

Community College Alliance

Quick Reference Guide

Application Process

Apply

- Complete your Admissions Application at <https://apply.franklin.edu/>.

Transcripts

Request and submit all official university or college transcripts

- Request and submit an official High School or GED transcript (if you do not have an Associate or higher college degree)
- Transcripts can be sent electronically using the following servicers: eTranscripts, eScriptSafe, Credentials, AARTS, or SMARTS to transcripts@franklin.edu. Paper transcripts must be sealed/unopened in the school's envelope and can be mailed to:
ATTN: Transfer Credit
Franklin University
201 S. Grant Avenue
Columbus, Ohio 43215

Placement Tests

- You will be notified by an Admissions Advisor if necessary.

Registration

- You can schedule an appointment to register for Franklin classes once your Admission's Application has been completed by calling 1-877-341-6300.

Additional Student Responsibilities

Course Selection

- Work with your Academic Advisor to determine which classes can be completed at your community college.
- You can complete a preliminary review to see how your previous coursework may transfer to Franklin by using the Transfer Credit Tool available at <http://www.franklin.edu/transfer-credit-college-course-equivalency-tool>

Communication

- Contact Franklin University's Student Financial Services anytime you plan to make a change to your enrollment. You can contact us by email at sfs@franklin.edu or by calling 1-877-341-6300.
- Contact your community college to determine what type of payment options are available until a financial aid refund has been processed, if you are eligible.

Organize Finances

- Refer to the Financial Aid information on the opposite page if you plan to use financial aid.
- Contact your OMVA Advisor if you are using VA benefits or reduced rates for Active Military.
- Budget and Plan for paying your Community College

Visit franklin.edu/financialaid for more information and resources including walk-in and appointment hours, and step by step help through the financial aid process.

Like Franklin University on Facebook for Financial Aid news and updates!

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Financial Aid Process

Cancel Financial Aid at Previous School

- **Students cannot receive grants and loans at two schools.** Franklin University will be considered your “Home School” which will process and administer these funds. During the time you are considered a CCA student, any grants or loans that you are awarded at your community college will need to be canceled.

FAFSA

- Complete the current academic year [FAFSA](#) with Franklin University’s school code 003046. You will need to add Franklin’s school code to your FAFSA and resubmit for processing, if you submitted an application previously.
- Visit the financial aid checklist in [Financial Aid Self-Service](#) to see if additional documentation is needed to complete the financial aid process. Communications will be sent to your personal email address prior to registration and your Franklin email account at gateway/dashboard after the initial registration.

Student Contract Consortium Agreement

- The Student Contract allows Franklin University’s Student Financial Services to include your hours of enrollment at your *community college* when awarding your financial aid. This form is available at <https://www.franklin.edu/documents-forms>.
- The Student Contract must be **completed each academic year** that you plan on attending both Franklin University and your *community college*.
- Complete the form and submit back to us electronically. We will then send a form to your community college for them to complete. Once your community college returns that form to us, we will process your Student Contract.

Financial Aid Awards

- Student Financial Services will process a Financial Aid Offer Letter when all of the requested documents have been received and reviewed.
- The Financial Aid Award Notification will be sent to your personal email address prior to registration and your Franklin email account at gateway/dashboard after the initial registration. Visit Self-Service/Financial Aid to review and accept your award.
- **It is your responsibility to pay your tuition at your Community College.**

Transcript

- You must submit an official transcript from your community college at the end of each term you were enrolled at your community college.
- ***The official transcript is needed to update your Degree Audit with community college coursework, for Federal Satisfactory Academic Progress (SAP) review, and to determine financial aid eligibility for future semesters.***

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