

Applicant Name: _____

Program: _____



Student #: _____

Info Session Date Attended: _____

CAREER PROGRAM APPLICATION CHECKLIST

Please make sure you have attached **ALL** the items below before turning in your application. Incomplete applications will be returned.

- _____ Discussed Age requirements (if under 18 years of age)
- _____ Complete Residency Affidavit form and provide copies of two officially recognized proofs of residency dated 12 months prior to the first day of enrollment. (See the reverse side for more information about acceptable proofs of residency)
- _____ Provide your Official High School Transcript or GED Transcripts (sealed and unopened).
- _____ Provide a copy of your Driver's License.
- _____ Social Security Number Requirements My Vary – See Student Services
- _____ Complete Permission to Access Academic Information.
- _____ Supplemental application (Program specific).
- _____ Refund Policy(18 or under must have parent's signature)
- _____ **\$20.00 Non-Refundable Application Fee** (Must be paid at the time submitting application). All debit & credit transactions will include a 2.75% processing fee.
- _____ **A PERT test is required if the program is over 450 hours.**
If required, this test MUST be taken within six weeks of starting the program.
There is a \$15.00 fee that MUST be paid at the time of scheduling.

STAFF NOTES:

Application Submission Date

Initials of Student Services Staff

Date Clerk Received

RECIEPT #

- An Equal Opportunity School District -

Marion Technical College does not discriminate on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex, sexual orientation, disability (including HIV, AIDS, or sickle cell trait), pregnancy, religion, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its educational programs, services or activities, or in its hiring or employment practices as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, 1992 Americans with Disabilities Act, and the Florida Educational Equity Act of 1984. A lack of English language skills will not be a barrier to admission or participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Complaints or inquiries regarding compliance with these regulations may be submitted to the designated personnel at 1614 E. Fort King Street Ocala, FL 34471:

ADA, Title IX, and Equity Compliance:

Dawana Gary, Director, Equity and Ethics

Phone: (352) 671-7711, email address: Dawana.Gary@marion.k12.fl.us

Section 504 Compliance: Anne Howie, Coordinator, ESE Curriculum

Phone: (352) 671-6832, email address: Anne.Howie@marion.k12.fl.us

Student Complaints: Danielle Livengood, Director, Secondary Curriculum, Instruction & Digital Learning

Phone: (352) 236-0505, email address: Danielle.Livengood@marion.k12.fl.us



MARION
TECHNICAL COLLEGE

ONLINE APPLICATION INSTRUCTIONS

1. OPEN BROWSER: GOOGLE CHROME

- **MUST** be opened on a desktop computer **ONLY**.
- Will **NOT** work in Internet Explorer, and may not in other browsers.

2 TYPE IN: MARIONTC.EDU

3 ON THE HOME SCREEN CLICK: APPLY NOW!

4. ONLINE APPLICATION REGISTRATION STEP #1:

- TYPE: **FIRST NAME**
- TYPE: **LAST NAME**
- TYPE: CAREER CERTIFICATE PROGRAMS
- TYPE: **EMAIL ADDRESS** [and confirm]
- TYPE: **PASSWORD** [write down below for your reference]
- TYPE THE TEXT IN THE CAPTCHA BOX [I am not a robot]
- CLICK: BEGIN APPLICATION

5 ONLINE APPLICATION REGISTRATION STEP #2:

- YOU WILL SEE: WELCOME MARION TECHNICAL COLLEGE APPLICATION
- CLICK: NEXT PAGE
- READ THE DIRECTIONS AND CLICK: NEXT PAGE

6 ONLINE APPLICATION COMPLETION INSTRUCTIONS:

- USE YOUR LEGAL NAME AND COMPLETE EACH FIELD AS ACCURATELY AS POSSIBLE.
- REQUIRED FIELDS ARE MARKED WITH A RED ASTERISK (*). YOU WILL NOT BE ABLE TO CONTINUE UNTIL ALL THE REQUIRED FIELDS ARE COMPLETED.
- USE THE LINKS THROUGHOUT THE APPLICATION TO FILL OUT YOUR FAFSA.
- PLEASE TELL US ABOUT YOUR EDUCATION GOALS, PROGRAM INTEREST AND HOW DID YOU HEAR ABOUT US.
- THEN: SIGN YOUR APPLICATION ELECTRONICALLY.
- CLICK: **SUBMIT AND FINISH APPLICATION**

PLEASE NOTE:

MARION TECHNICAL COLLEGE DOES NOT HAVE ACCESS TO ANY SAVED OR INCOMPLETE APPLICATIONS. WE ALSO DO NOT HAVE ACCESS TO RECOVER LOST OR FORGOTTEN USERNAMES AND PASSWORDS. WE RECOMMEND WRITING DOWN YOUR EMAIL AND PASSWORD TO ENSURE FUTURE ACCESS TO YOUR APPLICATION.

Student Email: _____

Password: _____ Student Number: _____



*** USE BLUE INK**

Authorization to Access Academic / Financial Aid Information

Effective Date: _____

Official Use Only

Student ID# _____

Student's Name: _____ Last Four SS# _____
(Last) (First) (MI)

PLEASE CHECK THE PERMISSION BOX THAT APPLIES:

- ☐ I give permission to release and /or discuss my academic /financial aid information, which may include personally identifiable information to the individual(s) listed below. I understand that I can rescind this permission at any time by making a written request.

Permission granted to: (PLEASE PRINT LEGIBLY)

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

- ☐ I decline permission to release and /or discuss my academic information.

EMERGENCY CONTACT:

Name: _____ Relationship: _____

Address: _____

Phone Number: _____

Email Address: _____

Student Signature: _____

Form Rev: October 2021

Marion County Public Schools

1014 SW 7th Road, Ocala, Florida 34471 • 352.671.7200 • www.MarionTC.edu

~An Equal Opportunity School District~

PROOF OF RESIDENCY

At least two of the following documents must be submitted with dates that show the **12-month qualifying period**. Additionally, there must be no information contradicting the applicant's claim of residency. Proofs must be provided by the individual claiming Florida residency.

If claiming residency as a dependent or spouse, proofs of residency must be provided by the claimant, not the student.

Acceptable Documents to Prove In-State Tuition Eligibility

First Tier (at least one of the two documents submitted <u>must</u> be from this list)	Second Tier (may be used in conjunction with one document from First Tier)
State of Florida Driver's License	Declaration of Domicile in Florida
State of Florida Identification Card	A Florida professional or occupational license
State of Florida Voter's Registration Card	Florida incorporation
State of Florida Vehicle Registration	Proof of membership in Florida-based charitable or professional organizations
Proof of Purchase of a permanent home in Florida that is occupied as the permanent residence	Utility bills and proof of 12 consecutive months of payments (Must show <u>all</u> consecutive 12 months)
Proof of Homestead Exemption in Florida	Lease agreements and proof of 12 consecutive months of payments
Transcripts from a Florida high school for multiple years (If Florida high school diploma or GED was earned within last 12 months)	State of Florida court documents evidencing legal ties in Florida
Proof of full-time employment in Florida on company letterhead (One or more jobs for at least 30 hours per week for a 12-month period)	Benefit histories from Florida agencies or public assistance programs

Unacceptable Documents (cannot be used)
Library Card
Hunting or Fishing License
Car Insurance
Health Insurance
Shopping Club or Rental Card
Birth Certificate
Passport

Helpful Contact Numbers for Marion County

- Marion County Public School Records – (352) 671-7750 (Transcripts)
- Marion County Supervisor of Elections (votemarion.com) – (352) 620-3290 (Voter's Registration)
- Marion County Clerk of Court – (352) 671-5630 (Declaration of Domicile, Court Documents, etc.)
- Marion County Tax Collector – (352) 368-8200 (Driver's License, ID's, Vehicle Registration)
- Marion County Property Appraiser (352) 368-8300 (Homestead Exemption)
- MTC Student Services Direct Line – (352) 671-4134
- MTC Student Services Fax Number – (352) 671-7249
- MTC Financial Aid – (352) 671-7203

Residency Affidavit Form



MARION
TECHNICAL COLLEGE

Florida Residents: Complete this section in full if you claim Florida residency for tuition purposes. **Attach required documentation (if any).**

- **If under 24 years of age,** a copy of your and/or your parents' most recent tax return or other documentation may be requested to establish independence.
- A copy of marriage certificate is required in **all cases** of a spouse claiming a partner's residency.

- ☐ A. I am an **independent person** and have maintained legal residence in Florida for at least the past 12 consecutive months.
- ☐ B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive months.
- ☐ C. I am a **dependent person who has resided for five years** with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least the past 12 consecutive months. **(Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- ☐ D. I am **married to a person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. **(Required:** Copy of marriage certificate and other documents required to establish residency.)
- ☐ E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- ☐ F. According to the U.S. Citizenship and Immigration Services, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least the past 12 consecutive months. **(Required:** USCIS documentation and proof of Florida residency status.)
- ☐ G. I am a **member** (or the spouse/dependent child of) of the **Armed Services of the United States**, and am currently stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida. **(Required:** Copy of military orders or DD2058 showing home of record.)
- ☐ H. I am a full-time instructional or administrative employee (or the spouse/dependent child of) **employed by a Florida public school, community college or institution of higher education.** **(Required:** Copy of employment verification.)
- ☐ I. I am part of the **Latin American/Caribbean Scholarship Program.** **(Required:** Copy of scholarship papers.)
- ☐ J. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program** (s.1009.98, F.S.) **(Required:** Copy of Florida prepaid recipient card.)
- ☐ K. I am a U.S. citizen (or the spouse/dependent child of) **living on the Isthmus of Panama** and have completed 12 consecutive months of college work at the FSU Panama Canal Branch. **(Required:** Copy of marriage certificate or proof of dependency.)
- ☐ L. I am a **Southern Regional Education Board's Academic Common Market** graduate student. **(Required:** Certification letter from state coordinator.)
- ☐ M. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

Person claiming residency must complete this section in full.

Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the start** of the term.

Additional documentation also may be requested. All documentation is subject to verification.

Student Name:		Student Date of Birth:		Student SSN: XXX-XX-	
Name of person claiming Florida residency		Claimant's Relationship to Student:		Claimant's Telephone Number:	
Claimant's Permanent Florida Address:		Apt:	City	Zip	
Claimant's Voter Registration Number:				Registration Date:	
Claimant's Driver's License Number:				Issue Date:	
Claimant's Vehicle Decal Number:				Plate Issue Date:	
Non US Citizens Only	Resident Alien Number:			Provide a copy of both sides of your card	Issue Date:

I do hereby swear that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, F.S., and to 6C-6.001(6), F.A.C.

Signature

Date

Non-Florida Residents: I understand that I do not qualify as a Florida resident for tuition purposes for the term to which I have applied. I also understand that if I should qualify for Florida residency in some future term, I must file the required documentation prior to the beginning of that term.

Signature

Date

Marion Technical College Refund Policy

Marion Technical College has fair and equitable procedures for the refund of tuition, fees, and other charges uniformly administered and published in the MTC catalog. These procedures comply with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations. All refunds shall be accounted for, and audit trails maintained in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools (AKA – Red Book). Refunds, when due, will be made without requiring a request from a student and will be processed within 45 days; students with VA Education Benefits will be processed in 40 days.

1. Refunds for Programs/Class/Courses Cancelled by the Institution:
 - A. Tuition and fees collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
2. Refunds for Students Who Withdraw on or Before the First Day of the Term:
 - A. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution.
3. Refunds for Students Enrolled Prior to Visiting the Institution:
 - A. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Refunds for Withdrawal After Term Commences:
 - A. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
 1. If a student withdraws during the first five (5) days of the term – 100% of tuition and lab fees will be refunded.
 2. If a student withdraws after the fifth day of the term – there will be no refund.
 - B. Tuition refunds for students enrolled in CCP programs of less than 599 hours are as follows:
 1. If a student withdraws during the first three (3) days of the term – 100% of tuition and lab fees will be refunded.
 2. If a student withdraws after the third day of the term – there will be no refund.
5. Refunds for Students Enrolled in Continuing Workforce Education, Community Enrichment Classes or Limited Contract Classes:
 - A. All fees are non-refundable for courses related to Continuing Workforce Education (CWE), Community Enrichment Classes or Limited Contract Classes.
6. Students Administratively Dismissed:
 - A. Students administratively dismissed will not be eligible for a refund.
7. Waiver, Voucher and Agency Payment:
 - A. Students who pay fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of fees only if required evidence is presented to the school within fifteen (15) school days of the beginning of a term.
8. Additional Refund Policies:
 - A. \$50 processing fee will be charged except for an administratively cancelled Program.
 - No refunds on books, supplies, insurance, fingerprinting, or testing fees.
 - Application fees are non-refundable.
 - No refund will be given for fees used to purchase required program professional liability insurance.
 - No refunds will be made until ALL financial obligations have been verified by appropriate personnel.

- If student tuition has been paid by MTC Financial Aid or a sponsoring agency, the refund will be returned to the MTC Financial Aid fund or the agency that sponsored the student. Students are responsible for any unpaid tuition and fees.
- When a student withdraws and is due a refund, the refund will be processed within 45 days; students with VA Education Benefits will be processed in 40 days. No funds will be held for future use.
- Payments made by credit/debit card will be refunded to the same credit/debit card used for payment. Convenience fees will not be refunded on credit/debit card transactions. Cash/check payments will be refunded by a school district check. The check will be made payable and mailed to the name on the original receipt.
- Official transcripts will be held until ALL debts owed to the school are paid.
- Students who feel they have been treated unfairly may appeal using the student grievance procedure as presented in the Student Handbook.
- AGE/ESOL –No refunds after the third scheduled day of class.

Date

Signature

Print Name