



## FINANCIAL AID GUIDANCE MEMO

REFERENCE:	FA 13-006
TOPIC:	HEI SUBMISSION REQUESTS
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RELEVANT STATUTE:	NOT APPLICABLE

The Higher Education Information (HEI) System is the primary tool campuses use to request payments and issue refunds for financial aid programs on behalf of students. The department of Financial Aid takes its obligation seriously to fulfill all legitimate payment requests presented in a timely manner.

A specific edit/submission window is available to each campus during each term. All HEI financial aid data reporters and financial aid contacts are sent an e-mail reminding them of the dates of the edit/submission window at the beginning of each term. The edit/submission window is based on the individual academic calendar submitted by each campus. An edit/submission window generally opens 15 days after the first day of any given term and closes 30 days after the last day of any given term. The edit/submission window is identical for most Board of Regents financial aid programs submitted through HEI in any given term.

Ideally, campuses will completely reconcile and submit all refund and payment requests to Financial Aid before the specific edit/submission window for any given term has closed. In the event a campus is approaching the expiration of its edit/submission window for a given term and needs additional time to reconcile and submit, an extension can be requested.

The timing of an extension request is crucial. *Extension requests should be made before an edit/submission window closes and not after.* Additionally, extension requests should be based on compelling circumstances, not convenience. Every effort should be made to submit payment requests within the original edit/submission window or to request an extension before the edit/submission window closes. If your school or institution is requesting an extension prior to the original edit window close date, you can submit up to a 28 day extension request.

To avoid any instance of payment requests being denied, every attempt should be made to submit payment requests in a timely manner within the specific edit/submission window. However, the Board of Regents realizes there are times when situations arise that may cause an institution to miss an edit/submission window. Therefore, the Board of Regents is amending prior Guidance Memo SGS 09-002 and addendum SGS 09-002A (both attached), and will allow for financial aid payments to be made under certain situations.

In the event an institution misses an edit/submission window and has not requested an extension, the Board of Regents will consider opening the edit window if an institution has not missed an edit/submission within the past five (5) years. This one-time exception applies to all financial aid programs for any one term during the academic year per each institution code. Those schools that have missed more than one edit window for an institution code will only be allowed to request an extension for one term/one program (chosen by the institution). The Board of Regents will not consider any request to any institution that has impacted any student's financial aid awards. Prior to releasing payment for any missed edit/submission window, we will require the institution to certify that no student aid was affected due to the school missing the edit/submission window. This will be verified through our financial aid audits.

The five year window will be effective following the issuance of this directive. Institutions that have been granted an extension within the allowable time frame already in the current 2012-2013 academic year will not have the extension counted as a missed edit/submission window. If your school or institution code has missed an edit window for the above one term exception, you can submit up to a 7 day extension request.

Going forward, for those institutions that have missed an edit/submission window within the five (5) year period and make a request for payment after the edit/submission window has closed, and have not been approved for an extension request, the Board of Regents will consider payments to those institutions at the end of the fiscal year. If funds are available from current year appropriations, the Board of Regents will open the edit/submission window and allow institutions access to submit a payment request for one term it missed during the year. If there are not adequate funds at the end of the fiscal year, the remaining available funds will be pro-rated to those institutions that are applying for late payments.

The following exceptions recognize instances beyond the control of the campuses and will likely affect a small number of students state-wide. The Board of Regents will honor extensions beyond term window submission deadlines in such cases. ***Please note that the explanation for the extension request provided through HEI must be detailed enough to reference one of the following scenarios:***

- ▶ Student completes Federal Verification late (original FAFSA completion date was before the October 1 state deadline) in the academic year and becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.
- ▶ Student sends FAFSA data (original completion date was before the October 1 state deadline) to school late in the academic year and appears on school's roster as OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.
- ▶ School completes a special circumstance/professional judgment late (original FAFSA completion date was before the October 1 state deadline) in the academic year and student becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.

► School receives an ISIR override from the Ohio Board of Regents late (original FAFSA completion date was before the October 1 state deadline) in the academic year and student becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.

If your school or institution code has missed an edit window for any of the above exceptions, you can submit up to a 7 day extension request.

You can submit up to a 7 day extension request for refunds at any time. Extension requests are made via the data input site page: [https://app.regents.state.oh.us/cgi/req\\_ext.pl](https://app.regents.state.oh.us/cgi/req_ext.pl).