

# MCTC No-Show Policy

Federal Student Aid can only be disbursed to students attending classes. If you fail to attend a class, MCTC is required to return the portion of funding you received based on your enrollment in that class.

Faculty are responsible for reporting students who do not attend class within the first 10 days of the session. Students in online classes are reported as a not attending when the instructor determines the student has not successfully completed an academic related activity during the first 10 days of class.

**Remember: merely logging in to the class does not constitute attendance or academic contact. Consult your instructor for specific dates and academic requirements to ensure you have completed the necessary work to meet their attendance policy.**

If you are a Federal Financial Aid recipient and you fail to meet these requirements, you are considered to be a “no-show,” and you will be removed from the class or classes reported. You will be notified once you have been removed from a course as a no-show.

After the no-shows have been reported, you will have your aid adjusted to reflect the actual number of credit hours you are attending. MCTC will return that portion of funding back to the U.S. Department of Education.

Only students that were reported in **error** will be allowed to be enrolled back into the class. If this situation arises, your instructor must contact the financial aid office in writing and request that you be reinstated. If reinstated, aid will again be adjusted based on your enrollment status and eligibility.