



FINANCIAL AID GUIDANCE MEMO

REFERENCE: FA 20-001
TOPIC: 2018-2019 RECONCILIATION
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RELEVANT STATUTE: OHIO REVISED CODE 3333.122

It is that time of the year for the final reconciliation of fiscal year 2019 (2018-2019 academic year).

In previous guidance, the Office of Financial Aid added an exception to the extension request policy that states that if funds are available at the end of the academic year, the Ohio Department of Higher Education will open the edit/submission window and allow institutions' access to submit a payment request for missed payment submissions. This continues for the 2018-2019 reconciliation, and extensions are available for the Choose Ohio First Scholarship, the Nurse Education Assistance Loan Program, the Ohio College Opportunity Grant, and the Ohio Safety Officer College Memorial Fund.

Due to an insufficient end-of-year fund balance, ODHE will not be able to grant extensions for the Ohio War Orphans Scholarship.

The absolute last day extension requests will be honored for payment requests is **Monday, August 19, 2019**. *This includes requests for the foster youth exception for OCOG at community colleges, and the veteran and third-term OCOG exceptions at community colleges, regional campuses, and institutions with adjusted award amounts. Schools should not submit an extension request that exceeds 7 days. After this date, the 2018-2019 payment submission process will be closed. For the small handful of schools with a spring submission window end date beyond August 19, 2019, those spring term payment requests will continue to be accepted until their respective spring term submission windows expire. Extension requests for refunds will continue to be accepted.*

Please review the complete HEI Submission Request Guidance Memo [FA 17-008](#). To request a 7 day extension via HEI, go to Institution Management.

The other important element of this year-end reconciliation process is the payment of outstanding refunds from 2018-2019 and any previous academic years. Each institution can access its respective refund manifest at the following links:

[NEALP Undisbursed/Unrecovered Finds Query](#) – select Reports

[OCOG Undisbursed/Unrecovered Finds Query](#) – select Reports

[WOS Undisbursed/Unrecovered Funds Query](#) – select Reports

For reconciliation information regarding Choose Ohio First, please contact: Corey Dixon, Project Manager, 614.644.5704, cdixon@highered.ohio.gov.

For reconciliation information regarding Ohio Safety Officer's College Memorial Fund, please contact: Ramah Church, Program Manager, 614.752.9528, rchurch@highered.ohio.gov.

Please review Guidance Memo [FA18-004](#) which describes the refund policy campuses are required to follow regarding all of our financial aid programs. When a refund is owed for any of our programs, a refund check must be submitted to our office within 30 days. A check should be made to the *Ohio Department of Higher Education* and mailed along with a copy of the manifest to reconcile the academic year. The mailing address is:

Ohio Department of Higher Education
Office of Financial Aid, 2nd Floor
25 South Front Street
Columbus, OH 43215-4183

If after 45 days the refund check is not submitted, the amount owed plus interest and any additional fees may be turned over to the Ohio Attorney General's Office for collection.

Financial aid personnel should direct questions to Tamika Braswell, Director, 614.728.8862, tbraswell@highered.ohio.gov.