



## Board of Regents

University System of Ohio

John R. Kasich, Governor  
John Carey, Chancellor

### FINANCIAL AID GUIDANCE MEMO

REFERENCE:	<b>FA 15-004</b>
TOPIC:	<b>2013-2014 RECONCILIATION</b>
AUTHOR:	<b>TAMIKA BRASWELL, PROGRAM MANAGER</b>
DATE:	<b>01 AUGUST 2014</b>
RELEVANT STATUTE:	<b>OHIO REVISED CODE 3333.122</b>

It is time once again for the final reconciliation of fiscal year 2014 (2013-2014 academic year).

In a previous guidance memo, the Office of Financial Aid added an exception to the extension request policy that states that if funds are available at the end of the academic year, the Board of Regents will open the edit/submission window and allow institutions access to submit a payment request for missed payment submissions. For the 2013-2014 reconciliation, this extension request exception is available only for the Ohio College Opportunity Grant, the Ohio Academic Scholarship, and the Ohio Safety Officer College Memorial fund. This is not effective for the Ohio War Orphans Scholarship. Please review Guidance Memo FA13-006

<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/sgs/guidance-memos/FA13-006.pdf>.

The absolute last day extension requests will be honored for the above exception is **Monday, August 25, 2014**. Schools should not submit an extension request that exceeds 7 days. *After this date, the 2013-2014 payment submission process will be closed.* For the small handful of schools with a spring submission window end date beyond August 25, 2014, their spring term payment requests will continue to be accepted until their respective spring term submission windows expire. *Extension requests for refunds will continue to be encouraged and accepted.*

The other important element of this year-end reconciliation process is the payment of outstanding refunds from 2013-2014. Each school can access its respective refund manifest at the following links:

OCOG: [https://gry.regents.state.oh.us/cgi/ocog\\_undisbursed\\_unrecovered\\_query.cgi](https://gry.regents.state.oh.us/cgi/ocog_undisbursed_unrecovered_query.cgi).

WOS: [https://gry.regents.state.oh.us/cgi/wos\\_undisbursed\\_unrecovered\\_query.cgi](https://gry.regents.state.oh.us/cgi/wos_undisbursed_unrecovered_query.cgi).

Please review Guidance Memo FA12-010 <https://www.ohiohighered.org/files/uploads/sgs/guidance-memos/FA12-010.pdf> which describes the refund policy campuses are required to follow regarding all of our current and past financial aid programs. When a refund is owed for any of our programs, a refund check must be submitted to our office within 30 days. A check should be made to the Ohio Board of Regents and mailed along with a copy of the manifest to reconcile the academic year. The mailing address is 25 South Front Street, Columbus, OH 43215-4183. If after 45 days the refund check is not submitted, the amount owed plus interest and any additional fees will be turned over to the Ohio Attorney General's Office for collection.

Financial aid personnel should direct questions to Tamika Braswell, Program Manager, 614.728.8862, [tbraswell@regents.state.oh.us](mailto:tbraswell@regents.state.oh.us).