



# **METROPOLITAN LEARNING INSTITUTE**

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

*“ Innovative Approach Is Our Way to Success ”*

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## **MLI Policy on Clock Hour Programs and Definition of Academic Year**

### *Academic Programs and Academic Year*

All clock-hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours, in order for students to be eligible to receive federal financial aid. Students are considered attending on a full-time basis if they attend class at least 24 hours per week. The following MLI clock hour programs are equal to or exceed these minimums:

- 1500-Hour Programs – Academic year = 900 hours, 1500 total clock hours
- Medical Assisting 9-Month Program (NJ) – Academic year = 900 hours, 900 total clock hours
- Medical Administrative Assistant Abridged 750-hour Program – Academic year = 900 hours, 750 total clock hours

Students enrolled in the 1500-hour programs will complete part of a second academic year. The financial aid these students receive during the second year will be prorated per federal guidelines based upon the number of clock hours in their second year.

Students enrolled in the 750-hour program will complete less than a full academic year. The financial aid these students receive during their study will be prorated per federal guidelines based upon the number of clock hours in their program, 750/900.