



FINANCIAL AID GUIDANCE MEMO

REFERENCE: **FA 17-002**
TOPIC: **ENROLLMENT AND FINANCIAL AID AUDITS**
AUTHOR: **RAMAH CHURCH, FISCAL SPECIALIST**
DATE: **26 July 2016**
RELEVANT STATUTE: **OHIO REVISED CODE 3333.04 AND 3333.047**

During calendar year 2017 our office will audit state awards disbursed during the 2015-2016 academic year for ***select Ohio colleges and universities and all Pennsylvania colleges and universities***. We plan to audit the following awards: Ohio College Opportunity Grant, Ohio War Orphans Scholarship, Ohio Safety Officers College Memorial Fund, Nurse Education Assistance Loan Program, Choose Ohio First Scholarship, and Ohio National Guard Scholarship.

All Ohio and Pennsylvania institutions with either financial aid or enrollment errors based on 2013-2014 audit results will be selected for audit in the 2017 calendar year. Ohio and Pennsylvania institutions without errors based on 2013-2014 audit results will not automatically be audited in calendar year 2017 and will instead be audited *at least* once every three years. The three-year time period began in calendar year 2016. Following is a timeline that should be helpful:

October 2016 Initial audit letter will be sent to campus president/director and copied to financial aid director/contact **by email**. This letter will be signed by our Vice Chancellor for Finance, Jim Bennett, and will assign the 2017 calendar month to each institution for its audit. We can work with schools if changes to the schedule need to be made.

Month before audit Financial aid office will receive an official request through the HEI secure server with the names and social security numbers (chosen at random) of students selected in our sample. The sample size will take into consideration the number of errors during the 13-14 academic year audits for Ohio institutions (see chart below for number of Ohio students to be audited). For Pennsylvania institutions, please review the chart below for how many students will be selected. ***Confirmation of receipt of this initial request is encouraged.***

For the financial aid audits, documentation including, but not limited to, the following will be requested: admission application, confirmation of selective service registration, transcript, detailed student account printout including documentation showing all instructional fees for the current and prior terms paid by 15th day (or documentation of an exemption), copy of payment plan or installment contract, academic calendar, and copy of the school's college catalog. This documentation will be required for the term(s) and academic year under audit (2015-2016) and will be requested to be submitted to us in social security number order.

For Ohio public institutions, additional enrollment files will be requested. For the enrollment audit, the students in both the financial aid sample and enrollment sample will be audited for all terms in the academic year under audit.

For Ohio public institutions, additional degree completion files will be requested. This documentation will include: admission application, transcript, and degree audit form.

Documents submitted will be shredded upon completion of audit, so no originals should be sent.

Once submitted

Our office will perform the audit and present the financial aid office with our initial findings. The school will be encouraged to provide any additional documentation to resolve any discrepancies. If the percentage of anomalies is less than 5%, the audit will be finalized. If the percentage of anomalies (category or summary) is equal to or greater than 5%, an additional number of student records will be requested (double the first number). After this additional review, if the percentage of anomalies is less than 5%, the audit will be finalized. If the percentage of anomalies is still 5% or greater, an audit of **all remaining** student records for that academic year will commence.

Refunds will be due in 30 days. For enrollment or degree completion audits, the HEI liaison will be contacted with any questions.

Audit Finalized

Once a school makes a payment of any refund due, a final letter closing the financial aid audit will be sent to the financial aid director/contact and copied to the campus president/director. For the enrollment and degree completion audits, a final letter closing the audit will be sent to the HEI Liaison and copied to the campus president/director.

2015-2016 Review of Student Records

INSTITUTION TYPE	% OF ANOMALIES FROM 13-14	# OF FINANCIAL AID STUDENTS REVIEWED	# OF ADDITIONAL ENROLLMENT STUDENTS REVIEWED	# OF ADDITIONAL	TOTAL # OF STUDENTS REVIEWED
				DEGREE COMPLETION STUDENTS REVIEWED	
OHIO PUBLIC					
FOUR-YEAR	0-1%	100	25	50	175
	Over 1%	150	25	50	225
TWO-YEAR	0-1%	75	*25	50	150
	Over 1%	150	*25	50	225
PRIVATE, NON-PROFIT	0%	75			
	1-3%	125			
	Over 3%	150			
PRIVATE, FOR-PROFIT	0%	75			
	1-3%	125			
	4-10%	150			
	Over 10%	200			
PENNSYLVANIA	0%	50			
	1-3%	75			

**If the financial aid sample size cannot be reached, additional enrollment files will be requested.*

Throughout the audit process, our staff will remain flexible and willing to work with all schools to allow ample time and opportunity for documentation and dialogue.

Please allow time for completion of audit processing. Financial aid and personnel should direct questions to the financial aid auditor, Ramah Church, 614.752.9528, rchurch@highered.ohio.gov.