




CSEA No-Cost COLLEGE Programs

In partnership with  Union Star Plus®

www.csea.com/education

Checklist for Getting Started with Free College

These instructions will help you get started with your application to the No-Cost College Program. There are three different ways to get started listed below and differ depending on your degree program listed below. #1 is for Community College (Earn an Associate Degree, earn a Certificate or take one or more college courses. #2 below is for those who already have 60 or more college credits and want to complete a Bachelor's degree in Education with or without earning a teaching credential, and #3 below is for those who have 60 or more college credits and want to complete a Bachelor's degree in Business Management/Leadership, Liberal Arts/Social Science, or Criminal Justice.

1) Community College: Do you have less than 60 credits and want to obtain an Associate degree or do you want to take one or a few classes for professional growth or personal enrichment? You can start with our community college partner, Eastern Gateway Community College (EGCC) with over [30 different online degree offerings](#)*.

a) **Complete the interest form:** Go to <https://studentresource.edu.185r.net/survey/?id=111> and fill out the **interest form**. For **Union affiliation**, select CSEA (California School Employees Association). For **Local union number**, enter your CSEA chapter number and name. (Call CSEA Member Benefits at (866) 487-2732 if you need your CSEA chapter name and number.) For **Council number**, enter n/a.

b) **Complete the application form for Eastern Gateway Community College (EGCC)**, immediately following completion of the interest form. On the application you self-certify that you are a high school graduate or have completed your GED.

Note: At some point either before starting classes or before graduating, you must provide EGCC with proof of High School graduation or GED completion OR official college transcripts for credits you would like applied to your course of study at EGCC. Official college transcripts should be sent directly from your prior college. Acceptable

proof includes official or unofficial High School/GED transcripts OR a copy of your diploma OR official college transcript showing Associate Degree or higher. Please mail or email or fax proof to: Office of Admissions, 110 John Scott Highway, Steubenville, OH 43952. Fax: 740.266.9928, Email: transcripts@egcc.edu

- c) **Look for a confirmation email** asking you to complete the application form (*There is no need to do this a second time if you have already done so*) and asking you to complete the FAFSA (Free Application for Federal Student Aid).
- d) **Complete the FAFSA** - Go to <https://studentaid.gov/h/apply-for-aid/fafsa> to complete the FAFSA and add EGCC college code: **007275**. *Note: Any Pell grants you may be eligible for will be applied to the cost of your tuition, books, and fees. What is called a “last dollar scholarship” will be applied to cover any remaining costs. The maximum amount of student loans you can request is \$1,000 per semester, if needed for any other expenses related to your education.*
- e) **Wait for an admissions decision and further instructions about how to get registered for classes.** The wait time is not long. You should be able to get registered within a week or two of applying. Your first term will include a class called: *Succeeding in College* which will help you with study habits and more.

2) **Bachelor’s degree completion program in Education with or without teacher credentialing:** Do you already have an Associate, a bachelor’s degree, or 60 or more credits and want to complete a bachelor’s degree in Education with or without a teaching credential? You will start with our university partner for education and credentialing, Central State University.

- a) **Complete the Interest Form:** Go to <https://bachelorsdegree.unionplus.org/request-information/> and complete the interest form. For **Union**, select CSEA (California School Employees Association). For **Local union number**, enter your CSEA chapter number and name. For **Program of Interest**, select Teacher Education. For union membership number, enter your CSEA member ID. (*Call CSEA Member Benefits at (866) 487-2732 if you need your CSEA chapter name and number and/or your member id number.*) For **Council number**, enter n/a.
- b) **Complete the Central State University application form:** Look for an email with the link to the application form for Central State University. Complete and submit the application.
- c) **Complete the FAFSA:** Go to <https://studentaid.gov/h/apply-for-aid/fafsa> to complete the FAFSA and add the CSU college code: **003026**. *Note: Any Pell grants you may be eligible for will be applied to the cost of your tuition, books, and fees. What is called a “last dollar*

scholarship” will be applied to cover any remaining costs. The maximum amount of student loans you can request is \$1,000 per semester, if needed for any other expenses related to your education.

- d) **Order Prior College Transcripts:** Contact each prior college attended to have official transcripts submitted to Central State University. Foreign transcripts must be evaluated first by an organization such as World Education Services (www.wes.org) and then submitted by them to the university.
- e) **Look for further information and instructions in your email inbox.** The university will begin communicating with you.
- f) **Wait for an admissions decision including a transcript evaluation.** This can take 6 to 12 weeks (just like any university application process). If you have not heard from CSU after 6 weeks, you can check on the status of your application by emailing unionbenefit@centralstate.edu or calling the Student Resource Center at 888-897-9671.

3) **Bachelor’s degree completion program in Management/Leadership, Criminal Justice or Liberal Arts/Social Sciences:** Do you already have an Associate degree or 60 or more prior college credits and want to complete a bachelor’s degree in Management /Leadership, Social Science, or Criminal Justice? You will start with our university partner, Franklin University.

- a) **Complete the Interest Form:** Go to <https://bachelorsdegree.unionplus.org/request-information/> and complete the interest form. For **Union**, select CSEA (California School Employees Association). For **Local union number**, enter your CSEA chapter number and name. For **Program of Interest**, select the appropriate subject area. For union membership number, enter your CSEA member ID. (*Call CSEA Member Benefits at (866) 487-2732 if you need your CSEA chapter name and number and/or your member id number.*) For **Council number**, enter n/a.
- b) **Complete the Franklin University application form:** Look for an email with the link to the application form for Franklin University. Complete and submit the application.
- c) **Complete the FAFSA** - Go to <https://studentaid.gov/h/apply-for-aid/fafsa> to complete the FAFSA and add the Franklin University college code: 003046. *Note: Any Pell grants you may be eligible for will be applied to the cost of your tuition, books, and fees. What is called a “last dollar scholarship” will be applied to cover any remaining costs. The maximum amount of student loans you can request is \$1,000 per semester, if needed for any other expenses related to your education.*

- d) **Look for further information and instructions in your email inbox.** The university will begin communicating with you and may have additional forms for you to complete.
- e) **Order Prior College Transcripts:** Contact each prior college attended to have official transcripts submitted to Franklin University. Foreign transcripts must be evaluated first by an organization such as World Education Services (www.wes.org) and then submitted by them to the university.
- f) **Wait for an admissions decision including a transcript evaluation.** This can take 4 to 6 weeks (just like any other university application process).

Help with Expenses: Do you need help with expenses such as purchasing a new computer, internet access costs, childcare, etc. while pursuing these programs? Apply for a CSEA Member Reimbursement Subsidy Grant. Find out more at www.csea.com/education.

Questions? Reach out to the **Student Resource Center at 888-897-9671** regarding any questions you have about the college programs from 9 a.m. to 5 p.m. Monday through Friday, Eastern Time.

Please contact CSEA Member Benefits at (866) 487-2732 or email memberbenefits@csea.com if you have additional questions.

Enjoy your educational journey!

