

Full-Time Program Enrollment Checklist 4 Steps!

1 Attend an information session on-line or in person and fill out an application.

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 assessment. (**WorkKeys®**)*

On **WorkKeys®** 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.)

Practice for the entrance assessment online free of charge!

- Visit www.ohiomeansjobs.com (Click on Online Training at the bottom of the page and use practice mode)
- Need more help? Email Kim Barron at barronk@greatoaks.com. (Workkeys Curriculum)
- Need Accommodations? Contact Marty Lopinto for a Request for Accommodations form. lopintom@greatoaks.com

Call 513.771.8881 to schedule the WorkKeys. (Entrance assessment) \$50 non-refundable fee

Exceptions to taking Workkeys: Bachelor's degree, ACT composite score of at least 22 in last 5 years; ASVAB of at least 38 in last 5 years (contact Career Specialist)

Take the Entrance assessment and achieve benchmarks.

- On test day, bring a valid government issued ID. Arrive 15 minutes early & 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."

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 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 2020-2021 FAFSA® (it's FREE!)** Go to fafsa.ed.gov/. Our federal school code is **014694**. Please be sure to use your 2018 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 "Financial Aid Offer" and ALL Online Processes.** Carefully read, sign, date and return all 4 pages of the "Financial Aid Offer" to the Financial Aid Office. Then go to studentloans.gov/myDirectLoan/index.action# to complete all mandatory online processes from page 2 of the "Financial Aid Offer" (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 met required benchmarks on all 3 WorkKeys® tests. Balance due one month prior to the start of class. **Questions? Call 513.612.3657**

*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 steps:

- Pay Balance Owed** Follow the directions on the invoice sent to you by the Bursar after you have taken and met benchmarks on all 3 WorkKeys® tests. Two payment periods: One month before class begins and middle of full-time program.
Bursar: 513.612.3657 (Rachel Clemons)

Option 3: Planning to use VA® Educational Benefits to pay for your schooling at Great Oaks?

Follow these 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** This appointment is to finalize all necessary VA and financial aid documentation and is mandatory. Contact the Financial Aid Office.

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

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? www.greatoaks.com/fa or contact the Financial Aid Office:

John Zerhusen, zerhusej@greatoaks.com 513.612.5896
or Tom Wheeler, wheelert@greatoaks.com 513.612.5841

