

# 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 Molly Maundrell,  
Career Specialist  
[maundrem@greatoaks.com](mailto:maundrem@greatoaks.com)  
or 513.612.5790

## Financial Aid Questions?

Contact John Zerhusen,  
[zerhusej@greatoaks.com](mailto:zerhusej@greatoaks.com)  
513.612.5896

Great Oaks Adult  
Education Hotline  
513.771.8881  
[adults.greatoaks.com](https://adults.greatoaks.com)

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

Go to [studentaid.gov](https://studentaid.gov)

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

Parents of dependent students must do this too!

Complete the free 2024-2025 FASFA

- Make sure to have your 2022 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](https://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](https://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