Second Chance Grant:

Enrollment Verification, Funds Disbursement and Return of Funds Processes

Enrollment Verification

The process for verifying enrollments begins when an application has reached its census date. An email will be generated and sent to the institution's designated Second Chance Grant contact stating that one or more applications are ready for enrollment verification. The institutional contact will need to log into the HEI system in order to verify enrollment. There is a check box at the bottom of the "Acknowledgments" section that reads "has been verified as having been enrolled as of the indicated census date." A screenshot is included, below. After enrollment has been verified by checking the box, ODHE will be able to process the payment and disburse the funds.

If an application has not had enrollment verified within 10 business days of the census date, the application will be voided. After 30 days, all voided applications will be deleted from the Second Chance Grant application portal. If an applicant is NOT attending your institution, and you would like to have the student's application deleted before the 30 days, The Second Chance Grant point of contact should email secondchancegrant@highered.ohio.gov and indicate that an application should be deleted; please reference the date/time stamp for the Date Entered. If an applicant has chosen to delay their entry into your institution, you will be able to submit an application for a future term once the current application has been deleted.

Funds Disbursement

Once enrollment has been verified, ODHE will disburse funds. The Second Chance Grants will be disbursed from ODHE's subsidy system. The funds will come from the State of Ohio and will reference BOR01 which is ODHE's business unit. There is typically a comment that will say, "subsidy." It is recommended that you notify your accounting department or treasurer of the amount you will be receiving ($2,000 x number of verified applications) to help match up the payment.

Return of Funds

It is possible that an applicant may withdraw from your institution after enrollment has been verified. If this occurs, funds may need to be returned to ODHE, depending on the timing of the withdrawal.

1. If the student drops before your 100% refund withdrawal date (presumably before financial aid has been disbursed), then the institution should email secondchancegrant@highered.ohio.gov informing ODHE of the situation and referencing the student's application date/time stamp as identifier, and return the funds (see process below).

2. If the student drops after financial aid awards have been applied to the bill and refunds issued, then funds do not need to be returned.

To return funds, first alert us through the Second Chance Grant email (secondchancegrant@highered.ohio.gov) referencing the student's application date/time stamp. You can then send a check or make an ACH payment if you have it set up. The check should be payable to Treasurer, State of Ohio and mailed to the address below.

Ohio Department of Higher Education
Attn: Dawn Gatterdam
25 South Front Street, 7th Floor
Columbus, OH 43215.