



## FINANCIAL AID GUIDANCE MEMO

REFERENCE: FA 20-004B  
TOPIC: NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP)  
AWARD AND CERTIFICATION PROCESS  
AUTHOR: LISA REED, PROGRAM MANAGER  
DATE: 27 AUGUST 2019  
RELEVANT STATUTE: OHIO REVISED CODE, SECTION 3333.23

Following are some important reminders from prior guidance memos, which can be found at:

<http://www.ohiohighered.org/sgs/guidance-memos>.

### **Ohio Administrative Code**

Throughout Ohio Revised Code, there are several references to the Chancellor establishing rules for various aspects of the program. These rules are the Ohio Administrative Code. The NEALP Administrative Code can be found at:

<http://codes.ohio.gov/oac/3333-1-22>.

### **\*New\* Award Amounts**

**For RN - Grad degree applicants; the 2019-2020 maximum annual award amount is \$1,620**

**For MNE (nurse instructor) applicants; the 2019-2020 maximum annual award amount is \$6,000**

### **Eligible Programs**

Due to the continued abundance of practicing LPN's, NEALP will once again make awards for the 2019-2020 academic year only to Associate's Degree, RN; Bachelor's Degree, RN (including students in a RN to BSN completion program); Diploma, RN; Graduate Degree in Nursing, and the Masters of Nursing Educators (MNE), which includes students enrolled in a graduate program other than nursing education, such as public policy or healthcare administration, for whom we have a letter of intent to teach on file in our office. An "approved nurse education program" shall mean a pre-licensure nurse education program offered by an institution which is approved by the Ohio Board of Nursing or a post-licensure nurse education program offered by an institution holding a certificate of authorization issued by the chancellor.

### **Student Eligibility**

RN - Grad nursing degree programs

- Be an Ohio resident.
- Be a U.S. citizen or a permanent resident.
- Be enrolled in an approved nurse education program in an Ohio college, university, hospital, or vocational school.
- Must not be in default or owe a refund to any federal financial aid program.
- Maintain an academic record which places the student in good academic standing within the institution.

MNE degree program

- Be an Ohio resident.
- Be a U.S. citizen or a permanent resident.
- Be a registered nurse in Ohio.
- Be enrolled in or accepted for enrollment in an approved Master's degree nurse education program.

- Must not be in default or owe a refund to any federal financial aid program.
- Maintain an academic record which places the student in good academic standing within the institution.
- Provide a letter of intent to the Ohio Department of Higher Education of plan to serve as a nursing instructor upon graduation and will teach within the state of Ohio for no less than four (4) years following graduation.

### **Utilization**

Students may receive NEALP for a maximum of 12 quarters or 8 semesters and/or the total aggregate loan amount of \$12,000 of NEALP funding. Students must be enrolled at least half-time in order to receive NEALP benefits in any given term of study. NEALP funding is only available for fall, winter (if applicable), and spring terms. NEALP is NOT available for the summer term.

### **\*New\* NEALP File Documentation**

The NEALP file submission formats and reports can be found at: <https://www.ohiohighered.org/node/1787>.

### **\*Update\* Awarding Process**

The *NEALP Eligibility Query* is now available. The NEALP Eligibility Query is located in HEI under Reports – NEALP Reports – Eligibility Query, academic year 2019-2020. This query provides a roster of the eligible applicants that have been awarded NEALP for the 2019-2020 academic year.

### **Certification**

Those institutions with NEALP recipients will need to access and submit the NEALP Certification “NT” file in order to request payment on behalf of their eligible students. An institution’s academic calendar must be set in the HEI system in order to access these files. Please keep in mind that schools must wait a **minimum** of 15 days after the start of the term before funds can be requested.

### **Posting of Funds**

In alignment with federal policy, the institution should apply the funds requested as soon as administratively feasible but no later than three business days following the date the institution received those funds.

### **Refunds**

If a student withdraws from the nursing program completely or drops to less than half-time enrollment during an academic term, a refund may be necessary. Institutions are required to follow the NEALP refund policy calculation to determine if a refund is owed. See FA18-007A <http://www.ohiohighered.org/sgs/guidance-memos> for the complete guidance and calculator.

Refunds and/or adjustments need to be submitted in the HEI File Submission through the NEALP “NA” Adjustment file. When a NA file is submitted during an academic year, the refund will be captured from the next NEALP disbursement. If no further disbursements will be made for the academic year, a refund check must be submitted to our office within 30 days of submitting the refund file. 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 the NEALP Program Manager, Lisa Reed, 614.466.3561, [lreed@highered.ohio.gov](mailto:lreed@highered.ohio.gov).**