancels your class
- If you apply for a refund before the first day of classes which you are scheduled to attend.
Note: If the course change form is mailed, the postmark date is the effective date.

After the start of classes, fees are refunded according to the following schedule:

Refund Schedule for 15- and 16-week Day/Evening Courses

When the Class is Dropped	Amount of Refund
Before the class begins	100%
Within the first 12 calendar days	80%
From day 13 to day 25	60%
After day 25	None

Refund Schedule for All Other Courses (Day, Evening, Weekend, etc.)

When the Class is Dropped	Amount of Refund
Before the class begins	100%
Before 11% of scheduled class sessions are completed	80%
From 11% to 20% of scheduled class sessions completed	60%
After 20% of scheduled class sessions are completed	None

MATC will make these calculations for you and determine the refund amount. Course Fee Refund forms are available from the Registration office in Room S115 of the Downtown Milwaukee Campus, or at the Student Services offices at the Mequon, Oak Creek and West Allis campuses.

Note: Instructor withdrawals do not generate a refund for the student. The student must initiate refunds through the registration process.

Return of Financial Aid Funds

If you withdraw completely from MATC during the first 60% of a semester in which you receive financial aid, federal regulations require repayment of a percentage of the financial aid money you received. This percentage varies according to when you withdraw completely from classes. If you drop your classes before 60% of the semester has passed, you must repay a portion of your financial aid back to the federal and/or state financial aid programs. If you drop your classes after 60% of the semester has passed, repayment of financial aid is not necessary for that semester.

Federal Direct Loans

Federal Direct Loan Repayment

Federal Direct Loans enter repayment status upon the expiration of the grace period. The grace period automatically starts on the date the borrower's enrollment drops below six credits and continues for six months thereafter.

You must repay in monthly installments over a period agreed upon with the lender at a minimum of \$600 per year or \$50 per month. Generally, you are allowed at least five years but no more than 10 years to repay your student loan. You are urged to repay as rapidly as possible in order to minimize your interest cost. The interest rate charged for a Federal Direct Loan is variable and is subject to change every July 1. The rate will never exceed 8.25%.

If you have Subsidized Loans, the federal government pays the interest while you are enrolled in school at least half time, during a grace period, or during authorized periods of deferments. Interest will begin to accrue when you enter repayment.

If you have Unsubsidized Loans, you will be charged interest from the day the loan is disbursed until it is repaid in full, including in-school, grace and deferment periods. You may pay the interest during these periods, or it can be capitalized.

Federal Direct Loan Costs

You are required to pay the lender an origination fee. The federal government uses this fee to reduce the cost of administering this program.

Recommended Loan Limits

The yearly borrowing limit at MATC is set at \$3,500 with a total cumulative limit set at \$9,500. We suggest that you borrow wisely with these limits in mind. If you borrow during the fall and spring semesters, you will not receive an additional loan for the summer session. If you wish to appeal your loan limit, put your appeal request in writing and submit it to the Financial Aid office. You will be expected to substantiate your need for additional loan funds.

Federal Direct Loan Deferments

Repayment of student loans may be deferred if you meet specific conditions. Deferments are not automatic and vary depending on the type and amount of loan. Deferment can occur only after repayment has begun, if you are not in default, and if you meet the required conditions of the guarantor and federal regulations. Some reasons for deferment are:

- Full-time student (for loans prior to July 1, 1987)
- Half-time student (for loans after July 1, 1987)
- Active duty with U.S. Armed Forces
- Disability
- Volunteer service
- Unemployment
- Parental leave
- Mother of preschool children

Default

The consequences of defaulting on your student loan obligation will be the reporting of your default to a credit bureau and any or all of the following:

- Loan due and payable immediately
- Ineligibility for further financial aid
- Offset against future federal and state tax refunds
- Referred to private collection agency
- Garnishment of wages
- Property liens
- Increase of loan interest rate to 12%

Forbearance

If you are unable to make regular scheduled monthly payments, your loan servicer may grant the following forbearance:

- Reduced monthly payments
- Interest payments only, or
- No monthly payments (interest accrues)

Contact your loan servicer for information.

Loan Consolidation

A loan consolidation program is available under which you may consolidate loans you received under the Federal Direct Loan Program, Perkins Loan Program (formerly the National Direct Student Loan Program), and the Health Profession Student Loan Program. For more information about consolidation options, contact your student loan servicer.

Borrower's Loan Responsibilities

- Each college provides prospective students with information about the college and its programs. You must consider this information carefully before deciding to attend a college.
- You must understand that the lender may charge you an origination fee and guarantee fee, and that you are not entitled to any refund of this amount once the loan is fully disbursed.
- You must complete a Loan Entrance Interview. This interview is required for all students who wish to be considered for a Federal Direct Loan.
- You must complete a Loan Exit Interview. This interview is required for all Federal Direct Loan borrowers at the time of graduation, or when they drop below six credits.
- All Loan Entrance and Loan Exit Interviews can be completed online. See www.matc.edu/student/resources/financial_aid/ and click on Loans. Follow the instructions and link to www.studentloans.gov. This site also provides information in Spanish.
- You must understand that within four months after you graduate or become less than a half-time student, you must make arrangements with your lender to repay the loan, and you must repay this loan in accordance with the repayment schedule that the lender will give you.
- You must notify the lender promptly, in writing, if any of the following events occur before the loan is repaid:
 - you fail to enroll in school for a period for which the loan was intended
 - you withdraw from school, attend school on less than a half-time basis, transfer from one school to another, or graduate from school
 - you change your name (e.g., maiden name to married name)
 - you change your address
- The proceeds of your loan must be used for educational purposes to attend the college named on your application and for the period indicated. You may be prosecuted under criminal codes if you use these funds for any other purpose(s).
- If you default on your loan repayment, you must understand that you will pay all charges and other costs, including reasonable attorneys' fees, that are permitted by law and are necessary for the collection of amounts due and owing on your loan. Furthermore, if you default on the loan, you must understand that you are ineligible for the interest and deferment benefits and that the loan servicer will report your default to credit bureau organizations.

Late Disbursement

Disbursement of loan funds will generally not be allowed after a semester has ended. Therefore, we recommend that you apply for financial aid by priority dates (see page 6). Financial aid applications processed after the start of the semester may result in the loss of loan eligibility for that semester.

Tax Reform Act of 1986

Any grants and scholarships that you receive may be reported as income on your federal tax return. Amounts used for tuition, fees, books, supplies, and equipment required for courses of instruction are excluded from gross income. According to the Internal Revenue Service Advance Notice 87-31, "the recipient is responsible for determining whether such grant was used for qualified tuition and related expenses." Grants and scholarships affected include those received through MATC as well as those received from outside agencies.

You are therefore encouraged to make sure you save the necessary records. In particular, you should keep the following:

- Financial aid award letter
- Receipts for your tuition, fees, books, supplies and required equipment.

For specific questions, contact the U.S. Internal Revenue Service at 1-800-829-1040, or go to www.irs.gov.

The Taxpayer Relief Act of 1997

Please refer to www.irs.gov

Student Rights

You have the right to ask a college:

- The names of its accrediting and licensing organizations
- About its programs; its instructional, laboratory and other physical facilities; and its faculty
- The cost of attending, and its policy on refunds to students who drop out
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs
- Its procedures and deadlines for submitting applications for each available financial aid program
- How it selects financial aid recipients
- How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books, supplies, and personal and miscellaneous expenses are considered in your cost of education. It also includes the resources considered in calculating your financial need (such as parental contribution, other financial aid, assets, etc.)
- How much of your financial need, as determined by the college, has been met with financial aid
- How and when you will be paid your refund
- To explain each type and amount of assistance in your financial aid award
- What the interest rate is on any student loan you have, the total amount you must repay, the length of time you have to repay, when you must start repaying, and what cancellation or deferment provisions apply
- If you are offered a federal college Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid
- To reconsider your financial aid package if you believe a mistake has been made, or if your enrollment or financial circumstances have changed
- How the college determines whether you are making satisfactory academic progress, and what happens if you are not
- What special facilities and services are available to disabled students

Student Responsibilities

It is your responsibility to:

- Review and consider all information about a college's programs before you enroll
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent receiving financial aid.
- Know all deadline dates for applying or reapplying for financial aid, and meet them
- Provide all documentation, corrections, and/or new information requested by either the Financial Aid office or the agency to which you submitted your application
- Read, understand and keep copies of all forms you are asked to sign
- Repay any student loans you have. When you sign the promissory note you are agreeing to repay your loan.
- Participate in an entrance interview for federal student loan applicants
- Participate in a financial aid exit interview if you received a student loan while attending MATC
- Notify the school of change in your name, address or attendance status (full-time, three-quarter-time or half-time). If you have a loan you must also notify your lender of these changes.
- Satisfactorily perform the work in a federal Work-Study job
- Understand MATC's refund policy
- Understand MATC's satisfactory academic progress policy
- Understand MATC's overaward policy
- Understand MATC's 150% financial aid policy

Financial Aid Websites

MATC Financial Aid

www.matc.edu

Home Page of MATC

(Go to Student Services, then Financial Aid)

Tips and links to grants, loans and scholarship websites

FAFSA on the Web

www.fafsa.ed.gov

Free Application for Federal Student Aid

Apply for financial aid or request a FSA ID

Student Financial Assistance

www.studentaid.ed.gov

Federal Financial Aid Home Page

Find help for every stage of the financial aid process

Financial Aid Info Page

www.finaid.org

The Smart Guide to Financial Aid

General information and financial aid estimator

HEAB

www.heab.state.wi.us

Wisconsin Higher Education Aid Board Home Page

Information on Wisconsin financial aid programs

Veterans

www.va.gov

U.S. Department of Veterans Affairs

Programs for those who have served in the U.S. armed forces

Selective Service

www.sss.gov

Social Security Administration

www.ssa.gov

Scholarship Search Engines

FastWeb

www.fastweb.com

Sallie Mae

www.salliemae.com

CollegeNET

www.collegenet.com

AidScholar

http://aidscholar.com

FastWeb Student Resource Network**Sallie Mae's Scholarship Search****CollegeNET Scholarship Search****AidScholar Scholarship Search**

Glossary

Academic Year: An academic year is nine months in length. It begins in late August and ends in mid-May.

Citizen/Eligible Noncitizen: To be considered for federal and state financial aid, you must be a:

- U.S. Citizen, or
- U.S. National (includes natives of American Samoa or Swain's Island), or
- U.S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card)

If you are not in one of these categories, you must have a Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:

- Refugee
- Asylum Granted
- Indefinite Parole and/or Humanitarian-Parole
- Cuban-Haitian Entrant, Status Pending
- Conditional Entrant (valid only if issued before April 1, 1980)
- Other eligible noncitizen with a Temporary Resident Card (I-688)

Or you can be eligible based on the Family Unity Status category with an approved I-797 (Voluntary Departure and Immigrant Petition).

If you have only a Notice of Approval to Apply for Permanent Residence (I-797 or I-464), you are not eligible for federal student aid.

If you are in the U.S. on an F1 or F2 student visa, or on a J1 or J2 exchange visitor visa, you are ineligible for federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible for federal student aid.

Note: Only citizens and noncitizen nationals can receive federal financial aid for study at foreign institutions, and only Direct or FFEL Program Loans are available for that purpose.

Consortium Agreement: Allows MATC financial aid recipients who are attending another institution, but who plan to receive their technical diploma or associate degree from MATC, to be eligible for all financial aid through MATC. In these cases, MATC is considered the “home institution” and the other institution is considered the “visiting institution.”

Cost of Attendance (COA): The estimated amount it will cost a student to go to school — usually expressed as a yearly figure. It is determined using a formula established by the U.S. Congress. The COA covers tuition and fees; off-campus room and board; and allowance for books, supplies, transportation, loan fees (if applicable), dependent care, costs related to a disability, and miscellaneous expenses. For students attending less than half time, the COA includes only tuition and fees and an allowance for books, supplies, transportation and dependent care expenses.

Default: Failure to repay a student loan according to the terms agreed to when you signed a promissory note. If you default on a student loan, MATC, your lender, Great Lakes Higher Education Corporation (GLHEC) and the federal government can all take action to recover the money. Default may affect your future credit rating, and you will not be able to receive any more federal or state financial aid or a deferment of your loan payments if you return to any college or university. Also, you may be responsible for the costs of collecting the loan. Finally, the Internal Revenue Service may withhold your income tax refund.

Eligible Financial Aid Program: A course of study that leads to an associate degree or technical diploma at MATC. To receive a Federal Pell Grant, Federal SEOG, Federal Work-Study, an MATC-budgeted job or state grants, you must be admitted to and enrolled in an eligible academic program.

Enrollment Status:

Full Time: 12 credits or more

Three-Quarter Time: 9-11 credits

Half Time: 6-8 credits

Less Than Half Time: 1-5 credits

Expected Family Contribution (EFC): An estimated amount, determined by a formula Congress established, that indicates how much of your family’s financial resources should be available to help pay for school. Factors such as taxable and nontaxable income, assets (such as savings and checking accounts), and benefits (for example, unemployment or Social Security) are all considered in this calculation. The EFC is used in determining your eligibility for financial aid.

Financial Aid Award: The total amount of financial aid a student receives. Federal and nonfederal financial aid such as grants, loans or Work-Study are combined in an award to help meet the student’s need. Using available resources to give each student the best possible financial aid award are major responsibilities of a college financial aid administrator.

Free Application for Federal Student Aid (FAFSA): This is the financial aid application that MATC students use to apply for financial aid. You can obtain the FAFSA from the MATC Financial Aid office, the Student Services offices located at each campus, or the Wisconsin Educational Opportunity Program Center. Students can also apply online at www.fafsa.ed.gov.

Promissory Note: The legal document you sign when you get a student loan. It lists the conditions under which you are borrowing and the terms under which you agree to pay back the loan.

Renewal FAFSA Application: This is sent to students who applied for financial aid during the previous academic year. You may complete the paper application or go online to www.fafsa.ed.gov. A PIN number is necessary in order to complete your Renewal Application. Follow the icons to obtain one online.

Student Aid Report (SAR): This paper document is sent to you from the U.S. Department of Education and lists the information you provided on the FAFSA. You should keep this document for your records.

Undergraduate: Someone who has not earned a bachelor's or first professional degree. (A professional degree would include a degree in fields such as pharmacy or dentistry.)

Wisconsin Higher Educational Aids Board (HEAB): HEAB administers all state financial aid programs. The members of the board are appointed by the governor and approved by the state legislature.

Budget Planning

How to pay for classes, books, and other educational expenses and living costs is a major concern of most college students. Financial aid will rarely be enough money to cover all expenses associated with attending college. Financial sacrifices are often necessary until graduation. Therefore, it is important for you to establish a budget to determine what your expenses will be and what resources are available to meet those expenses.

Here are a few suggestions of possible funding sources:

- Savings
- Scholarships
- Church/civic groups
- Internships/cooperatives
- Community-based organizations
- Veterans benefits
- Social Security benefits
- Employer tuition reimbursement
- State Department of Vocational Rehabilitation
- Full- or part-time employment

Activate your SALT Account (MATC's Financial Literacy Partner) at saltmoney.org

Use the budget planning sheet on the next page to figure your expenses and establish your budget.

Budget Planning Worksheet

Estimated Expenses and Costs

Tuition		\$ _____
Books and Supplies	\$ _____ per month x 9 =	\$ _____
Rent	\$ _____ per month x 9 =	\$ _____
Food	\$ _____ per month x 9 =	\$ _____
Travel	\$ _____ per month x 9 =	\$ _____
Car Repairs	\$ _____ per month x 9 =	\$ _____
Utilities	\$ _____ per month x 9 =	\$ _____
Medical	\$ _____ per month x 9 =	\$ _____
Child Care	\$ _____ per month x 9 =	\$ _____
Child Support	\$ _____ per month x 9 =	\$ _____
Insurances	\$ _____ per month x 9 =	\$ _____
Personal Upkeep	\$ _____ per month x 9 =	\$ _____
Total Expenses and Costs =		\$ _____

Financial Aid

Estimated Family Contribution	\$ _____
Grants	\$ _____
Work-Study	\$ _____
Loans	\$ _____
Other (such as scholarships, veterans benefits, employer reimbursements)	\$ _____
Total Financial Aid =	\$ _____

Unmet Financial Need

a. Total Expenses and Costs	\$ _____
b. Minus Total Financial Aid	\$ _____
c. Equals Unmet Financial Need	\$ _____

Note: If you have unmet financial need, you need to decrease your costs and/or increase your income (i.e. part-time job for you, spouse employment, loans from family members or friends) to be able to comfortably afford to attend MATC.

Tables of Eligibility Requirements/Filing Procedures – State Programs

MATC participates in six federally funded programs and six state-funded programs. Most programs have the same eligibility requirements or filing procedures. However, several programs require additional applications and have additional requirements. Listed below are the programs in which MATC participates and some of the eligibility requirements (see the Financial Aid Programs and General Eligibility table for additional requirements).

State Program	Eligibility Requirements	Application	Comments
Wisconsin Tuition Grant	Undergraduate. Wisconsin resident and financial need.	File FAFSA.	Ten semesters of eligibility.
Talent Incentive Program (TIP) Grant	Undergraduate. Wisconsin resident and financial need. Must meet established criteria as required by the TIP program. Intended for low-income, first-generation college students with exceptional financial need.	File FAFSA. Contact Wisconsin Educational Opportunity Center at 414-227-4466.	Ten semesters of eligibility. First award must be received as a first-time freshman.
Indian Student Assistance Grant	Undergraduate. Wisconsin resident and financial need. At least 1/4 American Indian. Documentation mandatory.	File FAFSA and Indian Scholarship application. Applications available from MATC Financial Aid office and American Indian office — Multicultural Affairs Dept., Room M238*.	Ten semesters of eligibility.
Hearing and Visually Handicapped Student Grant	Undergraduate. Wisconsin resident and financial need. Intended for students who are deaf, hard of hearing or visually handicapped.	File FAFSA. Application available at www.heab.state.wi.us/handicap.doc	Ten semesters of eligibility.
Minority Undergraduate Retention Grant (MRG)	Undergraduate. Wisconsin resident and financial need. Intended for students of African American, American Indian, Hispanic and Southeast Asian heritage. Must have earned at least 24 credits in a two-year program with a cumulative grade-point average of 2.5 or better.	File FAFSA. Contact MATC Multicultural Affairs, Room M238*	Six semesters of eligibility.

* Located on Downtown Milwaukee Campus.

Tables of Eligibility Requirements/Filing Procedures

Program	Eligibility Requirements	Application	Comments
Federal Pell Grant	Undergraduate, financial need.	File FAFSA.	Targeted by federal formula to students with greatest financial need.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Undergraduate, financial need, must be eligible.	File FAFSA.	Funds are very limited. First priority given to Pell Grant recipients.
Federal Work-Study Programs	Financial need.	File FAFSA.	Funds are limited and awarded to students who apply by priority application dates.
Tribal Indian Grant (TIG)	Financial need. Must be at least 1/4 American Indian. Documentation mandatory.	FAFSA. Indian Scholarship Applications available from MATC Financial Aid office or the American Indian office — Multicultural Affairs Dept., Room M238*.	Grant program.
Federal Direct Loan Program		File FAFSA.	Loan program. \$3,500 MATC maximum per academic year (including summer school). Variable interest rate adjusted yearly, not to exceed 8.25%. Maximum cumulative total for MATC students: \$9,500.
Parent Loan for Undergraduate Students (PLUS)	Only a dependent student's parent(s) may borrow.	File FAFSA. File PLUS Loan Application. See Financial Aid office for details.	Interest rate adjustable yearly — not to exceed 9%.

* Located on Downtown Milwaukee Campus.

Financial Aid Programs and General Eligibility

Eligibility Requirements	Fed. Pell Grant	Fed. SEOG	Fed. DL	Fed. WS	WTG	Wis. TIP	Wis. MRG	WIG	HSG	TIG
Undergraduate	YES	YES	NO	NO	YES	YES	YES	NO	YES	NO
Must be enrolled for at least 6 credits per semester to be considered	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES
Must pay back with interest	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
Must be a U.S. citizen or eligible noncitizen	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Must be a Wisconsin resident	NO	NO	NO	NO	YES	YES	YES	YES	YES	NO
Must be registered with Selective Service (if required)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Must have financial need	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Must be working toward an associate degree or one-year technical diploma	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO
Must be making satisfactory academic progress	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Must not be in default or owe a refund on a grant or educational loan	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO
Having a bachelor's degree makes an applicant ineligible	YES	YES	NO	NO	YES	YES	YES	NO	YES	NO
Available for summer school	YES	YES	YES	YES	NO	NO	NO	NO	NO	YES
Additional application required	NO	NO	YES	NO	NO	NO	YES	YES	YES	YES
Must attend a loan entrance/exit interview	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
Summer school application required	YES	NO	YES	YES	NO	NO	NO	NO	NO	NO

Fed. SEOG - Federal Supplemental Educational Opportunity Grant

Fed. DL - Federal Direct Loan

Fed. WS - Federal Work-Study

WTG - Wisconsin Tuition Grant

TIP - Wisconsin Talent Incentive Program Grant

MRG - Wisconsin Minority Retention Grant

WIG - Wisconsin Indian Grant

HSG - Wisconsin Handicapped Student Grant

TIG - Federal Tribal Indian Grant

Federal Direct Education Loan Program Monthly Repayment Table

Monthly Repayment Table (Based on 10-Year Repayment Schedule)

Total Balance	6%	6.5%	7%	7.5%	8%	8.5%	9%
\$1,000*	\$50	\$50	\$50	\$50	\$50	\$50	\$50
1,500*	50	50	50	50	50	50	50
2,000*	50	50	50	50	50	50	50
2,500*	50	50	50	50	50	50	50
3,000*	50	50	50	50	50	50	50
3,500*	50	50	50	50	50	50	50
4,000*	50	50	50	50	50	50	50.67
4,500*	50	51.10	52.25	53.42	54.60	55.79	57
5,000	55.51	56.77	58.05	59.35	60.66	61.99	63.34
5,500	61.06	62.45	63.86	65.29	66.73	68.19	69.67
6,000	66.61	68.13	69.67	71.22	72.80	74.39	76.01
7,000	77.71	79.48	81.28	83.09	84.93	86.79	88.67
8,000	88.82	90.84	92.89	94.96	97.06	99.19	101.34
9,000	99.92	102.19	104.50	106.83	109.19	111.59	114.01
10,000	111.02	113.55	116.11	118.70	121.33	123.99	126.68
15,000	166.53	170.32	174.16	178.05	181.99	185.98	190.01
20,000	222.04	227.10	232.22	237.40	242.66	247.97	253.35
30,000	333.06	340.64	348.33	356.11	363.98	371.96	380.03
40,000	444.08	454.19	464.43	474.81	485.31	495.94	506.70
50,000	555.10	567.74	580.54	593.51	606.64	619.92	633.38

* Minimum monthly payment is \$50.

Equal Opportunity and Affirmative Action Commitment

MATC's commitment to equal opportunity in admissions, educational programs and employment policies assures that all individuals are included in the diversity that makes the college an exciting institution. MATC does not discriminate against qualified individuals in employment or access to courses, programs or extracurricular activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status or other protected class status. The lack of English skills shall not be a barrier to admission or participation in any MATC program or service.

MATC will comply fully with state and federal Equal Opportunity and Affirmative Action laws, executive orders and regulations. Direct questions concerning application of this policy to the Affirmative Action Officer, 700 West State Street, Milwaukee, Wisconsin 53233-1443, telephone 414-297-8960.

MATC also complies with all Americans With Disabilities Act provisions and makes reasonable accommodations upon request. Further information may be obtained by calling 414-297-6838. (Wisconsin Relay System 711) or visiting Room C219 in the C Building on the Downtown Milwaukee Campus.

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services.