



## ADMISSIONS GUIDE & CHECKLIST

Below is information about the admissions process at Oconee Fall Line Technical College (OFTC). These steps are here to help you complete all necessary admissions and financial aid forms to begin college.

If you have questions that are not addressed here, please visit your nearest OFTC campus or call:

- Admissions Office in Sandersville at (478) 553-2064
- Admissions Office in Dublin at (478) 274-7837

### 1 Apply for admission and pay a one-time, non-refundable fee of \$25.00

- Complete and submit application with fee.
- Talk with an Admissions Representative or Program Advisor about programs available at OFTC.

### 2 Submit an official copy of your high school, college/university, and/or GED transcripts to the Admissions Office.

Veterans must submit a copy of their DD214, Military Transcript, VA Application and/or Certificate of Eligibility.

### 3 Schedule placement test or provide test results that are 60 months old or less.

You must either:

- Provide acceptable placement test results, or
- Provide a transcript from a regionally accredited postsecondary institution documenting successful completion (a grade of "C" or better) in equivalent, program-level English and Math courses, or
- Schedule and take placement test

### 4 Apply for Financial Aid

- FAFSA (Free Application for Federal Student Aid)** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) SCHOOL CODE: 031555
- HOPE Application** at [www.gafutures.org](http://www.gafutures.org)

Failure to receive requested information will result in the inability to award you financial aid.

### S Register for Class and Attend New Student Orientation.

- Stop by your campus to meet your advisor and register for classes.
- New Student Orientation is held before the beginning of each semester.

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

For more information, contact: TITLE IX Coordinator Janet Smith, Office: South Campus WRS 112, 478-274-7836 [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu), ADA/504 Coordinator Saketta Brown, Office: South Campus WRS 112, 478-274-7643, [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu), EEOC Officer Rosemary Selby, Office: North Campus 205, 478-553-2055, [rselby@oftc.edu](mailto:rselby@oftc.edu)

### Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:
  - Alabama:** Issued after August 1, 2000
  - Florida:** Issued after January 1, 2010
  - South Carolina:** Issued after November 1, 2008
  - Tennessee:** Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.



# APPLICATION FOR ADMISSION

**SUBMIT COMPLETE APPLICATION AND \$25.00 NON-REFUNDABLE APPLICATION FEE TO YOUR PREFERRED CAMPUS:**  
 OFTC ADMISSIONS OFFICE, 1189 DEEPSTEP ROAD, SANDERSVILLE, GA 31082       OFTC ADMISSIONS OFFICE, 560 PINEHILL ROAD, DUBLIN, GA 31021

## SECTION 1: Personal Information

SOCIAL SECURITY NUMBER ____-____-____	LAST NAME	FIRST NAME	MIDDLE NAME
PREVIOUS NAMES (IF ANY)	MAILING ADDRESS (include apartment, box, or lot number)		
DATE OF BIRTH (MM/DD/YYYY) ____/____/____	CITY	STATE	ZIP
COUNTY OF RESIDENCE	HOME PHONE ( )	WORK PHONE ( )	
CELL PHONE ( )	EMAIL ADDRESS		
EMERGENCY CONTACT PERSON	CONTACT PHONE ( )	ALTERNATE CONTACT PHONE ( )	

## SECTION 2: Residency Information *Failure to answer the questions below may result in the inaccurate assessment of tuition. Acceptable documentation is required to change residency status.*

1. ARE YOU APPLYING FOR IN-STATE TUTION? *If YES, see documentation requirements for verification of lawful presence.*  YES  NO

2. ARE YOU A UNITED STATES CITIZEN?

<input type="checkbox"/> YES	IF YES, LIST STATE OF LEGAL RESIDENCE:	DATE OF LEGAL RESIDENCE OF THAT STATE: (month, day, year)
<input type="checkbox"/> NO	IF NO, LIST VISA TYPE AND/OR RESIDENT ALIEN NUMBER A (OFTC does not issue I-20 Visas. Please provide a copy of your visa with application.)	COUNTRY OF ORIGIN

3. ARE YOU UNDER 24 YEARS OF AGE?  YES  NO

IF YES, DID YOUR PARENT(S) OR UNITED STATES COURT-APPOINTED LEGAL GUARDIAN CLAIM YOU ON THEIR MOST RECENT FEDERAL OR STATE TAX RETURN?  YES  NO *(If NO, skip to question #4.)*

IF YES, WHAT IS THE STATE OF LEGAL RESIDENCE OF THE PARENT(S) OR LEGAL GUARDIAN(S) WHO CLAIMED YOU? (LIST STATE)

IF YES, HAS THAT PARENT OR LEGAL GUARDIAN LIVED IN THAT STATE FOR THE LAST TWELVE CONSECUTIVE MONTHS?  YES  NO

4. IF YOU ARE OVER 24 (OR UNDER 24 AND NEITHER PARENT(S) OR UNITED STATES COURT-APPOINTED LEGAL GUARDIAN(S) CLAIMED YOU IN THEIR MOST RECENT FEDERAL OR STATE TAX RETURN), HAVE YOU BEEN A LEGAL RESIDENT OF GEORGIA FOR THE LAST 12 CONSECUTIVE MONTHS?  YES  NO

## SECTION 3: Statistical & Military Information *(Information is for statistical purposes only and is not used for determining admissions.)*

1. GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	5. ARE YOU CURRENTLY ACTIVE DUTY, A VETERAN, A MEMBER OF THE NATIONAL GUARD, OR A RESERVIST IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SPECIFY: <input type="checkbox"/> Active Duty <input type="checkbox"/> Veteran <input type="checkbox"/> National Guard <input type="checkbox"/> Reservist BRANCH: <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Marine	6. ARE YOU A DEPENDENT/SPOUSE OF AN ACTIVE DUTY MEMBER, VETERAN, MEMBER OF THE NATIONAL GUARD, OR RESERVIST IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SPECIFY: <input type="checkbox"/> Active Duty <input type="checkbox"/> Veteran <input type="checkbox"/> National Guard <input type="checkbox"/> Reservist BRANCH: <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Marine
2. ARE YOU HISPANIC/LATINO? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, SELECT ONE OR MORE: <input type="checkbox"/> American Indian or Alaskan native (1) <input type="checkbox"/> Asian (2) <input type="checkbox"/> Black or African American (3) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (4) <input type="checkbox"/> White (5)	3. DID YOUR FATHER GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
4. DID YOUR MOTHER GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		

**FOR OFFICE USE ONLY:** Student ID# \_\_\_\_\_ Date Application Fee Rec'd: \_\_\_\_/\_\_\_\_/\_\_\_\_

SECTION 4: Program Enrollment Information		
1. PROGRAM DESIRED:		5. CAMPUS YOU PLAN TO ATTEND:
2. SEEKING: <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> DEGREE		<input type="checkbox"/> NORTH CAMPUS (Sandersville) <input type="checkbox"/> SOUTH CAMPUS (Dublin) <input type="checkbox"/> JEFFERSON CENTER (Louisville) <input type="checkbox"/> LOIC (Helena) <input type="checkbox"/> HANCOCK CENTER (Sparta)
3. SESSION <input type="checkbox"/> DAY <input type="checkbox"/> EVENING		
4. ENTRANCE TERM: <input type="checkbox"/> FALL (AUG-DEC) <input type="checkbox"/> SPRING (JAN-MAY) <input type="checkbox"/> SUMMER (MAY-AUG)		6. STUDENT TYPE:
YEAR: _____		<input type="checkbox"/> BEGINNING (You are a first time college student.) <input type="checkbox"/> RETURNING (You have attended OFTC, Sandersville Technical College, or Heart of Georgia Technical College before.) <input type="checkbox"/> TRANSIENT (You attend another college but wish to take a class at OFTC. Must have transient letter from home college.) <input type="checkbox"/> TRANSFER (You have attended another college, university, or technical college before.) <input type="checkbox"/> SPECIAL ADMIT (You are not planning to complete a program; no financial aid is available.)

### SECTION 5: High School, GED & College Information

HIGHEST GRADE LEVEL COMPLETED: (Circle One)	NAME OF HIGH SCHOOL:	YEAR GRADUATED OR IF GED, YEAR EARNED:
6 7 8 9 10 11 12 12+ GED		

LIST BELOW ALL COLLEGES WHICH YOU HAVE ATTENDED.

NAME OF INSTITUTION	CITY, STATE
NAME OF INSTITUTION	CITY, STATE
NAME OF INSTITUTION	CITY, STATE
NAME OF INSTITUTION	CITY, STATE

**Official transcripts from all previously attended schools must be submitted and received by OFTC in a sealed envelope from the issuing institution.**

I give Oconee Fall Line Technical College permission to contact me at the telephone numbers I have provided via any means, including text message or voice.

I, hereby, consent to the release of directory information, as defined in the school catalog/handbook. I further give my permission for my likeness, voice or comments to be used in any promotional item on behalf of OFTC or the Technical College System of Georgia.

I certify that the foregoing information contained in this application is true and correct. I understand that misrepresentation or omission of information will be sufficient cause for rejection or dismissal. If admitted as a student at OFTC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

I authorize Oconee Fall Line Technical College to use my Federal Student Aid Funds (Federal Pell Grant, Loans) to pay for allowable charges other than tuition and mandatory fees. Allowable charges other than mandatory fees that are not automatically paid by Federal Student Aid Funds that require your authorization include: The American Heart Association Fee, Malpractice Insurance, Nursing LNI Test Fee, Simulated Board Exam Fee, Criminal Background Fee, Drug Testing Fee, CPR Card, AAMA Exam Fee, Pharmacy Application Fee, NNAA Registration Fee, Dosimeter Scanner Fee, Corectec, BLS Certification, RESP 1110 Test Fee, Kettering and NBRC Self-Assessment Fee, ACLS Certification, RESP 2180 Exam Fee, PALS, RESP 2199 Exam Fee, GA Temporary License Fee, NBRC Certification Fee, Liability Insurance, Kettering Nation Review, NBRC Self-Assessment Exam, AST Membership Fee, Sur 224 Certification Exam Fee, AA National Registry Fee, ATI Fees, Late Fee, and TEAS Exam Fees.

I understand that this authorization will remain in effect for future academic terms unless written revocation of authorization is submitted to the Oconee Fall Line Technical College Business Office within 5 business days prior to the first day of class of current term. If received after the beginning of term, then revocation will not go in effect until the following term.

**Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document. In addition, making a false statement on this application may result in your dismissal from the college.**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date



# HIGH SCHOOL/POST SECONDARY TRANSCRIPT REQUEST

Complete and send to the high school and/or colleges you attended.

Please send an official transcript to (please check appropriate campus):

- North Campus**  
Oconee Fall Line Technical College  
Office of Admissions, 1189 Deepstep Road, Sandersville, Georgia 31082
- South Campus**  
Oconee Fall Line Technical College  
Office of Admissions, 560 Pinehill Road, Dublin, Georgia 31021

TO: Name of high school or postsecondary institution attended: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

FROM: Name: \_\_\_\_\_

Your name at the time you attended (if different from above): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_ Date of Graduation: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PLEASE FORWARD AN OFFICIAL COPY OF MY:

- \_\_\_ High School Transcript (Must have graduation date.)
- \_\_\_ College Transcript

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Transcripts must be received in a sealed envelope with a seal and/or authorized signature.  
Faxed copies are not accepted.**

Use this form if you took the GED tests in GEORGIA.



**GEORGIA GED® TESTING PROGRAM  
OFFICIAL GED TRANSCRIPT/DIPLOMA REQUEST FORM**

- If no record is found, payment will be applied toward a research fee.
- Please allow 7 business days for processing.
- Acceptable forms of payment - money orders, company checks or cashier's checks made payable to the Georgia GED Testing Program. **PERSONAL CHECKS AND CASH ARE NOT ACCEPTED.**

Mail payment and form to Georgia GED Testing Program, 1800 Century Place N.E., Suite 300B, Atlanta, GA 30345.

**\*Required field**

*CURRENT NAME		
*FULL NAME AT TIME OF TESTING (If different from current name)		
*SOCIAL SECURITY NUMBER / ID NUMBER		*DATE OF BIRTH
CURRENT MAILING ADDRESS		
CITY	STATE	ZIP CODE
EMAIL		*PHONE NUMBER
Where was the GED Test taken in GEORGIA?		Year GED Test taken?
Did you pass? <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, what year was GED diploma issued?

<b>Transcript</b> ( <i>Official copy of GED Test Scores</i> ) <b>\$15 EACH</b>	<b>How many?</b>	<b>Georgia GED Diploma</b> <b>\$15 EACH</b>	<b>How many?</b>
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**\*Please send my documents to:**

*NAME or ORGANIZATION		
*MAILING ADDRESS		
*CITY	*STATE	*ZIP CODE
*SIGNATURE (required for processing)		*DATE

Note - Third parties must attach an authorization form with the test-taker's signature for processing.

Questions or assistance by phone: (800) 94 MY GED or (404) 679-1645

Official transcripts/duplicate diplomas can also be requested in person at 1800 Century Place, Atlanta, GA 30345, Monday through Friday from 9:00 a.m. to 4:00 p.m.

Visit [www.tcsg.edu](http://www.tcsg.edu) for information about GED classes and testing.

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## TUITION BEGINNING FALL SEMESTER 2019

NOTE: Tuition and fees are subject to change. Visit [www.OFTC.edu](http://www.OFTC.edu) for the most current information.

Credit Hours	Tuition	Fees	Total Tuition and Fees
01	\$100.00	\$331.00	\$431.00
02	\$200.00	\$331.00	\$531.00
03	\$300.00	\$331.00	\$631.00
04	\$400.00	\$331.00	\$731.00
05	\$500.00	\$331.00	\$831.00
06	\$600.00	\$331.00	\$931.00
07	\$700.00	\$331.00	\$1031.00
08	\$800.00	\$331.00	\$1131.00
09	\$900.00	\$331.00	\$1231.00
10	\$1000.00	\$331.00	\$1331.00
11	\$1100.00	\$331.00	\$1431.00
12	\$1200.00	\$331.00	\$1531.00
13	\$1300.00	\$331.00	\$1631.00
14	\$1400.00	\$331.00	\$1731.00
15+	\$1500.00	\$331.00	\$1831.00

### Commercial Truck Driving, (\$132 a credit hour)

Credit Hours	Tuition	Fees	Total Tuition and Fees
9	\$1188.00	\$571.00	\$1759.00

### Residency and Waivers:

- The tuition listed is for Georgia residents only. Tuition for a non-resident student is **double** the amount of a resident student. See rules governing legal residency status.
- Foreign students pay **four times** the tuition required for Georgia residents. This applies to non-immigrant aliens, those on I-20 Foreign Student VISAs, and other foreign non-immigrant personnel. Foreign immigrants who are permanent residents pay the same tuition as citizens of Georgia.
- Residents of Georgia who are **62 years of age or older** may request a waiver of tuition only. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, noncredit courses, or seminars. If tuition is waived under this policy, admission will be granted on a space-available basis. Senior citizens must meet all other admissions requirements as specified in the College catalog. Proof of age must be presented at registration to receive a fee waiver.

NOTE: Tuition and fees are subject to change. Visit [www.OFTC.edu](http://www.OFTC.edu) for the most current information.

### APPLICATION FEE:

- A student's first admission application for any credit course must be accompanied by a non-refundable application fee of **\$25.00**. The Application Fee is waived for Joint and Dual Enrollment students only.

### Other Fees Due At Registration:

Registration Fee	\$50.00
Activity Fee	\$40.00
Campus Safety Fee	\$25.00
Accident Insurance	\$6.00
Special Instructional Fee	\$55.00
Instructional Technology Fee	\$105.00
Facility Fee	\$50.00

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**Total Fees** **\$331.00**  
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- The Student Activity fee is waived for totally online students.
- Dual Enrollment Students are exempt from paying the Instructional Technology Fee.

### Transportation Program Students will also pay at time of registration:

Fuel Surcharge	\$185.00
Drug Test Fee	\$55.00

### Additional fees which may be due at registration:

- A NON-REFUNDABLE Late Registration Fee of \$45 is assessed after classes begin.
- All Allied Health, Early Childhood Care and Education and Cosmetology students must pay an annual \$11 clinical liability insurance fee; EMT students must pay \$47 for the annual clinical liability fee.
- Other programs may have additional costs. Allied Health and ECCE Students are required to pay a \$22.00 lab fee to cover the cost of their CPR card and a drug test fee of \$31.00.
- Please check the OFTC Catalog and OFTC web site ([www.OFTC.edu](http://www.OFTC.edu)) which include information regarding criminal background check fees, drug screen fees, and testing fees.

### Other Charges and Fees:

Returned Check Charge	\$30.00
Award Replacement	\$25.00
Exemption Fee	\$50.00
Transcript Fee	\$7.50
Graduation Fee	\$40.00
Replacement ID Fee	\$5.00