Mike DeWine, Governor
Randy Gardner, Chancellor

FINANCIAL AID GUIDANCE MEMO

REFERENCE:	**FA 21-008**
TOPIC:	**NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP) VERIFICATION PROCESS**
AUTHOR:	**LISA REED, PROGRAM MANAGER**
DATE:	**05 AUGUST 2020**
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.

Award Amounts
Annual award amounts will be determined after the verification process has been completed. Notifications will be extended to institutions and applicants by September.

Eligible Programs
Due to the continued abundance of practicing LPN's, NEALP will once again make awards for the 2020-2021 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 (DRN, ARN, BRN, GDN)
- 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.

Academic Calendar
The institution's academic calendar will need to be completed for the 2020-2021 academic year prior to the submission of any NEALP files. The academic calendar is in HEI under Institution Management – View Academic Calendar, select academic year 2021.

Verification Process
The NEALP Verification process serves as a tool for schools to confirm each applicant's eligibility to participate in the program. Institutions **must** submit a NEALP Verification "NV" file for eligible students at their institutions to be considered for NEALP funding. Those institutions that offer qualified nursing programs and those that have been listed as schools of enrollment by applicants should have access to the NV Query as of today. The query is in HEI under Reports – NEALP Reports – Verification Query. Select academic year 2020-2021.

Institutions are asked to review the NV Query and submit a verification "NV" record for applicants that are or will become eligible during the academic year, by submitting a NV file via the HEI File Submission. If an applicant is found not eligible, no record should be submitted. During the verification process, institutions must verify applicants for:

1. Enrollment in a qualifying nursing program - Keep in mind that because a student may already hold a nursing license, they may still be considered as long as he/she is currently enrolled in a qualifying nursing program as indicated above under eligible programs (may include an LPN to RN bridge program). The Verification Query will indicate which program student has entered on their application. **If this is not correct, please contact the NEALP Program Manager.**
2. Financial eligibility - NEALP funding is NOT tuition and fees specific and may assist with all educational expenses. Institutions will report the students total estimated cost of attendance for the year, total estimated financial aid for the year, and the expected family contribution (EFC).
3. Student is not in default or owe a refund to any federal financial aid program.
4. In good academic standing within the institution.

The submittal of the 2020-2021 NV file is **due by COB on _Friday, August 14, 2020_**. *Important to note is that institutions are no longer required to enter an award amount as part of the verification process, our office will populate this field during the award process. When submitting your NEALP Verification "NV" file by uploading a prepared file (notepad, WordPad, etc) ("File Submission – Submit file"), you must enter 7 zeros as the award amount since this field is 7 characters. When submitting the file by using the Manual Data Entry option, there is no award amount to enter. *Further guidance on the award process is forthcoming.*

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

Financial aid personnel should direct questions to the NEALP Program Manager, Lisa Reed, 614.466.3561, lreed@highered.ohio.gov**.**