



# **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)

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

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

## **MLI Student Financial Aid Packaging Policy**

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. In order to accomplish this stated purpose, MLI's Financial Aid Office:

- Shall make every effort to meet the demonstrated needs of all students at MLI to the extent funding will permit in an ethical manner.
- Shall award all aid on the basis of demonstrated financial need.
- Shall exercise adequate controls to insure that need-based aid awards do not exceed documented needs.
- Shall recognize that the primary responsibility for financing post-secondary education rests with the students and their family. Financial aid assistance from institutions and other sources is only intended as supplementary to the efforts of the family.
- Shall help students seek, obtain, and make the best of all financial aid resources available.
- Shall provide in all appropriate literature a clear statement of the actual costs of attendance, which shall include both the direct and indirect costs.
- Shall inform the student of all conditions under which an award is granted at the time the offer is made.
- Shall refrain from and discourage others from making any public announcement of the amount of type of financial aid awarded to a student in order to protect the confidentiality of the economic circumstances of the student and his/her family.
- Shall respect the confidentiality of student records. Information should be released only on the written consent of the student, as per FERPA rules.
- Shall oppose the administration of aid to accomplish disciplinary objectives.
- Shall, when preparing funding requests, estimate needs honestly and fairly.

The primary objective of the Financial Aid Office is to provide adequate financial assistance to all eligible students (through coordination with and full utilization of all governmental, community and on-campus resources), and deliver that assistance within the framework of federal, state, institutional, and donor regulations and policies.

In order to accomplish this purpose, MLI will observe the following practices:

- The financial aid team will make every effort in an ethical manner to meet the demonstrated financial need of all the students to the extent funding will permit.
- The financial aid team will award all aid on the basis of demonstrated financial need
- To publicize the availability of financial aid
- To enhance delivery of student aid through simplification of the application process
- To assist students and families with understanding the school's costs and how their resources and financial aid can meet them
- To process applications, determine eligibility in a timely manner
- To monitor students' continued eligibility by enforcing the school's SAP policy.