



## ENROLLMENT CHECKLIST

### We want YOU to Succeed!

\*A high school diploma or equivalent is required to enroll\*

- Attend an Information Session. A link to schedule is provided when completing the Get Started form on the program webpage or by calling 513-645-8268.

- Schedule and pass WorkKeys® Assessments  
Test is offered onsite at Butler Tech's LeSourdsville Campus  
101 Jerry Couch Blvd., Middletown, OH 45044

- Cost is \$78 for all three tests and good for 5 years
- Required Scores-Math (4) Graphic Literacy (4) Workplace Documents (4)
- If you're currently in high school, you may be able to take the WorkKeys for free

Practice



Schedule



- Fill out a FAFSA® form at [fafsa.ed.gov](https://fafsa.ed.gov) using our school code **015492**.  
Call 513-645-8342 to make an appointment with our Financial Aid Coordinator to discuss what financial aid may be available.

**Don't delay completing your enrollment steps. Class sizes are limited.**

**Take Control of YOUR Future!**

- Provide High School Diploma, transcript or high school equivalency
- Final Step to Secure Your Seat!** Return the completed **Green** Enrollment Form (provided when you pass the WorkKeys® Assessments) along with your \$200 enrollment deposit that is credited toward your tuition (deposit is waived if you're being sponsored by the OhioMeansJobs WIOA grant).

Questions? Contact Business & Industry Administrative Assistant, Chris Neubarth  
Phone: 513-645-8268 or email: [neubarthc@butlertech.org](mailto:neubarthc@butlertech.org)