

Dear Student:

Greetings from the Financial Aid Office. Welcome to Milwaukee Area Technical College (MATC).

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 do not hesitate to contact the Financial Aid Office.

Financial aid is financial assistance to help students meet their educational costs. The MATC Financial Aid Office administers federal, state, college, and private funds to provide assistance to students in funding their education. MATC uses the Free Application for Federal Student Aid (FAFSA) to determine if a student is eligible for federal or state funding. The FAFSA is available at fafsa.gov. Students may apply for the upcoming year beginning Oct. 1. The FAFSA must be accurately completed and cannot be completed using someone else's identity. Any aid received based on intentionally inaccurate or fraudulent information will be required to be paid back, and fines or other punitive measures may be assessed.

It is the college's goal that no student should be restricted from attending this institution because of limited financial resources. To meet this goal, the college maintains a program of grants, scholarships, loans, and work-study programs for eligible students who are accepted and enrolled in a financial aid-eligible pathway. Students enrolled in programs not leading to a degree or diploma awarded by MATC are not eligible for financial aid, but may be eligible for private student loans (page 11). MATC awards financial aid in a manner that does not discriminate on the basis of race, religion, ability/ disability, color, gender, national origin, age, political opinion, sexual orientation, veteran status, or marital status.

Sincerely,

The Milwaukee Area Technical College Financial Aid Office Staff

Table of Contents

<u>General Information</u>	4
<i>Office Hours</i>	4
<u>Financial Aid Process and Federal/State Funding Options</u>	5
<i>Application Process</i>	5
<i>Financial Aid Communications</i>	6
<i>Financial Aid Refunds</i>	6
<u>Federal and State Financial Aid Programs</u>	6
<i>Federal Pell Grant</i>	6
<i>Federal Supplemental Educational Opportunity Grant (FSEOG)</i>	7
<i>Federal Work-Study Program</i>	7
<i>Wisconsin Tuition Grant</i>	7
<i>Wisconsin Indian Student Assistance Grant</i>	7
<i>Wisconsin Hearing/Visually Impaired Student Grant</i>	7
<i>Wisconsin Talent Incentive Program (TIP) Grant</i>	8

<i>Federal Direct Loan</i>	8
<i>Direct PLUS Loans for Parents</i>	9
<u>Financial Aid Programs Chart</u>	9
<u>Other Funding Options</u>	10
<i>Scholarships</i>	10
<i>MATC Veteran Services</i>	11
<i>Private/Alternative Student Loans</i>	11
<i>Consortium Agreement</i>	11
<u>Financial Aid Eligibility and Tuition Refund Policy</u>	12
<i>Financial Aid Eligibility</i>	12
<i>Dropping a Course</i>	12
<i>Tuition Refund Policy</i>	13
<i>Administrative Withdrawal</i>	13
<u>Financial Aid Calendar for the Award Year</u>	13
<u>Financial Aid Budgets and Cost of Attendance</u>	15
<i>Financial Need</i>	15
<i>Cost of Attendance</i>	15
<i>Estimated Student Budgets for 2025-26</i>	16
<u>Additional Financial Aid Information</u>	17
<i>Special Circumstances</i>	18
<i>Verification</i>	18
<i>Financial Aid Offer</i>	19
<i>Over-award of Financial Aid Funds</i>	19
<i>Winterim</i>	19
<i>Summer School Financial Aid</i>	19
<i>Lifetime Pell Eligibility</i>	20
<i>Financial Aid Paperwork Management</i>	20
<u>Disbursement of Financial Aid Funds</u>	20
<i>Census Date</i>	20
<i>Late Starting Courses</i>	20
<u>Academic Programs</u>	21
<u>Satisfactory Academic Progress</u>	22

<i>Appeal Process</i>	23
<u>Other MATC Student Financial Services</u>	24
<i>MATC Payment Plans</i>	24
<u>Books, Fees, Uniforms, and Educational Tool Kits</u>	24
<i>Who Qualifies for MATC Deferments?</i>	24
<i>How Does the Deferment Get Paid?</i>	24
<u>Return of Financial Aid Funds</u>	25
<i>Calculation of Return of Title IV Funds</i>	25
<i>Earned Aid Calculation</i>	26
<i>Post Withdrawal and Late Disbursements</i>	26
<u>Federal Direct Loan Repayment</u>	27
<i>Federal Direct Loan Forgiveness Opportunity</i>	27
<i>Federal Direct Loan Repayment Plans</i>	27
<i>Federal Direct Loan Deferments</i>	28
<i>Federal Direct Loan Forbearances</i>	28
<i>Total and Permanent Disability (TPD) Discharge</i>	28
<i>Default</i>	28
<i>Loan Consolidation</i>	29
<u>Tax Reform Act of 1986</u>	29
<u>Student Rights</u>	29
<u>Student Responsibilities</u>	30
<i>Loan Borrower's Responsibilities</i>	30
<u>Financial Aid Websites</u>	31
<u>Glossary Definitions</u>	31
<i>Academic Year</i>	31
<i>Award Year</i>	31
<i>Citizen/Eligible Noncitizen</i>	31
<i>Cost of Attendance (COA)</i>	32
<i>Eligible Financial Aid Program</i>	32
<i>Entrance Counseling</i>	32
<i>Financial Aid Award</i>	32
<i>Free Application for Federal Student Aid (FAFSA)</i>	32
<i>FAFSA Submission Summary</i>	32

<i>Master Promissory Note</i>	32
<i>Module</i>	32
<i>Overpayment</i>	32
<i>Renewal FAFSA Application</i>	33
<i>Student Aid Index (SAI)</i>	33
<i>Undergraduate</i>	33
<i>Wisconsin Higher Educational Aids Board (HEAB)</i>	33
<u>Budget Planning</u>	33
<u>Equal Opportunity and Affirmative Action Commitment</u>	33

General Information

Downtown Milwaukee Campus

Office Hours — The MATC Student Financial Aid office is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday. During these hours, a specialist is available on a “walk in” basis to answer financial aid questions in person. To see a specific specialist, call ahead to see when the specialist is available.

We are also available by Zoom Tuesday through Thursday 10:00 a.m. to 3:00 p.m. To visit us on Zoom, please visit <https://us02web.zoom.us/j/2452491126> during our scheduled hours.

General Email.....	finaid@matc.edu
Loans Email.....	loans@matc.edu
Scholarships (Separate Department)	scholarships@matc.edu
Sponsorships (Separate Department)	sponsorships@matc.edu

Downtown Campus

Financial Aid, Room S110.....	414-297-6282
Fax Number.....	414-297-6466

Student Accounts, Room S110 Cashier’s Office.....	414-297-6797
---	--------------

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

Mequon Campus

Financial Aid General Information, Room A110.....	414-297-6282
Cashier, Room A116	414-297-6797

Oak Creek Campus

Financial Aid General Information, Room A208.....	414-297-6282
Cashier, Room S103	414-297-6797

West Allis Campus

Financial Aid General Information, Room 120.....	414-297-6282
Cashier, Room 114	414-297-6797

Financial Aid Process and Federal/State Funding Options

Application Process

MATC uses the FAFSA to determine what the student may qualify for. To apply for the FAFSA, click on *Start New Form* at fafsa.gov.

At MATC, the award year always begins with the fall semester and ends with the summer semester.

At certain times of the year, there may be two FAFSA award years available. Please ensure you are completing the correct FAFSA application in relation to the semester(s) you are seeking aid for. When in doubt, please send an email to finaid@matc.edu and we will be able to assist you with determining which FAFSA award year(s) to apply for.

If you have never completed a FAFSA before or created a Federal Student Aid (FSA) ID, you will need to do this prior to completing the FAFSA. Please create an FSA ID at <https://studentaid.gov/fsa-id/create-account/launch>.

You will need the following items to create an FSA ID and complete the FAFSA application:

- Social Security Number
- Date of Birth
- Alien Registration number (if you are not a U.S. citizen)
- Federal income tax returns, W-2s, and other records of money earned. (**Note:** You may be able to transfer your federal tax return information into your FAFSA using the Financial Aid Direct Data Exchange)
- Bank statements and records of investments (if applicable)
- Records of child support received (if applicable)
- Records of foreign income (if applicable)

~If you are a dependent student, then you will also need most of the above information for your parent(s)~

You may reapply for financial aid every year you are enrolled in or planning to be enrolled in classes at MATC by visiting fafsa.gov. Select the upcoming new award year. The FAFSA becomes available October 1 for the upcoming award year.

At the end of the application, you must agree to the Terms & Conditions before submitting the FAFSA form.

Financial Aid Communications

Communication regarding the Free Application for Federal Student Aid (FAFSA) processing and any resulting financial aid award/eligibility information will be sent to the student's **MATC student email and listed under** the "Required Documents" section of Self-Service. It is the responsibility of every student applying for or receiving aid to check both of these locations on a **regular** basis throughout the year to ensure that all relevant financial aid requirements and deadlines are met in a timely manner.

Financial Aid Refunds

If your aid exceeds the cost of your tuition and fees for the semester, you are eligible for a financial aid refund.*

*Students who owe a balance for a previous semester may have some or all of their credit balance up to \$200 from the current semester put towards the balance owed from a previous semester.

Milwaukee Area Technical College delivers your financial aid refund through BM Technologies (BankMobile). There are three (3) options for you to receive a financial aid refund. **Students will need to choose their refund option and confirm their personal details at** <https://www.firstcarolinabank.com/disbursements/refund-choices>.

1. Electronic deposit into another account. You can enter your checking or savings account information and your refund will automatically be deposited into the account you enter. This is one of the quickest ways to receive your funds.
2. You can open a BM Technologies (BankMobile) Checking Account and a reloadable card will be mailed to you. Subsequent refunds will automatically be loaded onto the card and you can access the funds fee-free at any Allpoint ATM. Please visit <https://allpoint.locatorsearch.net/> for a map of Allpoint ATMs.
3. A paper check can be mailed to you.

Please note: if you choose option 1 or 3, you will need to update your BM Technologies (BankMobile) account if your bank account or address changes.

Federal and State Financial Aid Programs

Milwaukee Area Technical College participates in four types of financial aid programs:

- Grants –state and federal
- Federal Direct Student Loans
- Work-Study
- Direct PLUS Loans for Parents (only available for Dependent students)

Federal Pell Grant – Must have a valid FAFSA on file for the award year. Targeted by federal formula to students with greatest financial need. Pell grant is determined by Student Aid Index (SAI) and Enrollment Intensity percentage.

Credit Hours	Enrollment Intensity Formula	Enrollment Intensity	Enrollment Status Equivalent
12 (or more)	$12 \div 12 = 1.0$	100%	Full-Time
11	$11 \div 12 = 0.917$	92%	Three-Quarter Time
10	$10 \div 12 = 0.833$	83%	Three-Quarter Time
9	$9 \div 12 = 0.75$	75%	Three-Quarter Time
8	$8 \div 12 = 0.667$	67%	Half-Time
7	$7 \div 12 = 0.583$	58%	Half-Time
6	$6 \div 12 = 0.50$	50%	Half-Time
5	$5 \div 12 = 0.417$	42%	Less-than-Half-Time
4	$4 \div 12 = 0.333$	33%	Less-than-Half-Time
3	$3 \div 12 = 0.25$	25%	Less-than-Half-Time
2	$2 \div 12 = .0167$	17%	Less-than-Half-Time
1	$1 \div 12 = 0.083$	8%	Less-than-Half-Time

Federal Supplemental Educational Opportunity Grant (FSEOG) – Must have a valid FAFSA on file for the award year. Funds are very limited. First priority given to Federal Pell Grant recipients on a first come-first serve basis according to FAFSA completion date. Must be enrolled in 6 or more credits per semester to be considered.

Federal Work-Study Program – Must have a valid FAFSA on file for the award year. Funds are limited. First priority given on a first come-first serve basis according to FAFSA completion date. Students must be enrolled in 6 or more credits per semester to be considered. For more information including a list of job opportunities, please visit <https://www.matc.edu/costs-scholarships-aid/work-study.html>. An ideal Work-Study position would be using the skills you are learning in your program at MATC.

- If your offer statement does not include FWS and you are interested in the program, please contact the MATC Financial Aid Office at finaid@matc.edu.

Wisconsin Grant – Must have a valid FAFSA on file for the award year. Must be a Wisconsin resident. Funds are limited. First priority given on a first come-first serve basis according to FAFSA completion date. Awards are pro-rated according to enrollment: full-time, three-quarters time, half-time, and less than half-time. Full-time is 12 credits or more; three-quarters time is 9-11 credits; half-time is 6-8 credits; and less than half-time is 5 credits or less. Wisconsin Grant has a lifetime limit of ten semesters of eligibility.

Wisconsin Indian Student Assistance Grant – Must have a valid FAFSA on file for the award year. Must be a Wisconsin resident. Must be at least $\frac{1}{4}$ American Indian. Documentation mandatory. Must also complete an Indian Scholarship application. The application for **new students** is located [Here](#). The application for **continuing students** is located [Here](#). Wisconsin Indian Student Assistance Grant has a lifetime limit of ten semesters of eligibility.

Wisconsin Hearing/Visually Impaired Student Grant - Must have a valid FAFSA on file for the award year. Must be a Wisconsin resident. This grant provides funding for students who have financial need and have a severe or profound hearing or visual impairment. Wisconsin Hearing/Visually Impaired Student Grant has a lifetime limit of ten semesters of eligibility. The application for this grant is located [Here](#).

Wisconsin Talent Incentive Program (TIP) Grant - Must have a valid FAFSA on file for the award year. Must be a Wisconsin resident. This grant provides grant assistance to the most financially needy and educationally disadvantaged Wisconsin resident students attending colleges and universities in the State of Wisconsin. First-time freshmen students are nominated for the TIP Grant by the school financial aid offices or by counselors of the Wisconsin Educational Opportunity Programs (WEOP). Wisconsin Talent Incentive Program Grant has a lifetime limit of ten semesters of eligibility. For more information, please contact our Financial Aid Office at finaid@matc.edu.

Federal Direct Loan – Must have a valid FAFSA on file for the award year. Federal Direct Loans are loans that must be repaid. All Federal Direct Loans have an origination fee which the government takes out before the loan is disbursed onto the student’s account.

In order to take out a Federal Direct Loan, the [Entrance Counseling](#) and [Master Promissory Note \(MPN\)](#) must be completed. Students must be attending a minimum of at least half-time enrollment status (6+ credits) in order to qualify for a student loan disbursement for the semester.

If you borrow the annual loan amounts during the fall and spring semesters, you will not have loan funds available to use during the summer semester.

Federal Direct Subsidized Loans are need based and the government pays the interest for the loan while the student is attending a minimum of at least half-time enrollment status (6+ credits each semester), during the student’s six month grace period after the student has graduated/dropped below six credits or withdrawn, and during a period of deferment. Interest will begin to accrue when you enter repayment.

Federal Direct Unsubsidized Loans are not need based and interest begins accruing immediately upon disbursement.

Annual Loan Limits for the academic / award year:

First year (1-29 credits successfully completed towards program):

Dependent students

Federal Direct Subsidized Loan: \$3,500
Federal Direct Unsubsidized loan: \$2,000

- Students who do not qualify for a Direct Subsidized Loan are eligible to receive \$5,500 in Direct Unsubsidized Loan funds.
- Eligibility may be reduced if the student reaches their lifetime loan limit or their Cost of Attendance for the academic / award year.

Independent students

Federal Direct Subsidized loan: \$3,500
Federal Direct Unsubsidized loan: \$6,000

- Students who do not qualify for a Direct Subsidized Loan are eligible to receive \$9,500 in Direct Unsubsidized Loan funds.

- Eligibility may be reduced if the student reaches their lifetime loan limit or their Cost of Attendance for the academic / award year.

Second year (30+credits successfully completed towards program):

Dependent students

Federal Direct Subsidized loans: \$4,500
 Federal Direct Unsubsidized loan: \$2,000

- Students who do not qualify for a Direct Subsidized Loan are eligible to receive \$6,500 in Direct Unsubsidized Loan funds.
- Eligibility may be reduced if the student reaches their lifetime loan limit or their Cost of Attendance for the academic / award year.

Independent Students

Federal Direct Subsidized loans: \$4,500
 Federal Direct Unsubsidized loans: \$6,000

- Students who do not qualify for a Direct Subsidized Loan are eligible to receive \$10,500 in Direct Unsubsidized Loan funds.
- Eligibility may be reduced if the student reaches their lifetime loan limit or their Cost of Attendance for the academic / award year.

For more information about Federal Direct Loans including the interest rate, origination fee amount, and lifetime loan limit amounts, please visit <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>.

Direct PLUS Loans for Parents (Only available for Dependent Students) – A loan that a parent can take out in their name to assist with direct and indirect costs associated with your education such as tuition and fees, housing, transportation, books, food, and other essential personal items such as toiletries.

If your parent is denied for a Direct PLUS Loan for Parents, you may be eligible for additional Direct Unsubsidized Loan funds up to \$4,000/year. Please contact finaid@matc.edu for more information.

For more information about the Direct PLUS Loan for Parents and how to apply, please visit <https://studentaid.gov/understand-aid/types/loans/plus/parent>.

Financial Aid Programs Chart

	Federal Pell Grant	Federal SEOG	Federal Direct Loan	Federal Work Study	Wisconsin Indian Student Assistance Grant	Wis. Talent Incentive Program Grant	Wisc. Grant	Wisc. Handicapped Student Grant
Must be enrolled for at least 6 credits	NO	YES*	YES	NO	NO	YES	NO	YES

Must pay back with interest	NO	NO	YES	NO	NO	NO	NO	NO
Must be a U.S. Citizen or eligible noncitizen	YES	YES	YES	YES	YES	YES	YES	YES
Must be a Wisconsin resident	NO	NO	NO	NO	YES	YES	YES	YES
Must have financial need	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
Must be making satisfactory academic progress	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	YES	YES
Having a bachelor's degree makes an applicant ineligible	YES	YES	NO	NO	NO	YES	YES	YES
Available for summer school	YES	YES	YES***	YES	NO	NO	NO	NO
Additional application other than FAFSA required	NO	NO	NO	NO	YES	NO	NO	YES
Must attend a loan entrance/exit counseling session	NO	NO	YES	NO	NO	NO	NO	NO
Summer school application required	NO	NO	YES	NO	NO	NO	NO	NO

*Fed. SEOG – Incarcerated students part of the Second Chance Pell Program are eligible to receive SEOG at less than half-time enrollment status

**Federal Direct Loan – Students must have financial need in order to receive a Federal Direct Subsidized Loan. Federal Direct Unsubsidized Loans are not need based.

***Federal Direct Loan – Students must submit a Summer Loan application available in starting in May in order to receive a Direct Loan for the summer semester. Students must also have remaining loan eligibility based upon their annual loan limit.

Other Funding Options

Scholarships

For a complete list of available scholarships and to apply online, click [here](#).

How to Apply

MATC students may apply online for MATC Foundation scholarships during specified submission dates. Click [here](#), select the scholarship you are interested in and complete the application. Scholarships that begin with “MATC” are MATC Foundation scholarships. External scholarships are accessible by selecting the external scholarships link on our Scholarships page. External scholarships are not limited to the suggestions on the external scholarships document. Please also check with any organizations, churches, and non-profits you, your parent(s), and family are affiliated with to see if they offer scholarships for college students.

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.

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 S112 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.

Private/Alternative Student Loans

Private/alternative loans can help bridge the gap between the cost of attendance and any financial aid received. These loans may have higher interest rates, require a co-signer, or include different repayment terms than federal loans. Each lender may vary, so please be sure to review the terms, conditions, rights, and responsibilities carefully before borrowing.

How to apply? Please visit our [Alternative Loan FAST Choice page](#) to apply for a private/alternative loan. You will have the option to learn more about alternative loans, view our historical lender list from the previous academic year, compare loan options before applying for a private loan.

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 submitting a Consortium Agreement.

Consortium agreements are written agreements between two or more eligible schools. If a student is receiving their degree from MATC, then MATC is considered the Home School and the student's financial aid at MATC may be adjusted to include any credits being taken at a different school (Host School) that count towards the student's program at MATC. A [consortium agreement form](#) must be completed each semester the student is taking classes at another college that count towards the student's program at MATC. Please complete the student portion of the consortium agreement form and ask the Financial Aid Office at the other school you are attending to complete the Host College section of the form and email the form to finaid@matc.edu.

If you are receiving your degree from another college and want to take classes at MATC that count towards your program at your primary college, please contact the Financial Aid Office at your primary school to obtain their consortium agreement form.

Financial Aid Eligibility and Tuition Refund Policy

Financial Aid Eligibility

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

- Be accepted to an aid-eligible program.
- Be a U.S. citizen, an eligible non-citizen, or a permanent resident of the United States.
- You are not required to accept your student loan offer. If your financial aid offer includes loan funds and you wish to receive the loan(s), you must complete the following steps:
 - Accept the loan fund source(s) on [Self-Service](#)
 - Complete the Entrance Counseling at studentaid.gov
 - Complete the Master Promissory Note (MPN) at studentaid.gov
 - Be enrolled in a minimum of 6 credits at time of disbursement
 - Once you graduate, stop attending, or drop below 6 credits, complete an Exit Counseling at studentaid.gov
- Be in an eligible loan and grant status which means you are not in default on any educational loan or demonstrate an unwillingness to repay any educational loan, and/or owe any federal loan or grant overpayment to MATC or the U.S. Department of Education
- Students must have remaining aid eligibility for the award year which means the student has not reached their annual Federal Pell Grant or Direct Loan limits and/or reached their lifetime Federal Pell Grant or Direct Loan limits.
- Maintain Financial Aid Satisfactory Academic Progress (SAP)
- Students must have a high school credential (e.g. high school diploma, GED, HSED)
- You are not receiving aid at another institution during the same payment period.

Dropping a Course

Dropping one or more courses may impact your financial aid eligibility. Students receiving the Federal Pell Grant who drop one or more courses prior to the Financial Aid Census date will lose Federal Pell Grant eligibility for the course(s) dropped. If your Federal Pell Grant funds have already been disbursed and a refund issued to you for the course(s) you drop, you will likely owe a balance to MATC for the Federal Pell Grant amount you are no longer eligible to keep. Students who do not attend any of their courses in a semester are not eligible to receive or keep financial aid for the non-attended course(s).

Meet with your advisor, instructor, and the Financial Aid Office before dropping a course. Dropping a course is an important decision that may affect your educational future and there may be alternatives available to you such as making up work in a course or receiving an Incomplete (I) grade.

If you decide to drop a course, a "W" is populated as a grade if the class is dropped after the refund period. The "W" is not included in calculating your GPA; however, a withdrawal will be included in your Satisfactory Academic Progress status (SAP) as attempted but not completed.

If a withdrawal occurs within the tuition refund period (100% - 60%), there is no official record of it on your grade report or transcript.

Tuition Refund Policy

All 15 and 16 week courses

- 100% refund- if a course is dropped prior to the first start date of class
- 80% refund-if a course is dropped from calendar day 1 through 12
- 60% refund- if a class is dropped from calendar day 13-25
- 0% refund after calendar day 25, there will be no refunds and student will be charged full price

All courses fewer than 15 and 16 weeks

- 100% refund- if a course is dropped prior to the first start date of class
- 80% refund-if a course is dropped before 11% of the scheduled class is completed
- 60% refund-if a course is dropped between 11%-20% of the scheduled class completion
- 0% refund-no refunds will be given after 20% of the scheduled class is completed

MATC will make these calculations for you and determine the refund amount.

Note: Being administratively withdrawn from a course does not guarantee a tuition refund. Students who are unable to attend their course(s) must drop the course through Self-Service within the refund period to be guaranteed a proration of tuition.

Administrative Withdrawal

Instructors/Administrators are required to take attendance during the first two weeks of class. If you do not begin attendance during this timeframe, you will be administratively withdrawn from the course for never attending. The credits for the course you were withdrawn from will not be included in your financial aid and charges will be prorated according to the date of the withdrawal.

If Federal Pell Grant funds have already been disbursed onto your student account for the course(s) you did not attend and a financial aid refund was already sent to you, you may owe all or a portion of those funds back to MATC. Please contact the Financial Aid Office before spending these funds if you received a Federal Pell Grant disbursement and were administratively dropped from one or more of your classes.

If you have been administratively withdrawn from a course, you can appeal this decision if you would like to be added back into the course. Administrative Withdrawal Appeals must be received within three (3) business days of the date of the administrative withdrawal.

If you file an Administrative Withdrawal Appeal, approval is not guaranteed and you will be notified in writing via your MATC email within 10 business days from the receipt of the appeal. If your appeal is approved, it does not guarantee that your financial aid eligibility for the course(s) will be restored. This is especially true for courses starting near or after the Financial Aid Census Date.

For more information about administrative withdrawals and the appeal process, please visit <https://www.matc.edu/admissions-registraton/registration-records/administrative-withdrawal-and-appeal.html>.

Financial Aid Calendar for the Award Year

Check the [Cost & Aid Deadlines](#) section of our website for specific dates

JANUARY

Winterim session ends

Spring semester begins

FEBRUARY

Financial aid disbursements for Winterim
Financial aid disbursements for Spring 16 week and first 8 week courses
New and returning student scholarship applications available
Spring 12 week courses begin

MARCH

Financial Aid Census/Pell Recalculation date for Spring
Spring second 8 week courses start

APRIL

SAP Appeal Deadline for spring
Registration for summer session and fall semester classes

MAY

Financial Aid priority processing for summer
Book deferments for Summer available
Deadline for Spring semester loan awarding
Summer loan request available in [Self-Service](#)

JUNE

Priority processing for Fall semester
Summer Session begins
Financial Aid Census/Pell Recalculation date for Summer
Deadline for financial aid applications for the previous/current award year – 6/30
Book deferments end for Summer session

JULY

Deadline for submitting Summer loan request
Priority processing for Fall semester
SAP Appeal Deadline for Summer

AUGUST

Summer session ends
Book deferments for Fall available
Fall semester begins

SEPTEMBER

Financial aid disbursement for Fall 16 week and first 8 week courses
Fall 12 week courses begin

OCTOBER

Financial Aid Census/Pell Recalculation date for Fall
Fall second 8 week courses start
Submit FAFSA for next school year
Priority processing for Spring semester

NOVEMBER

SAP Appeal Deadline for fall
Registration for spring semester courses begins

DECEMBER

Deadline for fall semester loan awarding
Fall semester ends
Winterim session begins
Book deferments begin and end for the Winterim session

Financial Aid Budgets and Cost of Attendance

Financial Need

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 Student Aid Index (SAI) which is an eligibility index number that the Financial Aid Office uses to determine the types and amount of aid you qualify for. Your financial need is determined by subtracting the SAI from the budgeted Cost of Attendance. If your SAI is less than the total cost to attend MATC for an academic year (including direct and indirect costs), you demonstrate a financial need and may be eligible for need-based financial aid (i.e. grants, subsidized loans). Students who do not demonstrate a financial need may be eligible for non-need based financial aid (i.e. unsubsidized loans).

Cost of Attendance

Education expenses are based on average costs of tuition, books, class supplies, food, housing, transportation, loan fees and personal/miscellaneous expenses. A student may request a revision of their budget for unusual or uncommon situations such as high medical expenses not covered by insurance. Please note: a budget revision does not necessarily increase the amount or types of federal financial aid a student may qualify for. The cost of attendance is determined by the Wisconsin Technical College System (WTCS) Board.

The cost of attendance is comprised of direct and indirect costs.

Direct costs are costs billed to the student’s account at MATC. These items are tuition and fees, food if student purchases a meal plan through MATC, and textbooks if the student uses a financial aid book deferment.

Indirect costs are living and educational expenses at the student’s own expense such as rent/mortgage, food if a meal plan is not purchased through MATC, textbooks if a financial aid book deferment is not used, personal expenses, transportation, and loan fees.

**Estimated Student Budgets (Cost of Attendance) for 2025-26
(Based on 12 credits per semester or 24 Credits per award year)**

Postsecondary/Vocational Adult – Wisconsin Resident

	(Living with Parents)		(Living Off-Campus)	
	(24 Credits 2 Semesters)	(12 Credits 1 Semester)	(24 Credits 2 Semesters)	(12 Credits 1 Semester)
Tuition & Fees	\$3,752	\$1,876	\$3,752	\$1,876
Food and Housing	\$3,182	\$1,591	\$11,158	\$5,579
Books and Supplies	\$1,464	\$732	\$1,464	\$732
Personal Expenses	\$3,066	\$1,533	\$3,066	\$1,533
Transportation	\$4,104	\$2,052	\$4,104	\$2,052
Loan Fees	\$84	\$42	\$84	\$42
Total	\$15,652	\$7,826	\$23,628	\$11,814

Postsecondary/Vocational Adult – Non-Wisconsin Resident

	(Living with Parents)		(Living Off-Campus)	
	(24 Credits 2 Semesters)	(12 Credits 1 Semester)	(24 Credits 2 Semesters)	(12 Credits 1 Semester)
Tuition & Fees	\$5,600	\$2,800	\$5,600	\$2,800
Food and Housing	\$3,182	\$1,591	\$11,158	\$5,579
Books and Supplies	\$1,464	\$732	\$1,464	\$732
Personal Expenses	\$3,066	\$1,533	\$3,066	\$1,533
Transportation	\$4,104	\$2,052	\$4,104	\$2,052
Loan Fees	\$84	\$42	\$84	\$42
Total	\$17,500	\$8,750	\$25,476	\$12,738

College Parallel – Wisconsin Resident

	(Living with Parents)		(Living Off-Campus)	
	(24 Credits 2 Semesters)	(12 Credits 1 Semester)	(24 Credits 2 Semesters)	(12 Credits 1 Semester)
Tuition & Fees	\$4,712	\$2,356	\$4,712	\$2,356
Food and Housing	\$3,182	\$1,591	\$11,158	\$5,579
Books and Supplies	\$1,464	\$732	\$1,464	\$732
Personal Expenses	\$3,066	\$1,533	\$3,066	\$1,533
Transportation	\$4,104	\$2,052	\$4,104	\$2,052
Loan Fees	\$84	\$42	\$84	\$42
Total	\$16,612	\$8,306	\$24,588	\$12,294

College Parallel – Non-Wisconsin Resident

	(Living with Parents)		(Living Off-Campus)	
	(24 Credits 2 Semesters)	(12 Credits 1 Semester)	(24 Credits 2 Semesters)	(12 Credits 1 Semester)
Tuition & Fees	\$7,016	\$3,508	\$7,016	\$3,508
Food and Housing	\$3,182	\$1,591	\$11,158	\$5,579
Books and Supplies	\$1,464	\$732	\$1,464	\$732
Personal Expenses	\$3,066	\$1,533	\$3,066	\$1,533
Transportation	\$4,104	\$2,052	\$4,104	\$2,052
Loan Fees	\$84	\$42	\$84	\$42
Total	\$18,916	\$9,458	\$26,892	\$13,446

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.

Additional Financial Aid Information

- Your correct and completed application must be in our office two weeks prior to your last day of enrollment.
- Upon receipt of your FAFSA, if selected for verification, you will be required to submit additional documentation.
- In order to be considered for a Satisfactory Academic Progress (SAP) appeal, you must meet with an Academic Advisor in your Pathway to map out an educational plan and submit a SAP appeal prior to the SAP deadline for the semester you are requesting financial aid for. Please see our website at <https://www.matc.edu/costs-scholarships-aid/cost-aid-deadlines.html> for the deadlines to submit a SAP appeal in order to receive aid for the semester.
- Scholarships have different deadlines depending on the specific scholarship requirements. Please pay close attention to those dates when submitting an application.

By signing the FAFSA you certify that you:

- Will use federal and/or state student financial aid only to pay the cost of attending MATC and educationally related expenses.
- Are not in default on a federal student loan or have made satisfactory arrangements to repay it.
- Do not owe money back on a federal student grant or have made satisfactory arrangements to repay it.
- Will notify MATC if you are in default on a federal student loan.
- Will not receive a Federal Pell Grant from more than one college or university during the same payment period.

Special Circumstances

The Higher Education Act of 1965, as amended, determines the criteria for dependency status for financial aid purposes. Based on the federal criteria, to be considered an independent student, the student must either be born before January 1, 2002 or be able to answer 'YES' to and provide documentation upon request for one of the Student Personal Circumstances questions on the FAFSA. Only unusual extenuating circumstances will result in an exception to the established federal criteria.

Extenuating circumstances include:

- You (the student) are/were unaccompanied (not living in the physical custody of your parent/guardian) and either homeless or self-supporting and at risk of being homeless at any time on or after July 1, 2024.
- You left home due to an abusive or threatening environment
- You are abandoned by or estranged from your parents
- You have refugee or asylee status and are separated from your parents or your parents are displaced in a foreign country
- You are a victim of human trafficking
- You are incarcerated or your parents are incarcerated and contact with the parents would pose a risk to you
- You are otherwise unable to contact or locate your parents

If you have other special circumstances (i.e. loss or change of income, divorce, etc.) that you would like taken into account, please see a financial aid specialist. There must be unusual circumstances for the financial aid specialist to make any adjustments, and you must provide adequate documentation to support those circumstances. Also, be aware that the financial aid specialist's decision is final and cannot be appealed to the U.S. Department of Education.

If your parent(s) refuse to complete the FAFSA form and they do not and will not provide any financial support, please see a financial aid specialist. Students in this situation may be eligible to receive a Direct Unsubsidized Loan with documentation.

Verification

Your file may be selected for a review process called "verification." The school is required to verify every application selected for verification due to changes or through a random selection process by the Department of Education.

If you are selected for verification, you are required to submit the requested documentation in a timely manner in order to award your financial aid. Requested documentation should be submitted within 45 days of the initial request. You will not be awarded financial aid until this process is complete. It is important that all documents submitted are signed by you and a parent if you are a dependent student.

Click [here](#) to access the verification documents.

Documents may be submitted to the Financial Aid office in person, uploaded through Self-Service, or scanned and emailed to finaid@matc.edu.

Financial Aid Offer

Financial Aid offers will be available in the student's [Self-Service](#) account. The Offer Letter will identify funds you are eligible for and the semester(s) of eligibility.

The initial offer is calculated based off of a full-time enrollment status (12+ credits per semester). **Please note:** your financial aid may be adjusted according to your actual enrollment status and Federal guidelines after the semester starts. Students awarded Direct Loan funds must accept their loan award(s) on Self-Service in order to receive federal student loans. If you are in a program that is one semester in length or graduating after the fall semester, your loan amount(s) may be adjusted to reflect loan amount(s) in direct proportion to the number of credits you take.

If you are awarded Federal Work-Study and would like to accept Federal Work-Study, you must contact the Career Hub at 414-297-6244 as soon as possible to ensure employment.

Over-award of Financial Aid Funds

Federal regulations prohibit you from receiving more financial aid than your calculated financial need or cost of attendance. If you take less than 12 credits per semester, drop one or more classes, never attend one or more classes, or are awarded additional money after your first offer has been generated, this may result in an over-award. If an over-award occurs, your aid may be reduced and you may be required to repay funds received.

Winterim (Mid December – Early January) Courses

Winterim courses are courses that begin after the end of the fall semester and go through the first or second week of January. Individual course lengths may vary, but Winterim courses will fall within this timeframe.

Winterim courses are considered part of the spring semester. As a result, financial aid disbursements for Winterim courses will coincide with spring disbursements in February.

Summer School Financial Aid

Students who are registered for the summer semester and have Federal Pell Grant eligibility will automatically be awarded with Federal Pell Grant funds for the summer semester.

Students wanting to take out Direct Loan funds for the summer semester will need to complete a Summer Loan Application available in [Self-Service](#) starting in May.

- Students who have already used their maximum loan eligibility for the academic year, or have reached their lifetime aggregate loan limit, do not qualify for Federal Direct Loans for the summer semester.
- You must be enrolled in 6 or more eligible credits and cannot currently be in default on federal student loans in order to receive Federal Direct Loan funds for the summer semester.
- You must have a completed and non-expired MPN and loan counseling on file in order to receive Federal Direct Loan funds for the summer semester.
- You must be in a financial aid eligible program and be meeting Satisfactory Academic Progress standards in order to receive Federal Direct Loan funds for the summer semester.

Lifetime Pell Eligibility

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.

Financial Aid Paperwork Management

Maintaining a financial aid file as you progress through your education will help you keep accurate records and documentation. Please maintain a file for all of your financial aid-related materials:

- Copies of your financial aid and scholarship applications
- Offers
- Loan papers
- Copies of promissory notes
- 1098-T forms
- Tuition Statements
- Deferments/Forbearances

Disbursement of Financial Aid Funds

The date you receive your financial aid funds will depend on the date you are awarded, the date all required documents are turned into MATC's Financial Aid Office, the date your course(s) begin, the date you complete Entrance Counseling and the Master Promissory Note (if applicable), and/or the types of funds you are eligible to receive. Your refund will be provided to you after current semester costs are deducted.

Students awarded before the first day of the term and have courses beginning within the first two weeks of the semester generally will have their financial aid disbursed onto their student account approximately thirty (30) days after the start of the semester. Students eligible for a financial aid refund after this disbursement (the aid disbursed exceeds the cost of tuition, fees, and books/supplies purchased through the MATC bookstore using the deferment process) should receive their refund one (1) to three (3) weeks later depending on the type of refund selected in BM Technologies ([BankMobile](#)). Students awarded after the first day of the term should check with the Financial Aid office for the disbursement schedule.

Census Date

The census date is the date your financial aid eligibility is locked in each semester or module. Courses dropped prior to the Census Date will require a recalculation of Federal Pell Grant funds (if you are eligible for the Federal Pell Grant). Please check with the Financial Aid Office prior to dropping one or more courses to inquire about how dropping one or more courses may affect your financial aid eligibility.

Courses registered after the Financial Aid Census date are generally not eligible for financial aid.

Please visit <https://www.matc.edu/costs-scholarships-aid/cost-aid-deadlines.html> to view the Financial Aid Census Dates for each semester in the current award year.

Late Starting Courses (Courses Starting After the First Two Weeks of the Semester)

Federal Pell Grant is disbursed onto a student's account approximately thirty (30) days after the start of the semester for courses starting within the first two weeks of the semester. Students who are enrolled in course(s) starting **after** the first two weeks of the semester, will have Federal Pell Grant funds for the

course(s) applied to their student account 7 to 13 days after the start date of each late starting course. If you have multiple courses beginning in different weeks throughout the semester, this means your Federal Pell Grant funds may be split into multiple disbursements.

Federal Direct Loans are disbursed onto a student's account approximately thirty (30) days after the start of the semester for students who have a minimum of six (6) credits beginning within the first two weeks of the semester. If you have less than six (6) credits starting within the first two weeks of the semester, your Federal Direct Loans will not disburse until 7 to 13 days after you begin your sixth credit.

Example: Fall semester begins on September 18th. You have two courses that are 2 credits each beginning on September 28th and a 3 credit course beginning on October 16th for a total of 7 credits.

In this example, your Federal Direct Loan funds would not disburse onto your student account until 7-13 days after you started your October 16th course. If you were eligible for a Federal Pell Grant, you would have 4 credits of Federal Pell Grant funds disbursed onto your student account approximately thirty (30) days after the start of the semester and the remaining 3 credits of Federal Pell Grant funds would disburse onto your student account 7-13 days after you started your October 16th course. If the initial disbursement of Federal Pell Grant funds for 4 credits created a credit balance (the amount disbursed exceeds the cost of tuition, fees, and any MATC bookstore charges paid for by the deferment process), you would receive a financial aid refund for the excess funds approximately 5-8 weeks after the start of the semester. If the initial Federal Pell Grant disbursement of 4 credits did not create a credit balance, you would not receive a financial aid refund until after the second disbursement of funds in late October/early November (as long as the second disbursement of funds created a credit balance).

Academic Programs

Academic Programs Eligible for Financial Aid

If you are enrolled in an associate degree or financial aid eligible technical diploma program, you are eligible to apply for financial aid. To learn more about our academic programs and what the best path is to meet your educational, financial, and career goals, please visit <https://www.matc.edu/employer-services-resources/for-students/career-services/career-coaching.html>.

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 may not be eligible for any type of financial aid. If you are enrolled in the following courses, they may not be used in determining your eligibility or amount of financial aid.

Course Number Begins With

400
500
600
700

Course Type

Career
Apprentice
Personal Enrichment
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

Satisfactory Academic Progress

MATC follows the Federal guidelines for Standards for Academic Progress (SAP) which defines 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 SAP after the end of each semester for the fall, spring, and summer semesters. SAP will only be calculated for semesters you attempted post-secondary credits for. Grade changes and completion of incomplete grades will be calculated the following semester.

To be SAP eligible, a student must meet the following standards:

- Maintain a minimum 2.0 Cumulative program Grade Point Average . The Grade Point Average for the SAP calculation may differ from your academic Grade Point Average. The Grade Point Average for SAP takes into account all courses completed regardless of the program or whether or not the course grade was replaced with a higher grade after re-taking the course.
- Successfully complete 67% of all attempted credits for the student's current program (credits attempted include transferred, late dropped courses, withdrawals, and incomplete courses) to graduate within 150% of the normal time frame.
- U, W, and I grades are considered as credits attempted but not successfully completed.
- Complete the program requirements within no more than 150% (or 1.5 times) of the normal time required to complete the program (maximum time frame). All credits completed and attempted (including transfer credits, credits attempted and completed from previous programs, and credits attempted and completed for the student's current program) are counted in this calculation.
 - Example: Student is in a Technical Diploma that is 30 credits. The student must be able to complete the program with no more than 45 credits attempted or successfully completed (including all transfer credits, credits attempted/completed from previous programs, and credits attempted/completed from the current program). Once it is determined that a student's remaining credits needed for their program will exceed the 45 credit limit, the student is considered to be at Maximum Time Frame and is no longer eligible for financial aid.
 - For instance, if a student attempted 20 credits at MATC, has 10 credits that transferred into MATC, and has 16 credits remaining to complete their program, the student has hit Maximum Time Frame and is no longer eligible to receive financial aid.

20+10+16 = 46 credits which exceeds 150% of the normal time required to complete the program (45 credits)

- o A two-year associate degree student in a program requiring 60 earned credits to complete would be allowed 90 attempted credits of financial aid eligibility.

Students who do not meet the 2.0 cumulative grade point average and/or do not successfully complete 67% of all attempted credits will be placed on a Warning Status. Students on a Warning Status are eligible for financial aid and will receive an additional semester to meet the SAP requirements. Students who do not meet SAP standards for a second semester will be placed on an Ineligible Status and will not be eligible for financial aid until such time as they meet the standards or successfully appeal their SAP status. Students who do not meet the 150% (Maximum Time Frame) requirement, will not receive a Warning Status and will immediately lose financial aid eligibility. We cannot approve a 150% Maximum Time Frame appeal unless the student is in their final semester of the program or enrolls in a program that can be completed within 150% of the normal time required to complete the program.

Appeal Process

There may be extenuating circumstances encountered by a student impacting his or her ability to be successful during an enrollment period. These circumstances may include personal injury, illness, death of an immediate family member, or other documented circumstances that were unexpected in nature and beyond the control of the student. If this occurs and the student wishes to appeal to have financial aid reinstated, meet with your Pathway advisor to complete an academic plan and a SAP Appeal Form which is submitted to the Financial Aid Office. An approved monitored academic plan must be submitted with the appeal.

An appeal must include appropriate documentation regarding the extenuating circumstance(s) and what has changed that will allow the student to achieve successful academic progress at the next evaluation. Incomplete appeal forms will not be reviewed.

Students who do not have an approved academic plan for the semester(s) in question will have their appeal put into a Pending status. Failure to submit the requested academic plan or other requested documentation will result in a delay or eventual denial of the appeal. Students who do not meet the terms of their academic plan will become ineligible for financial aid. SAP appeals are reviewed by a Financial Aid Advisor or Supervisor within the Financial Aid Office. SAP Appeals must be submitted using the official SAP Appeal Form by the deadline for the semester you are seeking aid for. The SAP Appeal deadlines are 11/1/2025 for the fall 2025 semester, 4/1/2026 for the spring 2026 semester, and 7/1/2026 for the summer 2026 semester.

Students in their final semester of their program(s) can be granted an appeal for 150% Maximum Time Frame. The Pathway Advisor must state in the student's academic plan that it is the student's final semester or the Financial Aid Advisor must be able to clearly see that the student is registered for all remaining credits in a program of study to be considered for a 150% Maximum Time Frame appeal.

Submitting an appeal does not guarantee that federal financial aid eligibility will be reinstated.

For denied appeals, the student must pay for any additional enrollment after the warning period through personal or private funds until SAP is met. Appeal decisions are final.

For more information about Satisfactory Academic Progress or SAP Appeals, please visit https://www.matc.edu/who-we-are/reports-facts-data/procedures-pdf/ff0900_rev-jun.2024.pdf.

Other MATC Student Financial Services

MATC Payment Plans

When you register for classes, your tuition costs will be charged to your student account. Your student account is created the first time you register for classes at MATC. All amounts owed for the current payment period will be deducted from your financial aid funds. If amounts are owed for a prior period/award year, MATC will take up to \$200 of your current award and apply this to your outstanding balance. If your financial aid award is not enough to cover charges for the current term, you must pay MATC the difference by going to Self-service and setting up a formal payment plan or make a one-time payment and pay in full. Students with a balance of \$200 or more may not be able to register for classes until the balance is reduced to \$200 or less.

In order to be reimbursed for a previous term with Financial Aid within the current award year, you must be enrolled in the current term. Additionally, a valid FAFSA must have been received by the MATC Financial Aid office on or before the last day of the last term attended within the current award year provided that enrollment is in consecutive semesters.

For more information about creating a payment plan, please visit <https://www.matc.edu/costs-scholarships-aid/payment-options.html>.

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 financial aid application (FAFSA) processed may be eligible for a deferment without a down payment.

Who Qualifies for MATC Deferments?

Financial Aid-Eligible Students who:

- Have a FAFSA on file with the Financial Aid office for the current award year, do not have any documents outstanding that are required to be submitted to the Financial Aid Office for the current award year, and have a financial aid award in Self-Service
- Are registered for classes that count towards the student's Financial Aid eligible program for the semester
- Have financial aid and/or other aid that exceeds their cost of tuition and fees for the semester
- Do not owe money from a prior semester to MATC.
- Are not in default on any federal student loan or have an overpayment on any federal grant or loan

How Does the Deferment Get Paid?

Students eligible for a deferment must purchase their books and supplies at one of MATC's bookstores in order to receive a deferment. The cost of your purchases will be billed onto your student account. Once your aid disburses, it will cover the cost of tuition, fees, and the cost of all books and supplies purchased through MATC's bookstore using the deferment process. Any excess funds will be sent to you through [BM Technologies](#) (BankMobile).

Please note: using the deferment process to purchase books and supplies at MATC's bookstore will result in your refund being reduced by the amount spent at MATC's bookstore.

If you are a financial aid-eligible student who has accepted your award in Self-Service, you gave MATC permission to deduct what you owe in fees, books, uniforms and educational kits from your financial aid award before any refunds are released to you.

If you do not receive enough financial aid money to pay your balance in full, it is your responsibility to pay the remaining balance. If you have any questions, contact the cashier office at the downtown campus located in room S110 or a cashier located at one of the outlying campuses; Walkers Square does not currently have a cashier.

Your bill must be paid in full before you are allowed to register for future classes.

Return of Financial Aid Funds

Students who do not complete the semester or their modular courses (any course that is shorter than the full published length of the semester) may not be eligible to keep the full amount of their financial aid for the semester. The official withdrawal date is the latest date a student dropped one or more course(s). The student's last date of academically related activity is used for unofficial withdrawals (students who stop attending their course(s)). Once the student has completed 60% of the semester (or payment period for modular courses) all financial aid is considered to be earned.

If a student withdraws from school before completing 60% of the semester (or payment period for modules) or does not officially withdraw and receives all failing grades for the term, the Financial Aid Office will calculate the amount of unearned financial aid and return the funds in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant
6. Other Title IV assistance programs

Calculation of Return of Title IV Funds

Federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the term they complete. Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Does not complete all modules for which he/she registered
- Receives all U's and W's (or a combination of both) for all classes in any semester.

Based on this calculation, MATC students who received federal financial aid and did not complete all their scheduled classes during a semester could be responsible for repaying a portion of the aid they received.

Return of Title IV Exemptions

- The student provides written notification to the Financial Aid Office that they will be attending a subsequent module within the semester

- The student successfully completes 6 credits within the semester. Successful completion is defined as a grade of D- or higher
- The student successfully completes at least one module that includes 49% of more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules
- The student completes all of the requirements for graduation from their program of study

Earned Aid Calculation:

Students who received federal financial aid earn the aid they receive by staying enrolled and participating in college. The amount of federal financial aid the student earns is determined on a prorated basis.

Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they received and/or were awarded. For example, if you complete 30% of the payment period or period of enrollment, you earn 30% of the aid you originally were disbursed and/or scheduled to receive. This means that 70% of your scheduled award remains unearned and must be returned back to the federal government.

The calculation process is based on the following:

The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (minus any scheduled breaks that are at least 5 days long).

The payment period is based on the length of the courses. For example, students enrolled in only modules that are 12, 8, or 4 weeks long that do not span the entire length of the semester combined will have a shorter payment period than those enrolled in 16-week courses because the length of the course(s) combined is shorter.

To calculate the unearned percent, subtract the earned percent from 100% (100% represents completion of the class). The unearned percent is the amount MATC must return to The Department of Education.

For more information, on Return of Title IV Funds, please visit https://www.matc.edu/who-we-are/reports-facts-data/policies-pdf/f0307_4.24.24.pdf.

Post-Withdrawal and Late Disbursements

A Post-Withdrawal Disbursement occurs when a student withdraws from all classes before aid disburses and the student is eligible for a portion of their federal financial aid funds based upon the Return of Title IV (R2T4) Funds calculation.

A Late Disbursement occurs when a student is eligible for an initial or subsequent disbursement of funds after the academic year/award year has finished. In limited situations, a late disbursement of funds may be applied to your student account and any excess funding will be sent to you through BM Technologies (BankMobile). Disbursement of loan funds will generally not be allowed after a semester has ended. Financial aid applications processed after the end of the semester will result in the loss of loan eligibility for that semester.

MATC will disburse any and all grant funds you are eligible to receive automatically. **However, we cannot make a post-withdrawal disbursement of loan funds without your consent.** If you are eligible for a post-withdrawal disbursement of loan funds, we will contact you through your MATC student email with a Post-Withdrawal Loan Disbursement Letter that must be completed, signed, and dated by the student before we will be able to disburse additional loan funds to your account.

Federal Direct Loan Repayment

Federal Direct Loan Forgiveness Opportunity

If you meet certain employment criteria, you may qualify for a portion of your Federal Direct Loans to be forgiven after a specified period of time. You must apply for and meet the requirements to have any of your loans forgiven through the below forgiveness programs.

[Public Service Loan Forgiveness](#)

- Employed by a government or not-for-profit organization
- Must make 120 qualifying monthly payments under an accepted repayment plan while working full-time for an eligible employer. Payments need to be made in full for the amount due as shown on your monthly bill
- Once 120 qualifying monthly payments are made while working at an eligible employer, any remaining loan balance will be forgiven

Federal Direct Loan Repayment Plans

Once you graduate, fall below half-time status, or stop attending classes, you will have a six (6) month grace period before loan repayment will begin. If you graduate from your program, fall below half-time status, or stop attending classes, please complete the [Exit Counseling](#) session to view and compare the different repayment plans available to you and pick the repayment plan that best meets your needs. You can always change your repayment plan by contacting your loan servicer or visiting their portal/mobile app.

There are two categories of repayment plans – fixed payment repayment plans and income-driven repayment plans. Eligibility and payments for income-driven repayment plans are based upon how much money you make and your family size.

Fixed Repayment Plans:

- Standard – the total of your loan (including expected interest) is divided into fixed, equal payments to ensure your Direct Loans are paid off within 10 years (within 10 to 30 years for Consolidation Loans)
- Graduated – Payments start lower and then incrementally increase over time (usually every two years). Payment amounts are calculated to ensure your loans are paid off within 10 years (within 10 to 30 years for Consolidation Loans)
- Extended – Payments can be scheduled to be fixed or graduated and are calculated to ensure your loans are paid off within 25 years. This option is only available to borrowers with more than \$30,000 in outstanding Direct Loans

Income-Driven Repayment Plans:

- Income-Based Repayment (IBR) Plan
- Income-Contingent Repayment (ICR) Plan
- Pay As You Earn (PAYE) Repayment Plan
- Saving on a Valuable Education (SAVE) Plan – this repayment plan is likely going to be eliminated soon

Federal Direct Loan Deferments

Repayment of Federal Direct Loans may be deferred (temporarily paused) if you meet specific conditions. Deferments are not automatic and must be applied for through your loan servicer. You can find your loan servicer by visiting <https://studentaid.gov/manage-loans/repayment/servicers>. 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. According to Federal Student Aid, some reasons for deferment are:

- Undergoing cancer treatment
- Experiencing unemployment or economic hardship
- Enrolled in school at least half-time or in a graduate fellowship program
- On qualifying active duty or post-active duty service
- Serving in the Peace Corps
- Enrolled in an approved rehabilitation training program designed to provide vocational, drug abuse, mental health, or alcohol abuse rehabilitation treatment.

For more information about Federal Direct Loan deferments, please visit <https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief/deferment>.

Federal Direct Loan Forbearances

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

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

Forbearances must be applied for and approved by your federal loan servicer. Forbearances can be granted for the following reasons:

- Financial difficulties
- Medical expenses
- Change in employment
- Other reasons acceptable to your loan servicer

For more information about Federal Direct Loan forbearances, please visit <https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief/forbearance>.

Total and Permanent Disability (TPD) Discharge

If you become totally and permanently disabled, you may qualify to have your loans discharged. You will need to submit the TPD discharge application by visiting <https://studentaid.gov/tpd-discharge/>. You will also need to provide one of the following: qualifying VA documentation, qualifying Social Security Administration documentation, or an authorized medical professional's email address or an authorized medical professional's signature on the completed application.

Default

Defaulting on a Federal Direct Loan occurs if you do not make your scheduled loan payments for at least 270 days. If you default on a Federal student loan, there are serious consequences that occur. You will

lose all federal and state financial aid eligibility (including grants) until the default is resolved. The default will also negatively impact your credit score making it more difficult to obtain credit-based loans and may impact the interest rate of future loans. Finally, the Internal Revenue Service may withhold your income tax refund. If you fall behind in your loan payments, contact your loan servicer to discuss options. **This is why it is so important to contact your loan servicer if you fall behind on your loan payments and/or cannot pay your monthly loan amount in full. Your loan servicer can advise you on your options to change your repayment plan or apply for a loan deferment or forbearance.**

Loan Consolidation

Loan consolidation allows you to combine one or more federal education loans into a new Direct Consolidation Loan in order to lower your monthly payment or gain access to one of the federal loan forgiveness programs. For more information about consolidating federal loans, please visit <https://studentaid.gov/manage-loans/consolidation>.

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 offer
- Receipts for your tuition, fees, books, supplies and required equipment.

A 1098T form will be provided through Self-Service by January 31 of the following year.

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

- 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, what happens if you are not, and how to submit an appeal

Student Responsibilities

It is your responsibility to:

- 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.
- Pay special attention to completing the FAFSA for the next academic year (available October 1st each year), complete it accurately, and submit it on time with MATC listed as one of the colleges on your FAFSA. Errors can delay or prevent the receipt of financial aid.
- Know and meet all deadline dates for applying or reapplying for financial aid.
- 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.
- Notify the school of a change in your name, address or attendance status (full-time, three-quarter-time or half-time).
- Understand MATC's tuition refund policy and Return of Title IV requirements.
- Understand MATC's satisfactory academic progress policy.
- Know and understand the fund sources available to you and if any of the funds must be repaid.

Loan Borrower's Responsibilities:

- You must complete the Loan [Entrance Counseling](#). This is required for all students who wish to be considered for a Federal Direct Loan.
- You must complete the [Master Promissory Note](#) (MPN).
- You must understand that U.S. Department of Education Direct Loan lenders take an origination fee out of the total loan amount that is borrowed each semester. This origination fee is assessed to assist in paying for the processing of your loan. As a result, the amount you receive as a disbursement may be slightly lower than the amount you accept. For more information on origination fees, please visit <https://studentaid.gov/help-center/answers/article/what-is-origination-fee>.
- The proceeds of your loan may only be used for educational and basic living expenses as outlined in the cost of attendance section of this document.
- You must complete the Loan [Exit Counseling](#) session. Exit Counseling is required for all Federal Direct Loan borrowers at the time of graduation, when they drop below six credits, or stop attending.
- Within six (6) months after you graduate, become a less than half-time student, or stop attending, you must make payment arrangements with The Department of Education to repay the loan. You must repay this loan in accordance with the repayment schedule that is provided to you.
- You must notify The Department of Education promptly through studentaid.gov as well as your loan servicer if any of the following events occur before the loan is repaid:
 - You change your name (e.g., maiden name to married name)
 - You change your address
- 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. Additionally, 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.

Financial Aid Websites

Description	Website
MATC Financial Aid - For important dates, forms, and funding resources	https://www.matc.edu/costs-scholarships-aid/index.html
FAFSA on the Web - Direct link to complete the Free Application for Federal Student Aid online	https://fafsa.gov
State of Wisconsin Higher Educational Aids Board - Information on Wisconsin state financial aid programs	www.heab.state.wi.us
Master Promissory Note, Direct Loan repayment and deferment/forbearance information, loan forgiveness information, Direct Loan Exit Counseling, and the Parent PLUS Loan application	https://studentaid.gov/
U.S. Department of Veterans Affairs - Programs for those who have served in the U.S. armed forces and their immediate family members	www.va.gov
IRS Online Account for Individuals - Sign in or create account to request a tax return transcript online	https://www.irs.gov/individuals/get-transcript
Self-Service - MATC student portal to view outstanding financial aid requirements, view your financial aid award offer, accept or decline Federal Direct Loans or Federal Work Study funds, and view your account balance	https://selfservice.matc.edu/
Scholarship information and resources	https://www.matc.edu/costs-scholarships-aid/scholarships.html
BM Technologies (BankMobile) - Set up your refund preference in case your aid exceeds the cost of your tuition and fees for any given semester	https://www.firstcarolinabank.com/disbursements/refund-choices
MATC Handshake - browse and apply for a Federal Work Study position	https://matc.joinhandshake.com/login

Glossary

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

Award Year: An award year is 12 months in length. At MATC, the award year begins in mid to late August and ends in early August of the following year.

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 Puerto Rico, 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 an Arrival-Departure Record (I-94) from the Department of Homeland Security (DHS) showing one of the following designations:

- Refugee
- Asylum Granted
- Parole and/or Humanitarian-Parole - a minimum of 1 year parole and the status has not expired
- Cuban-Haitian Entrant
- T-Visa

- A valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking”

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.

Cost of Attendance (COA): Education expenses are based on average costs of tuition, books, class supplies, food, housing, transportation, loan fees and personal/miscellaneous expenses. The cost of attendance is comprised of direct and indirect costs. Direct costs are costs billed to the student’s account at MATC. These items are tuition and fees, food if student purchases a meal plan through MATC, and textbooks if the student uses a financial aid book deferment. Indirect costs are living and educational expenses at the student’s own expense such as rent/mortgage, food if a meal plan is not purchased through MATC, textbooks if a financial aid book deferment is not used, personal expenses, transportation, and loan fees.

Eligible Financial Aid Program: A course of study at MATC that leads to an associate degree or technical diploma that is approved by the U.S. Department of Education as meeting certain educational requirements to be financial aid eligible. To receive a Federal Pell Grant, Federal SEOG, Federal Work-Study, or state grants, you must be admitted to and enrolled in an eligible academic program.

Entrance Counseling: A loan counseling tool to assist loan borrowers in understanding what a loan is as well as important information about interest, repayment, and how to avoid loan delinquency and default.

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): The application for federal financial aid. The application can be filed out at fafsa.gov.

FAFSA Submission Summary: This document is sent to you from the U.S. Department of Education and lists the information you provided on the FAFSA, whether or not you are eligible for a Federal Pell Grant, and next steps as you prepare to receive a financial aid offer. You should keep this document for your records.

Master 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.

Module: Any course that is shorter than the full published length of the semester

Overpayment: The disbursement of more federal student aid funds to a student than what they are eligible to receive. Overpayments can occur if you receive grant or loan funds, but do not actually attend one or more classes. Overpayments can also occur if you are disbursed grant or loan funds and then drop all of your classes before the courses are scheduled to end. Overpayments can also

occur if the college receives notification of an update to your grant or loan eligibility after funds are already disbursed onto your student ledger and/or sent to you. A student with a loan or grant overpayment can qualify for federal aid if acceptable arrangements have been made to repay the loan or grant overpayment with the college the student was attending at the time of the overpayment or the Department of Education. For information on how to resolve an overpayment, please visit <https://studentaid.gov/help-center/answers/article/what-is-overpayment-and-what-should-i-do-if-informed-of-overpayment>.

Renewal FAFSA Application: The Department of Education sends a reminder to students to apply for the next academic year.

Student Aid Index (SAI): an eligibility index number that the Financial Aid Office uses to determine the types and amount of aid you qualify for.

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 and all living expenses. 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

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.