



October 28, 2024

We are pleased you are interested in applying to the Basic Peace Officer Academy at Edison State Community College. Enclosed are academy application materials and instructions. All forms should be typed or legibly printed in black ink.

All academy students must purchase a National WebCheck-Law Enforcement criminal background check as part of the academy application. **The Piqua Police Department and Edison State will perform the National WebCheck free of charge. However, you must make an appointment in advance.**

Information on other agencies, as well as the Piqua Police Department and Edison State, are listed in this packet. Before you go to any of these agencies, call and confirm the cost and the hours the agency will perform the service. Information on the individual county websites ARE NOT ALWAYS ACCURATE. **The completed WebCheck form, as well as the Student Enrollment/Certification Record Form, MUST be returned before your physical assessment date can be scheduled.**

All application documents must be returned by **December 2, 2024.**

Completed application forms may be returned to Veronica French; Room 337 or dropped off in Student Affairs; Room 160. There are also **TWO** convenient drop boxes at the Piqua Campus – one is located outside the Robinson Student Career Center – the other is located outside the North Hall entrance. We encourage you to use letter-size envelopes. **SEAL** the envelope and write Veronica French (name of recipient) on the front. When your application materials are received, you will be scheduled for your physical assessment on **Tuesday, December 3, 2024**, from 1:30PM – 3:30PM; **Wednesday, December 4, 2024**, from 10:00AM – 12:00PM or from 5:30PM – 7:30PM. The Basic Peace Officer Academy Commander will speak to the group after the physical assessments are completed. Please plan accordingly, as this process may take a couple of hours.

Normal office hours are Monday through Thursday from 9:00am to 5:00pm and on Fridays from 9:00am to 4:00pm.

This Basic Peace Officer Academy will begin **January 6, 2025**, and end **June 14, 2025**. The academy will meet Monday through Friday 5:30pm to 10:30pm and on Saturdays 8:00am to 5:00pm.

All academy students will register for classes at Edison State Community College. If you have never attended any college, you should complete the Edison State admission application. Please refer to the Get Started document in this packet. Please note that if you are only enrolling in the Basic Peace Officer Academy, you do not need to provide a High School Transcript. If you have been a student at Edison State within the last 5 years, you will not need to complete the Edison State admission application. If you intend to apply for financial aid, complete the Edison State admission application as soon as possible and select Criminal Justice as the major.

Also enclosed is information pertaining to financial aid. If you have any questions concerning financial aid, please contact their office located in Student Services, Room 160 West Hall. The phone number is 937-778-8600.

We look forward to a successful Peace Officer Academy.

Sincerely,

A handwritten signature in blue ink that reads 'Andrew A. Runyan'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew A. Runyan, Ph.D.

Dean of Professional & Technical Programs

Enclosures

Edison State Community College

Basic Peace Officer Training Academy

The Basic Peace Officer Academy is a program authorized and supervised by the Ohio Peace Officer Training Commission. The academy will satisfy or exceed the training hours required by the Ohio Commission and will prepare students for all areas of the Peace Officer Certification Exam.

Academy Schedule

Two academies are scheduled per year providing there is sufficient enrollment.

- One academy beginning in January
- One academy beginning in July

Each academy runs for approximately 23 weeks and includes more than 750 hours of instruction. Applications will open 2 months prior to the start of the academy. The night academy hours are 5:30 pm to 10:30 pm, Monday through Friday and 8:00 am to 5:00 pm on Saturdays.

Eligibility

There are two ways to be accepted into the Basic Peace Officer Academy.

1. **Open Enrollment Applicants:** persons wishing to enter the academy who do not hold a current oath or commission with an Ohio law enforcement agency. Each applicant must complete a multi-page application and short interview with a review committee to compete for a seat in the academy. This process must be completed four weeks before the academy begins.

To qualify as an open enrollment candidate

- You must be at least 21 years old no later than 6 months after the academy ends
- You must have a valid Ohio driver's license
- You cannot have any felony convictions
- You cannot have any conviction from a domestic violence charge

2. **Sworn Officers:** persons who hold a current oath or commission of office with any Ohio law enforcement agency. Sworn officers are automatically accepted into the academy and do not have to fill out the complete application or sit for the interview. If a sworn officer needs only part of the academy curriculum, the academy commander will work with the officer to schedule the appropriate attendance dates.

To begin the academy enrollment process contact Veronica French at 937-778-7865 or vfrench@edisonohio.edu.

At this time there are no official prerequisites for the Basic Peace Officer Academy. However, all successful applicants will be proficient in keyboarding and ready for college level English. If you need keyboarding skills take BUS 120S at Edison State Community College. If you have never successfully passed an English class in college, you should take the placement test given through admissions. Call Admissions, 937-778-8600 or visit Student Services, room 160 to schedule a two-hour admissions/placement appointment.

Training Location

Training will be held at Edison State Community College, Piqua Campus. Other community locations may be used for the practical training blocks.

Staff

Classroom instruction is provided by experienced, state-certified instructors. Our academy commander is Joe Mahan. The Dean of Professional and Technical Programs at Edison State Community College is

Andy Runyan; located in room 337. For academy information and application materials, contact Veronica French at 937-778-7865 or vfrench@edisonohio.edu.

College Credit and Tuition

The cost of the Basic Peace Officer Academy will be \$5,812.12. All curriculum, study materials, ammunition and vehicles needed for the training are included in the basic cost. Students are also provided with two uniform shirts, a workout shirt, and a carry bag.

Edison will award 26 semester credit hours for the completion of the Basic Peace Officer Academy. Those hours apply toward a two-year associate degree and can transfer to other institutions. Students will register for two classes of 13 credit hours each. Grades based on performance in the program will be awarded at the end of each class.

An optional payment plan is available which allows you to spread your payment into five payments. The plan has a \$25 enrollment fee.

Financial Aid

Financial Aid is available for the Basic Peace Officer Academy. To apply for financial aid or for questions regarding financial aid, call 937-778-8600 or visit them in Student Services, room 160. Applying early for financial aid will ensure the funds are available when class begins.

Class Size

Academy classes will be between 15 and 25 students in order to maintain safety and provide a quality training environment.

Additional Equipment

All academy students must provide notepaper, pens, pencils, large 3-ring binder, flashlight and a copy of the Ohio Revised Code Handbook (available through Edison Bookstore). **All academy paperwork and notebook work must be submitted typewritten.** Students may use the computers and printers in the Learning Lab, located in the Library, for this purpose.

The academy will provide a firearm, ammunition, and appropriate duty gear for the student's use during training. **Students who wish to purchase their own firearm are cautioned to wait until after the familiarization lecture provided early in the academy before making these purchase decisions.**

Important Phone Numbers

Dean, Andy Runyan	937-778-7842
Financial Aid Office	937-778-8600
Admissions/Placement Testing	937-778-8600
Veteran's Benefits, Joe Ratermann	937-778-7827

Note: The field of law enforcement is a highly responsible, demanding field. Ability to take personal responsibility and ability to follow directions are critical to success in the field. Your ability to take personal responsibility and follow directions will be evaluated during your application process and throughout your academy training. If you have any questions, please call us.

GET STARTED



Submit an Application

New and returning students can apply online at www.edisonohio.edu/getstarted.



Provide Your High School Transcript

The academic records submitted with your application will be evaluated to determine course placement.

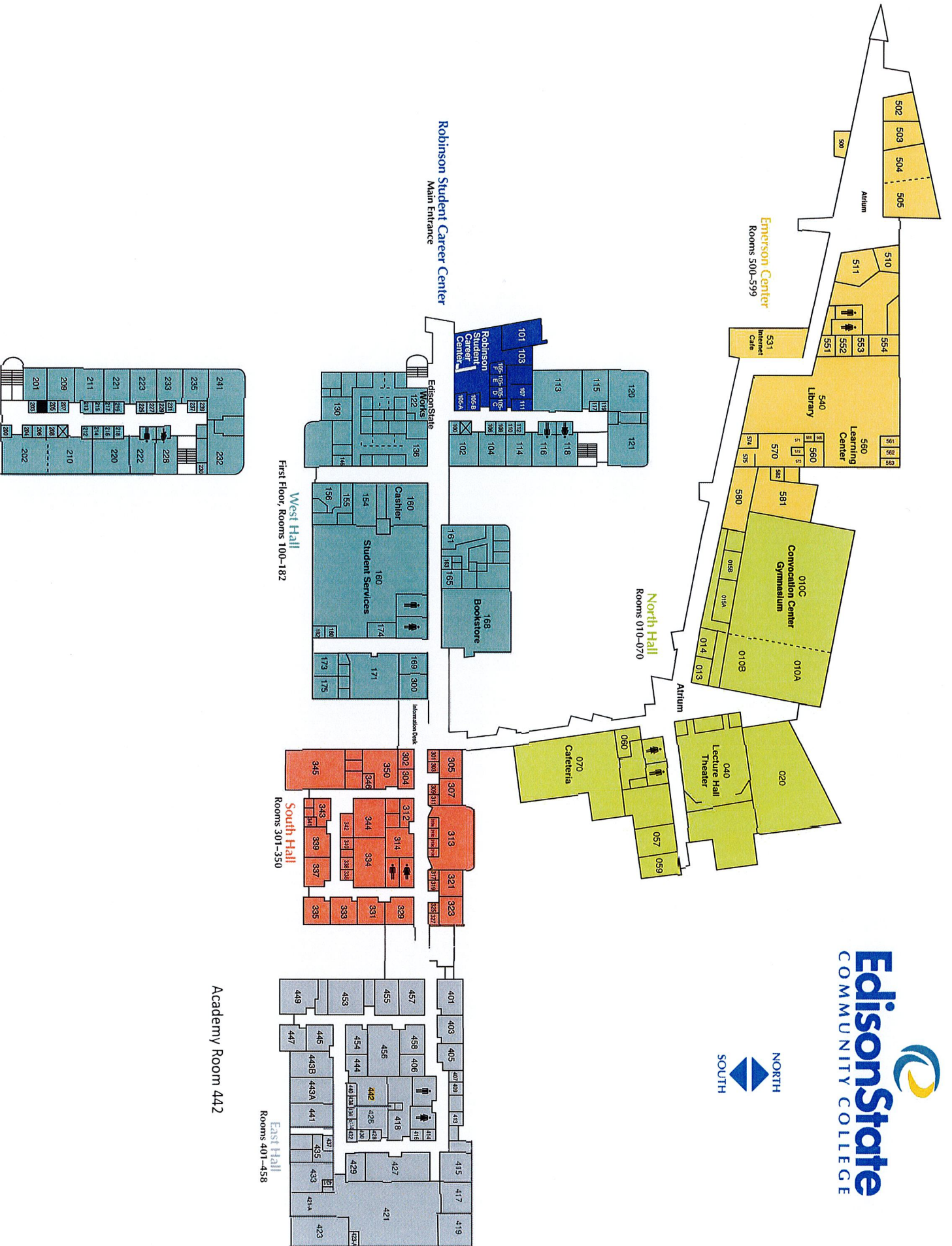


Register for Classes

Set up an advising appointment to discuss academic planning, including any additional placement tests that may be required prior to course registration.



getstarted@edisonohio.edu • 937.778.8600



National WebCheck® Agencies with Law Enforcement Access

Below are a few approved agencies that perform WebCheck®

YOU MUST CALL THE AGENCY TO INQUIRE THE HOURS, COST, AND NECESSARY DOCUMENTATION YOU NEED TO TAKE WITH YOU.

Auglaize County

Auglaize County Sheriff's Office
1051 Dearbaugh Avenue
P.O. Box 26
Wapakoneta, OH 45895
419-739-6565
Cost: FBI - \$35; BCI - \$27

Darke County

Darke County Sheriff's Office
5185 County Home Road
Greenville, OH 45331
937-548-3399
Cost: Total Cost for FBI & BCI - \$55

Miami County

Piqua Police Department
100 N. Wayne St.
Piqua, OH 45356
937-778-2027
Contact: Ms. Robin Dankworth

Cost: No Fee

Miami County Sheriff's Office

201 West Main St.
Troy, OH 45373
937-440-6095
Call for Cost

Montgomery County

Dayton Police Department
335 West Third St.
Dayton, OH 45402
937-333-1067
Cost: Total Cost for FBI & BCI - \$70

Shelby County

Shelby County Sheriff's Office
555 Gearhart Road
Sidney, OH 45365
937-498-1111
W & TH 12:30pm – 3:30pm
Cost: FBI - \$30; BCI - \$30

Champaign County

Champaign County Sheriff's Office
214 N. Main St.
Urbana, OH 43078
937-652-1311
Cost: FBI - \$35; BCI - \$35
Cash Only/Correct Change

Edison State Community College

1973 Edison Drive
Piqua, OH 45356
937-778-7820 or
email: campussafetyandsecurity@edisonohio.edu
Call for appointment

Cost: No Fee



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140
www.OhioAttorneyGeneral.gov

REQUEST FOR NATIONAL WEBCHECK®

All information must be typed or printed.

This completed form is to be returned to the commander by the student.

INSTRUCTIONS TO NATIONAL WEBCHECK® FACILITY

- Transaction Type is both BCI and FBI.
- Reason Fingerprinted is "Law Enforcement Employment" or "Law Enforcement/Criminal Justice" for BCI and "Law" for FBI.
- This is a **Direct Copy** transaction to the Ohio Peace Officer Training Academy (OPOTA). No address needs entered.

TO BE COMPLETED BY STUDENT

I am scheduled to attend an Ohio Peace Officer Training Commission-approved Program to be held at:

Edison State Criminal Justice Academy _____ beginning on 01/06/2025
(Academy Name) (Date)

As part of the enrollment process, the OPOTC requires that I have a criminal record background check conducted within 150 days of the above date by the Ohio Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI). Therefore, I am requesting a National WebCheck®, 10-digit, for law enforcement purposes.

Name: _____
(Last) (First) (Middle Name)

Previous Name(s) or Alias: _____

Date of Birth: _____ Social Security Number: _____

Address (including P.O. Box, if applicable): _____

City: _____ State: _____ Zip Code: _____

Name of Fingerprinting Agency: _____

Signature of Person Being Fingerprinted: _____ Date Fingerprinted: _____



**Ohio Peace Officer Training Commission
Peace Officer Basic Training Audit Sheet**

Curriculum Code: BAS-041a
All Topics & Hours are Mandatory

1. Administration

- 1. Introduction to Basic Training (1/1/16) _____
- 2. Introduction to Policing (7/1/14) _____
- 3. Fundamentals of the Criminal Justice System (7/1/14) _____
- 4. Community Diversity & Procedural Justice (7/1/16) _____
- 5. Ethics & Professionalism (3/15/21) _____
- 6. Below 100 (1/1/18) _____
- 7. Report Writing (7/1/19) _____

2. Legal

- 1. Legal Basics (7/1/19) _____
- 2. Ohio Revised Code _____
 - A. Crimes Against Persons (3/15/21) _____
 - E. Crimes Against Property (3/15/21) _____
 - K. Crimes Against the Admin. of Safety & Justice (3/15/21) _____
 - O. Other Offenses (3/15/21) _____
- 3. Arrest, Search, & Seizure (1/1/21) _____
- 6. Civil Liability & Use of Force (1/1/18) _____
- 7. Testifying in Court (7/1/19) _____

3. Human Relations

- 1. Interacting with the Media (1/1/21) _____
- 2. Blue Courage: The Heart and Mind of the Guardian (7/1/18) _____
- 3. Domestic Violence (7/1/18) _____
- 4. Crisis Intervention (7/1/19) _____
- 5. Child Abuse & Neglect (7/1/16) _____
- 6. The Missing & Human Trafficking (3/15/21) _____
- 7. Juvenile Justice System (1/1/21) _____
- 8. Responding to Victims' Needs & Rights (3/15/21) _____

4. Firearms

- 1. Handgun (1/1/16) * _____
- 2. Shotgun (1/1/16) * _____

5. Driving

- 1. Driving (1/1/15) * _____

6. Subject Control Techniques

- 1. Subject Control Techniques (7/1/15) * _____
- 2. Impact Weapons (7/1/19) * _____

7. First Aid/CPR/AED

- 1. First Aid/CPR/AED (7/1/18) * _____
- 2. Critical Injury First Aid (7/1/18) * _____

8. Patrol

- 1. Patrol Aspects & Overview (7/1/16) * _____
- 2. Companion Animal Encounters (3/15/21) _____
- 4. Building Searches (7/1/16) * _____
- 5. Stops & Approaches (7/1/19) * _____
- 6. Vehicle Theft & Identification (7/1/18) _____
- 7. Gang Awareness (7/1/19) _____
- 8. LEADS (1/1/18) _____
- 9. Booking & Handling (7/1/16) _____
- 10. Ohio Law Enforcement Gateway (OHLEG) (1/1/18) _____

9. Civil Disorders

- 1. Civil Disorders (7/1/19) _____

10. Traffic

- 1. Introduction to Traffic (3/15/21) _____
- 2. Motor Vehicle Offenses (3/15/21) _____
- 4. Traffic Crash Investigation (1/1/21) _____
- 5. Uniform Traffic Ticket (1/1/21) _____
- 6. NHTSA Speed Measuring Device (1/1/21) * _____
- 7. Traffic Direction & Control (7/1/19) _____
- 8. NHTSA SFST (7/1/19) * _____

11. Investigation

- 1. Crime Scene (7/1/18) _____
- 2. Digital Evidence (7/1/19) _____
- 4. Police Photography (7/1/18) _____
- 5. Tracing Stolen Property (7/1/18) _____
- 7. Drug Awareness (7/1/19) _____
- 11. Lineups (1/1/18) _____
- 12. Gambling (1/1/18) _____
- 14. Surveillance (7/1/18) _____
- 15. Interview & Interrogation (1/1/18) _____

12. Physical Conditioning

- 1. Physical Fitness & Conditioning (1/1/18) * _____
- 2. Critical Incident Stress Awareness (7/1/18) _____

13. Homeland Security

- 1. HazMat & WMD Awareness for the First Responder (7/1/19) * _____
- 2. Bombs & Explosives (7/1/14) _____
- 3. Terrorism Awareness (7/1/15) _____
- 4. Incident Command System (ICS) (1/1/21) * _____
- 5. National Incident Management System (NIMS) (1/1/21) * _____

TOTAL HOURS



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
800-346-7682

P.O. Box 309
London, Ohio 43140
www.OhioAttorneyGeneral.gov

Student Enrollment/Certification Record

Information on this form MUST be typed; handwritten copies will not be accepted. Please double check for accuracy.

Student Information:

Name: _____ Alias: _____
Last First Middle

Home Address: _____
No./Street and/or P.O. Box City County State Zip Code

Phone Number _____ Male _____ Female _____ DOB: _____ SSN (Last 5): _____

*Email Address: _____ ***Important Note:** *This email address will be used as the primary source of communication between you and OPOTC from the start of the academy through completion of the State Certification Exam (SCE). Please be sure to enter an email address that can be checked regularly for OPOTC correspondence.*

Operator's License Number: _____ State: _____ Expiration Date: _____

Complete if applicable & attach SF400 Notice of Appointment:
 Appointing/Employing Agency _____ Agency County _____
 Agency Email _____
 Date of Appointment/Employment _____ Position/Title _____

Race: _____ American Indian/Alaska Native _____ Asian _____ Black/African American _____ Hispanic/Latino
 _____ Native Hawaiian/Pacific Islander _____ White _____ Other

Education: _____ High School Diploma _____ GED

Student Status:

Peace Officer	<input checked="" type="checkbox"/> Basic Training	<input type="checkbox"/> Refresher	<input type="checkbox"/> Prior-Equivalent
Private Security	<input type="checkbox"/> Academic	<input type="checkbox"/> Revolver	<input type="checkbox"/> Shotgun <input type="checkbox"/> Semi-Auto Pistol <input type="checkbox"/> REQ
Corrections	<input type="checkbox"/> Basic Training	<input type="checkbox"/> Prior Equivalent	
Court Officer	<input type="checkbox"/> Basic Training		

Commander's Signature Date School Name School Number

OPOTC Use Only

Approved Open Enrollment Withdrawn Failed Dismissed

Private Security Requal Due Date: _____ Date Approved: _____

Last Date of Class: _____ Exam Date: _____ Certification Specialist Initials: _____

Certificate Number: _____ Date Certificate Issued: _____



BASIC TRAINING PHYSICAL FITNESS ASSESSMENT FORM

School Name: _____ School #: _____

Student's Name: _____ (Last) _____ (First) _____ (Middle)

Previous Name(s) or Alias: _____

Sex: _____ M _____ F DOB: _____ Age: _____

Pre-entrance Assessment Date: _____ Final Assessment Date: _____ Retest Date: _____

Status at Final Assessment: _____ Appointed _____ Open Enrollment

Age and Sex Minimum Scores					Pre-entrance Assessment 15 th percentile	Final Assessment (Score/P-F) 50 th percentile	Retest (Score/P-F) 50 th percentile			
	Males (<29)		Females (<29)							
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	32	40	23	35						
Push-ups (1 min.)	19	33	9	18						
1.5 Mile Run	14:34	11:58	17:49	14:07						
	Males (30-39)		Females (30-39)							
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	28	36	18	27	# Sit-ups Completed	# Sit-ups Completed	# Sit-ups Completed			
Push-ups (1 min.)	15	27	7	14						
1.5 Mile Run	15:13	12:25	18:37	14:34						
	Males (40-49)		Females (40-49)							
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	22	31	13	22	# Push-ups Completed	# Push-ups Completed	# Push-ups Completed			
Push-ups (1 min.)	10	21	5	11						
1.5 Mile Run	15:58	13:11	19:32	15:24						
	Males (50-59)		Females (50-59)							
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	17	26	7	17	1.5 Mile Time	1.5 Mile Time	1.5 Mile Time			
Push-ups (1 min.)	7	15	4 (modified)	13 (modified)						
1.5 Mile Run	17:38	14:16	21:31	17:13						
	Males (60+)		Females (60+)							
	15 th %	50 th %	15 th %	50 th %						
Sit-ups (1 min.)	13	20	2	8	OVERALL (P/F)	OVERALL (P/F)	OVERALL (P/F)			
Push-ups (1 min.)	5	15	1 (modified)	8 (modified)						
1.5 Mile Run	20:12	15:56	23:32	18:52						

Students must pass each event, at the minimum 50th percentile of the above standards, in order to be eligible for the state certification exam.

Fitness Specialist Signature Date

Commander Signature Date

Fitness Specialist Signature Date

Commander Signature Date

Fitness Specialist Signature Date

Commander Signature Date



Student Health Data

Name: _____ Age: _____ Sex: Male _____ Female _____
Last First Middle

School Name: Edison State Criminal Justice Academy School Number: BAS24-

Commander Name: Joseph A. Mahan Commander Email: chiefmahan@hotmail.com

Do you have any physical or psychological limitations/injuries that might in any way restrict your full participation in physical activities during training?

____ Yes ____ No If yes, please describe: _____

Student's Signature _____

Date _____

This section to be completed by medical professional (medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs.): This physical examination should ascertain any conditions which may preclude the student's ability to participate in, or which may be aggravated by, strenuous physical exercise. As a part of peace officer basic training, the student will engage in calisthenics, running, jumping, wrestling, unarmed self-defense, firearms, driving and other physically demanding exercises.

Height: _____ feet _____ inches Weight: _____ pounds Resting Pulse Rate: _____ beats per minute Blood Pressure: _____ / _____

Does the patient have a medical history of, or presently demonstrate symptoms of, any of the following?

- | Yes | No | | Yes | No | |
|------|------|-------------------------------------|------|------|---|
| ____ | ____ | 1. Uncorrected visual deficiency | ____ | ____ | 9. Dizziness/Fainting |
| ____ | ____ | 2. Major impairment of the senses | ____ | ____ | 10. Back/Neck injury or recurrent pain |
| ____ | ____ | 3. Asthma or Breathing difficulties | ____ | ____ | 11. Pregnancy |
| ____ | ____ | 4. Heart attack; Angina Pectoris | ____ | ____ | 12. Communicable diseases |
| ____ | ____ | 5. Stroke | ____ | ____ | 13. Amputation/Prosthetic devices |
| ____ | ____ | 6. Hemorrhage | ____ | ____ | 14. Bone/joint injury or recurrent pain |
| ____ | ____ | 7. Hypertension | ____ | ____ | 15. Taking medication |
| ____ | ____ | 8. Allergies _____ | ____ | ____ | 16. Under physician's continuing care |

Please note any other condition(s) not listed above which may affect the student's participation. Also please explain each "Yes" response above, indicating the item number:

As a result of my physical examination, I have determined that the student can, without limitation, safely function in all phases of strenuous physical training including, but not limited to, calisthenics, running, jumping, wrestling, unarmed self-defense, firearms, driving and a physical fitness assessment consisting of sit-ups, push-ups, and a timed 1.5 mile run.

Signature of Medical Professional _____

Printed/Typed Name with Title (MD, DO, PA or CNP) _____

License Number _____

Issuing State _____

Phone Number _____

Address _____

Date of Examination _____

City, State, Zip _____

***Please give completed form back to the student to return to the commander or send to the above noted commander's email address.**

❖ All financial aid recipients are responsible for reading the Financial Aid Handbook posted on Edison State's [Financial Aid website](#). Financial aid recipients are also responsible for checking the "[Addendums and Resources](#)" on Edison State's Financial Aid website for any updates to the Financial Aid Handbook.

❖ **IMPORTANT – Pay particular attention to and understand the following items in the Financial Aid Handbook:**

- Bookstore Charging Policy: How do I buy books with my aid?
- Drop/Withdrawal Policy: How will dropping and/or withdrawing impact my aid?
- Pell Life-Time Eligibility Limitation: How much Pell have I used and how much do I have left?
- Satisfactory Academic Progress Policy: How does my academic outcomes impact my aid eligibility?
- Federal Title IV Return of Funds Policy: What happens when I withdraw from all classes?

❖ **Edison State's main mode of communication is the Edison State e-mail account.** Before a student is registered, communications may be sent to a personal email on file. There may be communication sent to the postal address even if the student has an Edison State email account. **Once a student has an Edison State e-mail, it is the student's responsibility to check both his/her Edison State e-mail account and postal mail frequently.**

❖ Students must pursue and officially declare a degree or a certificate program to be considered for federal financial aid. This can be done in the Student Services Office or with an advisor. Not all programs have been approved as qualifying for federal financial aid. Programs that are not federal aid eligible are identified in the course catalog.

❖ Students may only draw financial aid from one institution of higher education for a specific term or semester at a time.

❖ **Priority Deadline:** If a student fails to submit documents by the Financial Aid priority deadline, he or she may need to use personal funds to meet the registration payment-due date. The priority deadlines are as follows:

Semester	Summer 2024	Fall 2024	Spring 2025
FAFSA Submission	04/01/2024	04/01/2024	09/02/2024
Verification and Loan Document Submission	04/15/2024	04/15/2024	09/16/2024

❖ Pell Lock occurs on a particular date. Generally, whatever a student's enrollment is on that date will be used in the recalculation of their Pell Grant award. Be sure to read the Pell Lock Policy for a clear understanding, especially if you drop a late start class after Pell has disbursed.

Summer 2024 Lock	Fall 2024 Lock		Spring 2025 Lock	
6/18/2024	9/10/2024	11/5/2024	2/4/2025	4/8/2025

❖ Students must complete a Loan Request form or a Student Worker Renewal Request form each financial aid year and all other requirements before eligibility can be determined for the respective programs.

❖ Students must inform the Office of Financial Aid of any financial aid received, such as alternative education loans, scholarships, WIA benefits, employer reimbursements, etc.

❖ **FINAL DEADLINES:** 2024-2025 Financial aid documents must be submitted 60 days before the end of Edison State's 2024-2025 award year or 60 days before the end of the last 2024-2025 semester attended, whichever comes first. Failure to submit financial aid documents by the deadline may prevent awarding of aid. If you are unable to submit verification documents within the required deadline, please see a financial aid counselor for guidance.

Q. How many credit hours must I take in order to borrow a Federal Direct Student Loan?

A. You must enroll in and attend six credit hours (minimum half-time enrollment) or more.

Q. Can I take out one loan for the entire length of my enrollment at ESCC?

A. No. Student loans are annual loans, based on the award year. The year begins with summer. You may borrow for summer/fall/spring or summer/fall or fall/spring or any one semester as long as you enroll in and attend at least six credit hours each of those semesters.

Q. How much should I borrow?

A. We encourage students, should you borrow ANY loans, to only borrow what is necessary. **You must repay these funds.** After the loan is processed, you may request our office to cancel a portion or the entire loan in writing, if you decide that you do not need it.

To estimate your tuition, multiply the number of anticipated credit hours by the current per credit hour charge (<http://www.edisonohio.edu/How-Much-Does-It-Cost/>); see the online catalog for additional course fees and visit the bookstore to estimate the cost of your books and supplies.

Q. What is the maximum that I may borrow in one Financial Aid year?

A. The current annual federal loan limits are as follows:

Grade Level 1—Dependent Student

\$5,500 in total federal loan eligibility*
 ~\$3,500 Federal Direct Subsidized Loan**
 ~\$2,000 Federal Direct Unsubsidized Loan

Grade Level 1—Independent Student

\$9,500 in total federal loan eligibility*
 ~\$3,500 Federal Direct Subsidized Loan**
 ~\$6,000 Federal Direct Unsubsidized Loan

Grade Level 2—Dependent Student

\$6,500 in total federal loan eligibility*
 ~\$4,500 Federal Direct Subsidized Loan**
 ~\$2,000 Federal Direct Unsubsidized Loan

Grade Level 2—Independent Student

\$10,500 in total federal loan eligibility*
 ~\$4,500 Federal Direct Subsidized Loan**
 ~\$6,000 Federal Direct Unsubsidized Loan

Grade Level 3/4—Dependent Student***

\$7,500 in total federal loan eligibility*
 ~\$5,500 Federal Direct Subsidized Loan**
 ~\$2,000 Federal Direct Unsubsidized Loan

Grade Level 3/4—Independent Student***

\$12,500 in total federal loan eligibility*
 ~\$5,500 Federal Direct Subsidized Loan**
 ~\$7,000 Federal Direct Unsubsidized Loan

* The maximum per grade level and dependency status, however, the total amount already borrowed can affect this amount, as there are federal limits to borrowing loan funding.

** Federal Direct Subsidized loan eligibility is based on the FAFSA SAI, and not all students are eligible. However, you could be eligible for more in Federal Direct Unsubsidized loan.

Grade Level 1 = successful completion of less than 30 college-level credit hours

Grade Level 2 = successful completion of 30 or more college-level credit hours

Grade Level 3/4 = *****BSN students only**; successful completion of 60 or more college-level credit hours

Q. Is it guaranteed that I will always receive the loan amount I request as long as it is within the annual loan limit?

A. No. There are many variables in determining eligible loan amounts (i.e. cost of attendance, SAI, other aid received, length of loan period, length of time left in academic program, 150% Subsidized Loan limitation, etc.) The Office of Financial Aid will determine the actual amount of your loan based on your eligibility.

Q. What is the difference between a Federal Subsidized loan and Federal Unsubsidized loan?

A. Subsidized Loan The government (taxpayers) pays the interest while the borrower is in school attending six or more credit hours and during any periods of deferment.

Unsubsidized Loan The borrower is responsible for all interest. The interest payments may be deferred while the borrower is in school attending six or more credit hours, during their grace period, and during any periods of deferment.

Q. When will I receive my refund?

A. Loan refunds are mailed within 14 calendar days after your loan is disbursed to your student account.

Q. If I accumulate enough credit hours to be in the next grade level after my loan has been processed, may I apply for an increase in my federal loans?

A. Yes. Once grades are determined you may reapply for your remaining eligible amount by submitting your request in writing on the Request for Change in Aid form.

Q. If I request an in-school deferment (postponement of repayment), will I remain in deferment regardless of the number of credit hours for which I am enrolled?

A. No. You must maintain six credit hours or more to remain in deferment. (Enrollment status reports are made periodically throughout the year.) If you drop below six credit hours, your grace period (the six-month period prior to repayment) will begin the day you drop below six credit hours.

Example You attended Fall Semester at six credit hours. You enroll Spring Semester at five credit hours. The date you will be considered at less than six credit hours will be the day following the last day of the Fall Semester.

Q. Can I maintain my six credit hour enrollment status for loans if I enroll but do not attend classes?

A. No. If you fail to attend at six credit hours or more, your federal funding for the semester will be reviewed and Edison State may have to return funding (which may cause a balance here for you). If you have the six-month grace period on your loan yet, it will begin to accrue once you drop below six credit hours. If you have already used your six-month grace period, your loan (and possible other federal loans) will go into immediate repayment.

Q. When I transfer to another college, what do I need to do to keep my loan in deferment?

A. You must notify your servicer of the change in schools. Your servicer will provide you with further guidance.

Q. When I prepare to leave Edison State (or continue at less than six-credit-hour enrollment), what do I need to do regarding my loans?

A. You must participate in Exit Loan Counseling – this is a federal requirement. You may do so on-line by visiting Studentaid.gov.

Q. How do I view the status of my loan?

A. You may view your Edison State financial aid awards on MyESCC. To access your MyESCC account, visit www.edisonohio.edu. Your federal loan history may also be viewed in your Dashboard, after you log in, on Studentaid.gov.