



## **METROPOLITAN LEARNING INSTITUTE**

Licensed by the New York State Education Department  
Non-Profit Educational Organization

*“ Innovative Approach Is Our Way to Success ”*

[www.gettraining.org](http://www.gettraining.org)

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### **MLI Financial Aid Office Structure & Position Responsibilities**

The Director of Financial Aid at Metropolitan Learning Institute is responsible for administering all Title IV awards including awarding, cancellation, and return of funds. The FA Director completes all regulatory reporting.

The staff members counsel, package, complete verification processes and resolve ‘C’ code comments concerning FAFSA. They coordinate and consult with Educational Compliance Management (ECM) - the third party service provider for processing of all Title IV aid at MLI.

#### **Financial Aid Office Administration**

The Office of Financial Aid is open for prospective and continuing students (and parents of dependent students) all year round for the following hours and days, except all national and institutional holidays and inclement weather-related emergency closures.

**Monday - Thursday**

**9 a.m. - 7 p.m.**

**Friday**

**9 a.m. - 5 p.m.**

**Telephone:**

**(718) 897-0482 ext. 17**

**Fax: (718) 897-5667**

**E-Mail address:** [Finaid@gettraining.org](mailto:Finaid@gettraining.org)

The staff in the Office of Financial Aid at MLI is dedicated to assisting students and their families and opening the doors for them to a quality private education. The Financial Aid Office has a sufficient number of qualified persons to administer the title IV programs.

While the primary responsibility of meeting postsecondary education costs rests with the student and family, MLI's financial aid professionals seek to maximize financial aid opportunities by providing guidance and information about Title IV grants, loan programs, student employment, and payment options.

More than 90 percent of MLI's students generally receive financial aid, take advantage of different payment options, or participate in the loan program.

### **Policies & Procedures Development Responsibilities**

The MLI Board of Directors is ultimately responsible to develop policies and procedures and their periodic reviews and updates.

The President/CEO and the Bursar are responsible for ensuring others are aware of any changes to existing policies and procedures or the development of new ones. Generally, updates are made as the federal and state regulations changes, otherwise every year policies and procedures are reviewed and notified to all concerned via email and inter-office memorandum. This policies and procedures manual is available online in the institution's official website. The web address is [www.gettraining.org](http://www.gettraining.org).

The Office of Financial Aid frequently checks ED's Information for Financial Aid Professionals (IFAP) web site as it is a Title IV requirement for schools to have access to the IFAP website. Although it is not a requirement that school subscribe to IFAP's notification services, MLI subscribes and the IFAP's subscription service notifies its financial aid professionals via e-mail of new and timely statutory and/or regulatory changes on a weekly basis. Also, ECM's Monthly Newsletter is used to keep our school abreast of new regulations, laws, and ED policy guidance. The school's Board of Director's minutes are also used as guides for new policies and procedures.

### **Administrative Organization & Office Management**

Various offices such as the financial aid office, the bursar/registrar, admissions, Campus Directors and accounting office work together in a cohesive manner to ensure compliance and a system of checks and balances with the Title IV programs and their regulations.

### **Job Description for Key Positions:**

Financial Aid Director:

The candidate must possess a Bachelors Degree and have a minimum of two years' experience in Financial Aid. The candidate must have very strong management skills as well as current knowledge of federal financial aid programs, processes and regulations.

Knowledge of SMS or other similar school management systems is necessary.

The names of three professional references, at least one a current or former supervisor, is required.

The Financial Aid Director must have the ability to communicate with other offices within the institution, government agencies, state agencies, students and parents. A sincere desire to assist students achieve their goals through education is a must. The ability to work with the other offices of the institution, the Admissions Office, the accounts office, the Registrar, and the Campus Directors is most important.

Director of Accounts:

The candidate must possess a Bachelor's Degree and have a minimum of two years' experience in the accounting field. The candidate must have very strong management skills as well as a current knowledge of the Blue Book which relates to financial aid programs, processes and regulations from an accounting standpoint.

Knowledge of SMS or other similar school management systems is necessary.

The names of three professional references, at least one a current or former supervisor, is needed.

The Accounts Director must have the ability to communicate with other offices within the institution, government agencies, state agencies, students and parents. A sincere desire to assist students achieve their goals through education is a must. The ability to work with the other offices of the institution, the Admissions Office, the financial aid office, the Registrar, and the Campus Directors is most important.

### **Separation of Duties:**

These various offices work independently as required by the regulatory agencies but in close coordination and report to the President of the school. The admissions office is responsible for recruitment, admissions, registration and orientation of new students. The office of financial aid is responsible for processing FAFSA application, needs analysis, awarding and processing of all Title IV aids, institutional and outside grants and scholarships. The bursar/accounting office maintains all student records related to all payments including Title IV awards. They are responsible for maintaining individual student accounts and continuous update of the student ledger cards. Registrar or the Campus Directors are responsible for recording grades, monitoring and implementing attendance, leave of absence and satisfactory academic progress policies and procedures.

### **Admissions:**

The admissions office reviews the applications for admissions of all applicants to the school. The school only admits applicants who have high school diplomas, or who have the recognized equivalent of a high school diploma.

The school accepts foreign high school graduates as students under the approved “ability to benefit” tests CELSA and Wonderlic BST (WBST) for purposes of proving English language competency and also (in NYS programs with ESL) administers the Quantitative portion of the WBST for promotion beyond the ESL portions of the curricula. The tests are independently administered. The testers are listed in section J of the ECAR as well as the tests themselves.