



## Using Trade Adjustment Assistance (TAA) and/or Workforce Investment Act (WIA) benefits to pay for tuition and fees

### **Q: What is my first step?**

**A:** Contact a counselor at your County's Ohio Department of Job & Family Services Office (ODJFS) for qualification criteria.

### **Q: I have been approved for TAA/WIA funding but I am required to provide ODJFS with information about my degree, who do I contact for that information?**

**A:** Most ODJFS TAA/WIA contracts require the completion of a "Course of Study" (CS) form. For Kent campus students, the course specific section of the CS form needs to be completed by your advisor. Once your advisor has completed the course specific section you can take the form to the One Stop to complete the tuition/fee section. For regional campus students please contact your Student Serviced staff for further instructions on completing the CS form.

### **Q: What do I do once I have given my CS form to my campus Student Services Department/One Stop for Student Services?**

**A:** Your Student Services/One Stop staff will complete all the necessary information required on the CS form. You will be notified once the form has been completed. It is your responsibility to provide the completed form to your ODJFS Counselor.

### **Q: ODJFS has approved my funding, what is my next step?**

**A:** In most cases, ODJFS will send a copy of the approved contract to your campus representative. However, it is your responsibility to insure that the contract is approved and a copy is sent to your campus Student Services Department/One Stop for Student Services prior to the beginning of classes.

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#### **One Stop for Student Services**

First Floor, University Library, Kent Campus • P.O. Box 5190, Kent Ohio 44242-0001 • 330-672-6000  
Fax: 330-672-6001 • [onestop@kent.edu](mailto:onestop@kent.edu) • [www.kent.edu/onestop](http://www.kent.edu/onestop)



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Q: If I am awarded grants and/or scholarships, am I able to keep them?

A: It depends on your contract. For most contracts, students are able to keep their PELL grant, however, other grants and/or scholarships will reduce the amount funded by TAA/WIA. Please make sure that you understand all aspects of your TAA/WIA contract and to contact your ODJFS counselor with questions regarding your particular contract.

Q: Are there fees that my TAA/WIA does not cover?

A: It depends on your contract. Any items not funded by your TAA/WIA contract will be due on/before University published due dates and will appear in your account balance. Please make sure that you understand all aspects of your TAA/WIA contract and to contact your ODJFS Counselor with questions regarding your particular contract.

Q: How are my tuition and tuition related fees paid?

A: Kent State University will invoice ODJFS after the fourth week of class. The University will only invoice ODJFS for the amount approved in your contract for tuition and tuition related fees. Other items in the contract, such as, books and supplies are not included in the invoice; see items below regarding book and supply purchases.

Q: My contract includes funding for books. How do I get my books?

A: You will need to take a copy of your contract to your campus bookstore in order to purchase books. The bookstore will invoice ODJFS.

Q: My contract includes funding for supplies. How do I get the equipment I need?

A: Please contact your ODJFS Counselor for instructions regarding supply purchases as these items are not included in the invoice sent by KSU to ODJFS. KSU will only invoice ODJFS for tuition and tuition related fees.

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Q: How do I access my up-to-date student account information?

A: Please follow the steps below to access your up-to-date account information

- Student should log on to FlashLine and click on the tab “My Account”
- Under “My Student Account” select either:
  - a. Account Detail for Term – *Includes Estimated Financial Aid if Applicable*
  - b. Account summary by term
- Click on link for desired term.

Please refer to the One Stop website for helpful instructions that can assist you in navigating through your student account on FlashLine. Step-by-step instructions can be found on the One Stop homepage at [www.kent.edu/onestop](http://www.kent.edu/onestop).

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