

Great Oaks Adult Education Full-Time Program Enrollment Checklist



Enroll in 5 easy steps!



FIVE STEPS OF ENROLLMENT

- 1 **Attend Information Session**
 - Online
 - In-person
- 2 **Fill out online application**
 - Look on your program page
- 3 **Start your financial aid**

There are 3 options:

 - FAFSA
 - Self-Pay
 - VA Educational Benefits
- 4 **Successfully achieve a Level 4 on the WorkKeys Assessments**
 - Applied Math
 - Graphic Literacy
 - Workplace Documents
(Police and Fire need Level 5)

Call 513.771.8881 to schedule your test and pay a non-refundable \$50 testing fee.

Some applicants may be exempt from testing.
For more information and testing exemptions go to
www.adults.greatoaks.com/workkeys-testing/
- 5 **Submit all required documents**
 - Verify payment
 - Finalize financial aid offer
 - Submit payments
 - Return all signed documents
 - Complete all requirements
(Check program page)

Questions?

Contact Marty Lopinto,
Career Specialist
lopintom@greatoaks.com or
513.612.5790

Financial Aid Questions?

Contact John Zerhusen,
zerhusej@greatoaks.com
513.612.5896
Or Tom Wheeler,
wheelert@greatoaks.com
513.612.5841
FAX: 513.612.5735

Great Oaks Adult
Education Hotline
513.771.8881
adults.greatoaks.com

Option 1: **Federal Student Grants and Loans**

Go to studentaid.gov

- If you have an account, log in
- If not, create one

Parents of dependent students must do this too!

Complete the free 2022-2023 FASFA

- Make sure to have your 2019 taxes and SSN
- Great Oaks federal student code is 014694

Look for an emailed financial aid offer

- Read and sign all 4 pages
- Return to the Financial Aid Office
- Submit other online, required forms
 - Master Promissory Note
 - Entrance Counseling
 - Annual Student Loan Acknowledgement

Balance is due at least one month before class starts

- Questions? Call 513.612.3657

Option 2: **Self-Pay**

Pay balance owed

- Once you receive an invoice from Great Oaks, pay your balance
- Two payment periods
 - One month before class begins
 - Two weeks before Term 2

Questions? Call 513.612.3657

Scholarship Opportunities:

Scan me!



Other Federal/State Aid Opportunities

(available to those who qualify)

For more information, visit these agencies websites

- Opportunities for Ohioans with Disabilities (OOD)
- Workforce Investment Opportunities Act (WIOA)
- Trade Adjustment Assistance (TAA)
- Ohio Means Jobs Center (OMJ)

Option 3: **VA Educational Benefits**

Apply for benefits or complete change of training

Go to va.gov/education/how-to-apply.

Complete federal student grants/loan steps in option 1

Your VA benefits may not cover the full cost of your program.

Return your Certificate of Eligibility (COE) to the Financial Aid Office

- You can request your COE from the VA website
ebenefits.va.gov/ebenefits/homepage

Schedule an appointment with the VA school certifying official

- Finalize all necessary and financial documents
- Contact the Financial Aid Office for appointment