

Securing Online Course Financial Aid

This playbook outlines the steps necessary to secure financial aid for online courses. It covers the identification and application process for scholarships, grants, and other financial aid opportunities targeting online learners.

Step 1: **Research**

Investigate financial aid sources for online learning. Look for scholarships, grants, and funding programs that cater specifically to online students by checking educational resources, financial aid offices, and reputable websites.

Step 2: **Criteria Check**

Determine your eligibility for each funding source. Ensure you meet criteria such as enrollment in an accredited program, specific financial needs, academic achievements, or other requirements set by the awarding entity.

Step 3: **Organize Documents**

Gather required documents for the application process. This typically includes academic transcripts, financial need assessments, proof of enrollment in an online course or program, and potentially letters of recommendation.

Step 4: **Application**

Complete financial aid applications with accuracy. Fill out forms, write essays if required, and provide thorough and truthful information in each part of the application.

Step 5: **Submit**

Submit the financial aid applications before the deadline. Verify that all components are included and follow the submission guidelines given by the scholarship or grant provider.

Step 6: **Follow-up**

Track your applications and follow up as necessary. Keep a log of when and where you sent applications, any correspondence received, and the dates by which you should hear back about your application status.

Step 7: **Review Offers**

Evaluate financial aid offers received. Compare the terms and conditions, amount of aid, and any obligations required for maintaining the financial aid such as maintaining a certain GPA or completing the online course in a set timeframe.

Step 8: **Acceptance**

Formally accept the financial aid offers. Follow the instructions provided by the financial aid source to accept the offer officially, which may include forms to sign and return, or digital acknowledgments through an online portal.

General Notes

Proofreading

Ensure that all application materials are proofread for spelling and grammatical errors before submission. First impressions matter, and polished applications are likely to be received more favorably.

Deadlines

Keep track of application deadlines using a calendar. Missed deadlines can disqualify even the best financial aid applications.

Privacy

Use caution when providing personal information online, especially on websites that you are unfamiliar with. Stick to reputable and verified sources of financial aid to avoid scams.