MTC - HOW TO APPLY - ARE

**Step 1**
- **COMPLETE ONLINE APPLICATION**
  - Submit completed school application online.
  - [www.mariontc.edu](http://www.mariontc.edu) (Application Online)

**Step 2**
- **SUBMIT PAPERWORK TO STUDENT SERVICES** at the MTC Campus. Provide copies of two officially recognized proofs of residency, copies of driver's License, and the **supplemental program packet**. Pay $20.00 nonrefundable application fee. (Application Completed)

**SUPPLEMENTAL PACKETS VARY** – Attending an Information Session may be required for acceptance into the program.

**Step 3**
- **FINANCIAL AID APPLICATION** – [www.fafsa.gov](http://www.fafsa.gov)
  - Complete FAFSA Application and provide a Student Aid Report (SAR). MTC School Code: 031039

**Step 4**
- You will be notified by program department of acceptance.
- You will be notified by Financial Aid of estimated funds available. (Registered)

**Step 5**
- Pay Fee and/or Sign Enrollment Document To Complete Enrollment Process In **Student Fees**
  - Seat in scheduled program is confirmed after Student Fees is completed. (Enrolled)

**CAREER ASSESSMENT** – Available to find your best fit recommended career.

**BASIC SKILLS TEST**
The Basic Skills Test is required to be attempted or an exemption received. The test must be taken within the first 6 weeks of classes. $15.00 for the PERT basic skills test. A passing score at that time is not mandatory. See your instructor or Student Services for more information.