

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 education benefits
- 4 Successfully achieve a Level 4 on the WorkKeys Assessments**
 - Applied Math
 - Graphic Literacy
 - Workplace Documents
(Fire needs 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 <https://adults.greatoaks.com/what-are-the-workkeys-assessments>
- 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 Teresa Thurston,
Career Specialist
thurstota@greatoaks.com or
513.612.5790

Financial Aid Questions?

Contact John Zerhusen,
zerhusej@greatoaks.com
513.612.5896

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 2020 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 Education 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