



## FINANCIAL AID GUIDANCE MEMO

REFERENCE: **FA 17-004**  
TOPIC: **2015-2016 RECONCILIATION**  
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It is time once again for the final reconciliation of fiscal year 2016 (2015-2016 academic year).

In previous guidance, 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 Ohio Department of Higher Education will open the edit/submission window and allow institutions' access to submit a payment request for missed payment submissions. This continues for the 2015-2016 reconciliation, and extensions are available for the Ohio College Opportunity Grant, the Ohio War Orphans Scholarship, and the Ohio Safety Officer College Memorial fund. 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 payment requests is **Monday, August 22, 2016**. This includes requests for third-term OCOG. Schools should not submit an extension request that exceeds 7 days. *After this date, the 2015-2016 payment submission process will be closed.* For the small handful of schools with a spring submission window end date beyond August 22, 2016, those 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 accepted.*

The other important element of this year-end reconciliation process is the payment of outstanding refunds from 2015-2016 and any previous academic years. Each institution can access its respective refund manifest at the following links:

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

WOS: [https://qry.regents.state.oh.us/cgi/wos\\_undisbursed\\_unrecovered\\_query.cgi](https://qry.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 Department of Higher Education and mailed along with a copy of the manifest to reconcile the academic year. The mailing address is Office of Financial Aid, 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 may be turned over to the Ohio Attorney General's Office for collection.

Financial aid personnel should direct questions to Tamika Braswell, Director, 614.728.8862, [tbraswell@highered.ohio.gov](mailto:tbraswell@highered.ohio.gov).