

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 [myFranklin](#) 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 [myFranklin](#) after the initial registration. Visit [Financial Aid Self-Service](#) 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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