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University System of Ohio  
Board of Regents

## FINANCIAL AID GUIDANCE MEMO

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It is time once again to begin preparing for the final reconciliation of the current fiscal year, 2011 (2010-2011 academic year). **HEI term submission deadlines will continue to be strictly enforced.** If your term submission window has closed and you wish to request term extensions for OCOG payments, please note that there are only two noted exceptions to the deadlines allowing this. As a reminder:

**Please note that the explanation for the extension request provided through HEI must be detailed enough to reference one of the following scenarios:**

▶ Student completes Federal Verification late (original FAFSA completion date was before October 1 state deadline) in the academic year and becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.

▶ Student sends FAFSA data (original completion date was before October 1 state deadline) to school late in the academic year and appears on school's roster as OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.

The absolute last day extension requests will be honored for **these exceptions only** is Monday, August 15, 2011. **After that date, the 2010-2011 payment submission process will be closed.** For the small handful of schools with a spring submission window end date beyond August 15, 2011, their spring term payment requests will continue to be accepted until their respective spring term submission windows naturally expire. **Extension requests for refunds will continue to be encouraged and accepted.**

The other important element of this year-end reconciliation process is the payment of outstanding refunds from 2010-2011. Each school can access its respective refund manifest at the following link:  
OCOG: [https://qry.regents.state.oh.us/cgi/ocog\\_undisbursed\\_unrecovered\\_query.cgi](https://qry.regents.state.oh.us/cgi/ocog_undisbursed_unrecovered_query.cgi).

If a refund is due, a check should be made to the Ohio Board of Regents and mailed along with a copy of the manifest to reconcile the academic year. The mailing address is 30 East Broad Street, 36<sup>th</sup> Floor, Columbus, OH 43215-3414. All outstanding refunds should be received by our office within 30 days after the refunds are submitted and no later than September 12, 2011.

**Please note, as is customary with a new biennium, HEI payment requests for all programs for the 2012 academic year will not be accessible until the final budget resolution is passed and the award amounts are established. Further guidance will be issued as soon as possible regarding this.**

Financial aid personnel should direct questions to Tamika Braswell, Program Manager, 614.728.8862, [tbraswell@regents.state.oh.us](mailto:tbraswell@regents.state.oh.us).