



FINANCIAL AID GUIDANCE MEMO

REFERENCE: **FA 18-003**
TOPIC: **2016-2017 RECONCILIATION**
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RELEVANT STATUTE: **OHIO REVISED CODE 3333.122**

It is time once again for the final reconciliation of fiscal year 2017 (2016-2017 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 2016-2017 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 FA 17-008
<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/sgs/guidance-memos/FA17-008.pdf>.

The absolute last day extension requests will be honored for payment requests is **Monday, August 21, 2017**. *This includes requests for the foster youth exception for OCOG at community colleges and third-term OCOG at community colleges, regional campuses, and institutions with adjusted award amounts.* Schools should not submit an extension request that exceeds 7 days. *After this date, the 2016-2017 payment submission process will be closed.* For the small handful of schools with a spring submission window end date beyond August 21, 2017, 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 2016-2017 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.

WOS: https://qry.regents.state.oh.us/cgi/wos_undisbursed_unrecovered_query.cgi.

Please review Guidance Memo FA18-004 <https://www.ohiohighered.org/sgs/guidance-memos> which describes the refund policy campuses are required to follow regarding all of our 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,
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