



FINANCIAL AID AND ENROLLMENT AUDIT GUIDANCE MEMO

REFERENCE: FA 15-002  
TOPIC: ENROLLMENT AND FINANCIAL AID AUDITS  
AUTHOR: BARB THOMA, ASSISTANT DIRECTOR  
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RELEVANT STATUTE: OHIO REVISED CODE 3333.04 AND 3333.047

Our office is putting the final touches on preparations for the 2015 calendar year financial aid audits. During calendar year 2015, our office will audit all state awards disbursed during the 2013-2014 academic year for **all Ohio and Pennsylvania colleges and universities**. This will be the first year for Pennsylvania institutions being audited. We plan to audit the following awards: Ohio College Opportunity Grant, Ohio Academic Scholarship, Ohio War Orphans Scholarship, Ohio Safety Officers College Memorial Fund, Nurse Education Assistance Loan, Choose Ohio First Scholarship and Ohio National Guard Funds. Following is a timeline that should be helpful:

**October 6, 2014** Initial audit letter will be sent to campus president/director and copied to financial aid director/contact. This letter will be signed by our Vice Chancellor for Finance, David Cannon, and will assign the 2015 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 11-12 academic year audit for Ohio institutions (see chart at the end for number of audited Ohio students). For Pennsylvania institutions, up to 100 students may be selected. **Confirmation of receipt of this initial request is encouraged.** For institutions that do not participate in OCOG, the sample size may be lower than 100, depending on the number of recipients in the other State programs. Additional enrollment files will be requested for Ohio institutions. 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 paid by 15<sup>th</sup> 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 only for the term(s) and academic year under audit (2013-2014) and will be requested to be submitted to us in social security number order. 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 audits, the HEI liaison will be contacted with any questions.

**Audit finalized**

Once a school makes 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 enrollment audits, a final letter closing the audit will be sent to the HEI liaison and copied to the campus president/director.

**2013-2014 Review of Student Records**

INSTITUTION TYPE	% OF ANOMALIES FROM 2011-12	# OF STUDENTS TO BE REVIEWED	# OF ADDITIONAL ENROLLMENT STUDENTS TO BE REVIEWED
<b>OHIO PUBLIC</b>			
<b>FOUR-YEAR</b>	0-1%	100	25
<b>TWO-YEAR</b>	0-1%	75	up to 100
	2-3%	150	25
<b>OHIO PRIVATE, NON-PROFIT</b>	0%	75	
	1-3%	125	
	Over 3%	150	
<b>OHIO PRIVATE, FOR-PROFIT</b>	0%	75	
	1-3%	125	
	3-10%	150	
	Over 10%	200	
<b>PENNSYLVANIA</b>		up to 100	

**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.** Financial aid and HEI personnel should direct questions to the enrollment and financial aid auditor, Ramah Lee, 614.387.1013, [rlee@regents.state.oh.us](mailto:rlee@regents.state.oh.us).