



## **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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### **Rights and Responsibilities of Students Receiving Financial Aid at MLI**

#### **Students at Metropolitan Learning Institute have a right to:**

- Know how financial need was determined
- Know how financial aid will be disbursed
- Request an explanation of offered aid in the financial aid package
- Refuse any aid offered
- Request an explanation of MLI's refund policy
- Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been offered and accepted, have the right to know the interest rate and loan repayment options and procedures
- Examine the contents of aid records provided a written request is made to MLI's Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

#### **Responsibilities:**

- Must complete all requested forms accurately
- Must use all financial aid received solely for expenses related to attending MLI
- Must submit in a timely manner all additional documentation requested by the Financial Aid Office
- Must complete minimum designated hours (varies by program) to graduate
- Must understand the rules and conditions for any financial aid awards received
- Must complete a Master Promissory Note (MPN) and Entrance Counseling the first time a loan is received at MLI
- Must reapply for financial aid each award year
- Must inform the school promptly of changes in name, address or e-mail address