



ENROLLMENT CHECKLIST

Enrollment in the program is on a first-come, first-served basis upon completion of these required steps.

- ☐ **Attend an Information Session** A link to schedule is provided when completing the Get Started form on the program webpage or contacting the program Administrative Assistant below.
- ☐ **Complete FBI/BCI Background Check at Butler Tech LeSourdsville Campus**
 - \$50, SSN and picture ID are required
 - No appointment required
 - If you are under 18, you will need a parent/guardian present or signed waiver.
 - If you have prior convictions on your record or have lived in Ohio less than 5 years, results are mailed to us and can take 6-8 weeks to be received.
- ☐ **Determine if you're eligible for financial aid**
 - This is a part-time program not eligible for federal financial aid through FAFSA, but you may fill out FAFSA at studentaid.gov using our school code **015492** to see if you're eligible for other Butler Tech awarded grants. You may also apply for OhioMeansJobs' WIOA grant in your county of residence.
- ☐ **Provide high school diploma, transcript or high school equivalency**
- ☐ **Provide copy of valid driver's license**
- ☐ **Return completed Immunization Form (provided at info session) with documentation attached**
- ☐ **Final Step to Secure Your Seat!** Return completed Part-Time Enrollment form along with either full payment, half payment with signed agreement and/or confirmation of sponsorship.

Additional Items to be Prepared for Class

- Drug screen is conducted at orientation
- Shoes must be closed toe, closed heel, no mesh or holes and a solid color of blue, grey, black, or white

Questions and form submission:

Healthcare Administrative Assistant, Diane Raack

Phone: 513-645-8266 or email: raackd@butlertech.org

Financial Aid Contact: Denny Ewen

Phone: 513-645-8342 or email ewend@butlertech.org