

STUDENT CHECKLIST

First Steps...

- Submit Application Form and \$25.00 Application Fee.
- Schedule to take the entrance exam. Pay any applicable fee.
 - Successfully pass entrance exam requirements.
- Attend an interview or meet the Program Director or staff member to discuss the program, tour the school and receive general financial aid information.
- Complete your BCI/FBI background check.

Upon acceptance into the program...

- Submit your \$100.00 deposit. (Deposit is applied directly to your tuition balance.)
- Submit the following documents:
 - An unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport;
 - An official high school transcript, diploma or high school equivalency diploma/certificate.
- Schedule an appointment with Financial Aid (330-744-8700, ext.:8703) to establish and finalize your method of payment.
- Attend the mandatory Orientation.

Prior to first day of class...

- Submit your signed Enrollment Agreement.
- Submit completed paperwork given to you at the Orientation.
- Complete required prerequisites (ex.: immunizations, drug screen, etc.).