

Metropolitan College

Agreement Checklist for **RETURNING MC PARTICIPANTS**

Through participation in Metropolitan College (MC), eligible students at Jefferson Community and Technical College (JCTC) and the University of Louisville (UofL) are eligible for coverage of full undergraduate tuition at the regular, resident rate for fall, spring, and summer semesters. MC participants must sign separate agreements each semester. **This checklist is for Returning MC participants who have not signed MC agreements for the previous fall and spring semesters.** Questions? See Contact Us! on page 2.

Step 1: Get hired and get started!

- ☐ **Return to work at UPS in a position that is eligible for Metropolitan College benefits.**
 - Return to an MC-eligible position at <https://www.jobs-ups.com/us/en/ups-worldport>. MC is available to eligible, active, part-time, third-shift UPS Worldport employees in Next Day Air hub, ramp, and freight with shifts that start between 9:00p and 4:00a.
- ☐ **Register for classes at UofL or JCTC.**
 - **JCTC** For enrollment guidance, visit jefferson.kctcs.edu/enrollment-checklist.aspx.
 - **UofL** For registration guidance, visit student.louisville.edu/registrar/registration.
 - **JCTC / UofL Transfer** Returning and Current participants transferring from JCTC to UofL (or from UofL to JCTC) are expected to notify their MC Student Success Counselor before the tuition-deferment agreement deadline. If transferring from JCTC to UofL, visit tinyurl.com/metro-college to request a preliminary check of your academic eligibility to utilize MC at UofL:
 - Cumulative high school GPA of 3.3 (GED 660).
 - Cumulative high school GPA of 3.0 (GED 600) **AND** a 21 ACT (1060 SAT) composite or Superscore.
 - 60 earned or transferable college credit hours **OR** an associate degree.

If you do not meet the MC UofL Academic Eligibility Requirement, the following options are available:

 - Submit a petition at <https://Forms.Metro-College.com/Petition> requesting approval to receive MC benefits at UofL.
 - Utilize MC at JCTC to earn 60 transferable credit hours or an associate degree, then transfer and utilize MC at UofL .
 - Utilize UPS Earn and Learn while attending UofL, then submit a petition after earning a 2.7 GPA at UofL.
- ☐ **Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year.**
 - Submit the FAFSA at StudentAid.gov using code 001999 for UofL or 006961 for JCTC. Because of the FAFSA requirement, MC eligibility is limited to U.S. citizens and eligible noncitizens as defined by the Federal Student Aid Office.
 - Participants enrolled in fewer than 7 credit hours must submit the FAFSA and notify their MC Student Success Counselor that their FAFSA may not be eligible for review by the Financial Aid Office. (This is not a disqualification from MC participation.)
 - For MC participants, awards of federal grants will be applied to no more than 50% of tuition.

Step 2: Re-submit Employment Verification at Forms.Metro-College.com/VerifyEmployment.

- ☐ **Returning MC participants must re-submit the UPS MC Employment Verification form.**
 - Once you are (1) working in an MC-eligible position at UPS, are (2) enrolled in classes, and have (3) submitted the FAFSA, the next step is to **re-submit the MC UPS Employment Verification form at Forms.Metro-College.com/VerifyEmployment.**

Step 3: Schedule an appointment and sign your MC agreement!

- ☐ **Log into the MyMC portal at MyMC.Metro-College.com and schedule an agreement appointment!**
 - Schedule the first available in-person or virtual appointment to sign your next agreement. As a returning MC participant, you are not required to complete the online MC orientation, called the Student Transition Program (STP).

Metropolitan College

IMPORTANT DATES BY SEMESTER

FALL SPRING SUMMER

Apply for an MC-eligible job at https://www.jobs-ups.com/us/en/ups-worldport MC is available to eligible, active, part-time, third-shift employees in Next Day Air hub, ramp, and freight at UPS Worldport (Air District 2265) with shifts that start between 9:00 p.m. and 4:00 a.m. If there are no MC-eligible jobs available, sign up for UPS JOB ALERTS at www.jobs-ups.com/us/en/job-alerts . Select Warehouse/Package Handler as the Area of Interest and 911 Grade Ln, Louisville, KY 40213-2609 as the Location	WHEN TO APPLY? Review the deadlines below. Apply as early as possible to allow time to readjust to the nightshift before returning to Metropolitan College. See Contact Us! below to contact a UPS recruiter.		
UPS “Hire By” EMPLOYMENT DEADLINE MC participants must be actively working in an MC-eligible position by the date indicated. *	Sept. 15	Feb. 28	July 1
TUITION DEFERMENT AGREEMENT DEADLINES	metro-college.com/benefits/tuition		
Returning and New participants with agreements signed by the institution’s payment due date are guaranteed deferment of MC-eligible tuition.	See the JCTC and UofL Bursar websites for institution payment due dates by semester.		
Current MC participants who have signed agreements within the previous 12 months are guaranteed deferment with agreements signed by the dates indicated. **	July 25	Dec. 15	Apr. 25
TUITION REIMBURSEMENT AGREEMENT DEADLINES	metro-college.com/benefits/tuition		
Participants with agreements signed after the tuition deferment deadline and by dates indicated are expected to pay all charges by their institution’s payment due date. MC-eligible charges will be eligible for reimbursement after MC benefits are paid. *	Oct. 15	March 15	Aug. 1
TUITION BENEFIT	metro-college.com/benefits/tuition		
WORK COMMITMENT UPS employment must be maintained through dates indicated.	Dec. 31	May 31	Sept. 1
TIMING OF PAYMENT MC-eligible tuition is paid directly to the institution.	Feb.–Mar.	Aug.–Sept.	Nov.–Dec.
FEE PAYMENT ASSISTANCE	metro-college.com/benefits/fee-payment		
WORK COMMITMENT UPS employment must be maintained through dates indicated.	Dec. 31	May 31	Not Applicable
TIMING OF PAYMENT Fee Payment Assistance is paid directly to the institution.	JCTC After 4/30 UofL After 2/10	JCTC After 9/10 UofL After 6/24	
SEMESTER COMPLETION ACADEMIC BONUS	metro-college.com/benefits/academic-bonuses		
WORK COMMITMENT Active employment must be maintained through dates indicated.	Dec. 31	June 30	Not Applicable
TIMING OF PAYMENT Academic bonuses are paid on the UPS paycheck.	After March 1	After Aug. 15	

* The “Hire By” Employment deadline and the Tuition Reimbursement Agreement deadline may be extended depending upon UPS hiring needs.

** Returning and Current participants transferring from JCTC to UofL (or from UofL to JCTC) are expected to notify their MC Student Success Counselor before the tuition-deferment agreement deadline to confirm eligibility and to request updates to the MC database.

CONTACT US!

Metropolitan College metro-college.com askmetro@kctcs.edu 502.213.4520 or 502.852.2749

MC Portal mymc.metro-college.com (MC participants can log in with GEMS ID and date of birth.)

UPS Hiring & Recruiting - UofL **Lee Moody Nelson** lamood@ups.com | 502.565.9387

UPS Hiring & Recruiting - JCTC **Paxton Gordon** pgordon@ups.com | 502.781.0261

UPS Education Programs Specialist **Sara Heun** saraheun@ups.com | 502.416.3868

Visit metro-college.com/get-started
to view all MC checklists online.
Scan to receive by email!

