

Full-Time Program Enrollment Checklist **4 Easy Steps!**

1 Attend an information session, tour the campus and fill out an application.

- Visit adults.greatoaks.com/career-admissions/information-sessions or call 513.771.8881.

2 Start your financial aid. (See **financial aid** on the back.)

- If you are planning to use **Federal Student Grants and Loans**, refer to the **yellow box** on the back.
- If you are planning to **Self-Pay**, refer to the **blue box** on the back.
- If you are planning to use **VA Educational Benefits**, refer to the **green box** on the back.

3 Successfully complete the entrance test. (WorkKeys® test)

Practice for the WorkKeys test online free of charge!

- Visit www.ohiomeansjobs.com (Click on Online Training at the bottom of the page.)

OR

Visit adults.greatoaks.com (Under the General Information Tab, select "Testing and Assessment Center." Then click on the **Register for Free WorkKeys** box.)

- Need more help? Free WorkKeys classes. Call Kim Barron at 513.612.5830.
- Need Accommodations? See Marty Lopinto for a Request for Accommodations form.

Call 513.771.8881 to schedule the WorkKeys test. (Entrance test)

- Cost is \$50 and must be paid at time of scheduling. (Credit card, check or money order)
- Must register in person to use \$50 coupon.

Take the WorkKeys test and achieve benchmarks.

- On test day, bring a valid state issued ID and your high school diploma. Plan on 3.5 hours for testing. The test is computer based and results will be printed for you immediately.
- Foreign diplomas must be translated and evaluated by a credential evaluator. See requirements on Great Oaks website. (Under the Admissions Tab, select "Full-Time Program Admissions" and then "Financial Aid." Once on Financial Aid page, select **Foreign Diploma Requirements** under "More Information.")

On the WorkKeys test you must achieve at least a level 4 on each of the three parts: Applied Math, Graphic Literacy and Workplace Documents. (Police and Fire Academies require a level 5 on Workplace Documents.)

4 Finish financial aid and return all required documents!

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

Don't think you can afford school?
Go to studentaid.ed.gov/sa/fafsa/estimate
to get a free early estimate of your
eligibility for federal student aid.

Financial Aid **Choose an Option**

Option 1: Planning to use **Federal Student Grants and Loans** to pay for your schooling at Great Oaks? Follow these easy steps:

- Create a FSA ID and Password** (*parents of dependent students must do this step too!) Go to fsaid.ed.gov/npas/index.htm. Please be sure to write down your (and your parents) FSA ID, as it will be needed for future steps!
- Complete the 2018-2019 FAFSA® (it's FREE!)** Go to fafsa.ed.gov/. Our federal school code is 014694. Please be sure to use "prior" year income (ex. 2018-2019 FAFSA=2017 tax information) and the IRS Data Retrieval Tool.
- Resolve Issues (if any)** Wait at least 1 week after submitting your FAFSA for the Financial Aid Office to contact you about your next steps.
- Review and Complete Award Letter and ALL Online Processes** Carefully read, sign, date and return all 4 pages of Award Letter to the Financial Aid Office. Then go to studentloans.gov/myDirectLoan/index.action# to complete all mandatory online processes from page 2 of the Award Letter (your parent(s) may need to complete online processes as well).
- Pay Balance Owed (if any)** Follow the directions on the invoice sent to you by the Bursar after you have taken and passed all 3 WorkKeys® tests.

*Dependent Student = under the age of 24, not married, doesn't have dependents, not serving on active duty, not a veteran, not an orphan, not homeless or emancipated.

For more information about student grants and loans, please visit studentaid.gov.
Student grants and loans are available to those who qualify and are enrolled in one of our eligible programs.

Option 2: Planning to use **Self-Pay** to pay for your schooling at Great Oaks? Follow these easy steps:

- Pay Balance Owed** Follow the directions on the invoice sent to you by the Bursar after you have taken and passed all 3 WorkKeys® tests.

Option 3: Planning to use **VA® Educational Benefits** to pay for your schooling at Great Oaks? Follow these easy steps:

- Apply for Benefits (if never applied for benefits) or Complete Change of Training (if applied for benefits in the past)**
To apply for benefits, go to <https://www.vets.gov/education/apply-for-education-benefits/application/1990/introduction>. To complete a change of training, go to www.vets.gov/education/apply-for-education-benefits/application/1995/introduction.
- Complete Federal Student Grants/Loans Steps (in the above yellow box if needed)** VA educational benefits **do not** cover all costs of our programs and each program varies on costs not covered. If you have further questions about this, please contact the Financial Aid Office.
- Provide your Certificate of Eligibility (COE) to the Financial Aid Office** Fax or email your COE to the Financial Aid Office. If you don't have your COE, print your entitlement page from ebenefits.va.gov/ebenefits/homepage and fax or email it to the Financial Aid Office.
- Schedule an Appointment with the VA School Certifying Official (Cindy Albright)** This appointment is to finalize all necessary VA and financial aid documentation and is mandatory.

To learn more about VA education assistance, please visit benefits.va.gov/gibill/.

Scholarship Opportunities - adults.greatoaks.com/career-admissions/scholarships/

Other Federal/State Aid Opportunities (available to those who qualify) - Opportunities for Ohioans with Disabilities (OOD), Workforce Investment Opportunities Act (WIOA) and Trade Adjustment Assistance (TAA). For local center information, please visit ifs.ohio.gov/owd/WIOA/map.stm

Questions? Contact Cindy Albright, Financial Aid Officer/VA School Certifying Official
albrighc@greatoaks.com or 513.612.5896 fax: 513-612-5735
www.greatoaks.com/fa

