



APPLICATION FOR FULL-TIME TRAINING PROGRAMS
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STUDENT: The requested information is for your Master File. **Clearly** print the information or check answers in all applicable spaces provided. The Alliance Career Centre is committed to equal opportunities and does not discriminate on the basis of race, religion, national origin, sex, sexual orientation, or handicapping conditions.

<input type="checkbox"/> Medical Assisting (Daytime) (900 hours)	<input type="checkbox"/> Medical Assisting (Evening) (900 hours)	<input type="checkbox"/> Welding (Evening) (648 hours)
<input type="checkbox"/> Veterinary Assistant (Daytime) (900 hours)	<input type="checkbox"/> Cosmetology (Evening) (1500 hours)	

APPLICANT INFORMATION

Date of Application:		Start Date:	
Name (Last, First, MI):		SSN (Required):	
Street Address:		City:	State: OH
Date of Birth:	D/L # (State):	Years in Alliance Area:	
Age:			
Home Phone:	Cell Phone:	Email Address:	

EMERGENCY CONTACT / REFERENCE INFORMATION
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List the name, relationship to, and phone number of a person which can be contacted in the case of an emergency.

Name:	Relationship:	Phone Number:
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List name, address, and phone number of 2 people who will always know your address / contact information

1	Name:	Address:	Phone Number:
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2	Name:	Address:	Phone Number:
.			

DEMOGRAPHIC INFORMATION

Prior Felony Conviction: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, details:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White



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330-829-2267

Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		
Live With Parents: <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Household Members:
Check all that apply: <input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Single Parent <input type="checkbox"/> Disabled <input type="checkbox"/> Displaced Worker <input type="checkbox"/> Limited English <input type="checkbox"/> Non-traditional Training		
EDUCATION INFORMATION		
High School Name:	Year Graduated / Obtained GED:	<input type="checkbox"/> HS Graduate <input type="checkbox"/> GED <input type="checkbox"/> Home School <input type="checkbox"/> None
COPY OF HS DIPLOMA, HS TRANSCRIPT, OR GED CERTIFICATE REQUIRED TO BE SUBMITTED WITH APPLICATION		
Previous College / Post-Secondary Education: <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, year completed:
Previous Colleges / Schools Attended:		

FOR YOUR INFORMATION

This application does **not** guarantee enrollment in the class you have chosen. All classes are offered on a first come first serve basis and run only when a sufficient number of students are enrolled. You must complete your financial aid paperwork, pay the \$50.00 non-refundable application fee, and complete all steps of the admission process prior to being considered as “enrolled” in class.

The admissions process entails (a) completing an entrance examination with scores which meet minimum requirements for the program (b) a complete application with all fees paid, (c) an admissions interview, and (d) providing documentation that you have met all other requirements (HS diploma, age, medical clearance for certain programs, etc.).

NOTE: THERE IS A NON-REFUNDABLE \$50.00 APPLICATION FEE, WHICH MUST BE PAID WITH THIS APPLICATION. IF THE CLASS DOES NOT RUN DUE TO INSUFFICIENT ENROLLMENT A REFUND OF THE APPLICATION FEE WILL BE ISSUED.

All applicants should fill out the Pell grant application to determine what funds they are eligible for. This can be done at www.fafsa.ed.gov. The required school code is 030151. **If you are eligible, please use the Data Retrieval Tool and transfer your tax information from the IRS website to your FAFSA.** If you are having problems filling out the Pell grant application we can assist you in the process.

Any information you report on the FAFSA may be required to be verified! If you are selected by the U.S. Department of Education you may be required to provide a tax transcript or other documentation for household size, child support paid, SNAP benefits or family members in college. If verified information changes the reported documentation, this may affect your financial aid eligibility. If you are selected for verification this must be complete before your aid can be disbursed.



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All applicants must meet with the financial aid office before entering the program. After completing the FAFSA online you can schedule a financial aid appointment at 330-829-2102.

PLEASE CALL THE FINANCIAL AID OFFICE AT 330-821-2102. **AFTER YOU HAVE FILED YOUR FAFSA AND HAVE YOUR REQUIRED FINANCIAL AID DOCUMENTS** (Please do not call until you have all your documents). Your appointment with the Financial Aid Officer will be approximately 45 minutes. Please allow for adequate time. If you make an appointment and have to cancel, please call our office to let us know.

PLEASE SIGN TO ACKNOWLEDGE THAT YOU HAVE READ AND HAVE A CLEAR UNDERSTANDING OF THE ABOVE STATEMENTS. BY SIGNING THIS APPLICATION, YOU ATTEST THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE.

I acknowledge having the opportunity to view the student handbook posted on the Career Centre's web site at www.accrtw.org.

SIGNATURE

DATE

FOR OFFICIAL USE ONLY

DATE PAID: _____

RECEIPT NUMBER: _____

CASH

CHECK (CHECK NUMBER) _____

MONEY ORDER (#) _____



2015-16 STEPS FOR APPLYING FOR ADULT TRAINING PROGRAMS



1. **Application.**

- a. Fill out institutional application and return it directly to the Career Centre. Your application is required to include:

- i. A \$50.00 non-refundable application fee, and
- ii. Copies of High School transcripts or GED results.

2. **Program Qualification.** This evaluation will give us an idea of where you fit into our programs.

- a. Call 330-829-2267 to schedule a pre-admissions evaluation. The TABE (Series “D”) three hour assessment is used to assess your basic skills.
- b. Call 330-829-2267 to schedule a pre-admissions interview.

3. **Financial Aid.**

a. Full-time Programs (600+ hours)

- i. Complete the online Free Application for Federal Financial Aid (FAFSA) form at www.fafsa.ed.gov.
 1. The school code is 030151.
 2. Use the IRS Data Retrieval Tool to import your 2015 tax information into the FAFSA application.
 3. You will be required to create an FSA user name and password to sign and submit your FAFSA. (See following page for more information)

(If you are unable to complete this step call our office for assistance at 330-821-2102.)

4. Arrange for a Financial Aid Meeting with Robin McHenry at 330-831-2102. During this meeting we will discuss financial aid and scholarship options while ensuring that all information is complete and accurate.
5. Review award information and sign award letter.
6. Complete loan counseling if needed.

4. **Acceptance .**

- a. Your application and program qualification results will be considered for enrollment and you will be notified in writing of the decision. You must return a signed copy of the acceptance letter to our office.

5. **Start.**

- a. With funding arrangements made, you are now enrolled in classes pending the completion of program specific enrollment requirements.
- b. Attend scheduled orientation.
- c. Start class.



What's an FSA ID and Why Do I Need One?

The **FSA ID**, which replaced the Federal Student Aid PIN in May 2015, is the username and password you use when you visit certain U.S. Department of Education websites. When you type in your FSA ID at these sites, you are saying either "Yes, it's really me" or "Please accept my FSA ID as my signature on this online form."

How do I get an FSA ID?

Visit StudentAid.gov/fsaid to learn about and create an FSA ID.

Here's what you need to get your FSA ID:

- your Social Security number (you must have an SSN to get an FSA ID)
- your full name (must match your Social Security card)
- your date of birth

Although you're not required to provide your e-mail address when you set up your FSA ID, it'll make retrieving your username and password easier if you forget them. Just make sure you don't use the same e-mail address as someone else (your parent, for instance). Each e-mail address can be associated with only one FSA ID.

What are some of the uses for my FSA ID?

Among other things, you can use your FSA ID to

- sign and submit, correct, and check the status of your online *Free Application for Federal Student Aid* (FAFSA) at fafsa.gov;
- review what federal student aid you have received in the past by logging in at StudentAid.gov/login; or
- sign federal student loan documents, complete loan entrance or exit counseling, and/or apply for income-based loan repayment at StudentLoans.gov.

Visit StudentAid.gov/fsaid#where for more ways you can use your FSA ID.

Top FSA ID Tips

- Never tell anyone else your FSA ID—not even your parent, child, school official, or loan company representative. Remember, your FSA ID is your signature. Protect it!
- Create your own FSA ID. Letting someone else create or use your FSA ID can cause problems or delays with your student aid. And never make an FSA ID for someone else.
- You'll use your FSA ID every year you fill out a FAFSA and for the lifetime of any loans. So be sure to take a little time while making it to create a memorable username, password, and answers to your "challenge questions." Keep your FSA ID in a safe place, or memorize it.
- One of your parents might need an FSA ID as well. If you need to provide information about your parents on the FAFSA, one of your parents will have to sign the application. Your parent can create an FSA ID and then sign the FAFSA electronically using that FSA ID. Not sure whether you will need to put your parents' information on the FAFSA? Check out

StudentAid.gov/dependency.

- Each e-mail address can be associated with only one FSA ID. If you share an e-mail address with someone else, only one of you will be able to use that e-mail address to create an FSA ID. So, for instance, if you're a dependent student, and you and your mom share an e-mail address, one of you should use a different e-mail address when creating an FSA ID.
- If you had a Federal Student Aid PIN, you can link that with your FSA ID and use your FSA ID immediately on any of the websites that require it. If you didn't have a PIN, or didn't link it to your FSA ID, at first you will only be able to use your FSA ID to complete, sign, and submit an original FAFSA. Within one to three days of creating your FSA ID, you should receive an e-mail indicating that you may now use your FSA ID for all of its purposes—including to submit a Renewal FAFSA.



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