



Admission Process

ADMISSION

A. **Select** a Program of Study from the NGTC Course Catalog & Student Handbook.

Review programs of study in the online NGTC Course Catalog and find one that meets your career goals.

Visit www.northgatech.edu, select the **Programs** tab, and explore programs of interest.

Still can't decide? Need details? Want information on how programs are tied to financial aid?

Call or visit any NGTC campus to speak with a career planner. (See the back for contact information)

B. **Apply** for acceptance into your chosen program of study using three simple steps.

1. **Submit a completed application, documentation of lawful presence in the United States***, and a **onetime, non-refundable, \$15 application fee**. If applying for READMISSION, submit an updated application without a fee.

Printed Application: A copy is included in this folder and is available at the front desk of any NGTC campus.

PDF Application: Visit www.northgatech.edu, select **Admissions**, **Apply** link, and **Application Form** link.

Online Application: Visit www.northgatech.edu, select **Admissions**, and then **Apply** link.

- * **Effective 1/ 1/ 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States.** Verification documents may include appropriate driver's license, state ID, certified birth certificate, or current US passport. For a complete list of acceptable documents, visit: www.northgatech.edu and select **Admissions**.

2. Provide official transcripts.

Students with less than a four-year degree must submit an official high school transcript or official GED score report.

Students must submit official transcripts from each post-secondary school ATTENDED; even if a credential was not earned.

Dual/Joint Enrollment, ACCEL, or Move-On- When-Ready students must provide additional documents.

High School students should request the necessary documents from their high school counselor.

Adult Education students should request the necessary documents from their adult education instructor.

3. Provide approved test scores, acceptable transfer credit, or take a placement test.

Test Scores: NGTC accepts ASSET, COMPASS, SAT, or ACT test scores that are less than 5 years old.

Transfer Credit: Documentation (Transcripts) of acceptable post-secondary math and/or English courses completed with a grade of C or better may be used to exempt placement testing.

Placement Tests: NGTC offers on-site ASSET or COMPASS placement tests to measure applicant performance levels in reading comprehension, writing skills, and math (Algebra is required for some programs). Students with scores below program-required levels will be placed in learner support courses.

Accommodations: Applicants may contact the Director of Special Services at 706-754-7728 to requesting testing accommodations for a disability.

C. **Receive notification** of acceptance from the admissions department. (Letter or email)

This notification will include dates, times, and locations for accepted students to **register for classes**.

It will also include a student email address which NGTC will use for all future communications.

Students who have not yet received notification of acceptance and who wish to check the status of their application may visit www.northgatech.edu, select the **Admissions** tab, and then the **Application Status** link.

(Continued on back)

Financial Aid and Residence Hall Options

Apply for Financial Aid NOW to ensure availability upon registration. (Choose A or B, instructions in packet)

A. Submit a **FAFSA** (Free Application for Federal Student Aid) for Federal **AND** State financial aid (**HOPE and PELL**)

This is the **BEST** option for **MOST** students but requires applicants to submit income information.

Pell recipients must be enrolled in a **degree, diploma, or Pell-approved certificate** program.

HOPE Grant recipients must be enrolled in a **diploma** or a **certificate** program.

HOPE Scholarship recipients must be enrolled in a **degree** program.

B. Submit a **GSFC** application (Georgia Student Finance Commission) for *State* financial aid (HOPE) but **NOT** *Federal* Aid (PELL).

This option is **ONLY** for students who either know *they* are not eligible for a Pell Grant or know their *certificate program* is not eligible for a Pell Grant, **AND DO NOT** plan to apply for a Direct Loan, a Work-Study job, an NGTC Foundation Scholarship, or other aid that requires a FAFSA to be filed.

Applicants do not submit income information, but must meet residency and other requirements.

HOPE Grant recipients must be enrolled in a **diploma** or a **certificate** program.

HOPE Scholarship recipients must be enrolled in a **degree** program.

Consider other aid options (Contact any NGTC financial aid office for details)

NGTC Foundation: Visit www.northgatech.edu, select the **Visitors & Alumni** tab, and under the **NGTC Foundation** heading select the **Scholarship Application** link.

Direct Loans: Visit www.northgatech.edu, select the **Admissions** tab, under the **Financial** heading select the **Financial Aid** link, and on the next page, the **Loans** link.

Work-study Jobs: Contact any NGTC Financial Aid Officer. Applicants must have a current FAFSA on file.

Scholarship Search: Visit www.gacollege411.org, create an account to save scholarship information, select the green **Financial Aid Planning** tab, and the **Find Scholarships** link.

Visit www.gcic.peachnet.edu, enter ngtc as both the user name **AND** the password, and create a portfolio to save scholarship information. Under the **Exploration** heading, select **Financial Aid Sort**.

DOL Funds: Visit www.gmwia2.com or call 770-538-2727 to contact the regional Workforce Investment Act (WIA) office and apply for aid. Recipients must be enrolled in a training program for a high-demand occupation.

Voc. Rehab Services: Visit www.vocrehabga.org or call the office that serves your county:

800.846.9634 - Cleveland Office (Habersham, Rabun, Stephens, Towns, White)

888.781.6781 - Cumming Office (Union)

800.643.6783 - Dalton Office (Fannin)

800.630.5468 - Gainesville Office (Franklin)

Submit an application for Bryant Residence Hall on the Clarkesville Campus. (If desired)

Visit www.gcic.peachnet.edu, select the **Admissions** tab, **Student Services**, and then **Residence Hall Application** to submit an application along with a \$150 deposit.

NGTC Clarkesville Campus

P.O. Box 65, 1500 HWY 197 N
Clarkesville, GA 30523
706-754-7700

NGTC Currahee Campus

8989 Georgia HWY 17 S
Toccoa, GA 30577
706-779-8100

NGTC Blairsville Campus

121 Meeks Avenue
Blairsville, GA 30512
706-439-6300