



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

Main Campus:
97-77 Queens Blvd., 9th Floor
Rego Park, NY 11374
Phone (718) 897-0482
Fax (718) 897-5667

Extension:
82-11 37th Ave., 8th Floor
Jackson Heights, NY 11372
Phone (718) 651-8424
Fax (718) 651-8423

Extension:
550 59th Street
Brooklyn, NY 11220
Phone (718) 492-2120
Fax (718) 492-2197

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