



FINANCIAL AID GUIDANCE MEMO

REFERENCE: FA 18-007
TOPIC: NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP)
AUTHOR: LISA REED, PROGRAM MANAGER
DATE: 07 AUGUST 2017
RELEVANT STATUTE: OHIO REVISED CODE, SECTION 3333.23

Following are some important reminders from prior guidance memos, which can be found at <http://www.ohiohighered.org/sgs/guidance-memos>.

Ohio Administrative Code

Throughout Ohio Revised Code, there are several references to the Chancellor establishing rules for various aspects of the program. These rules are the Ohio Administrative Code. The NEALP Administrative Code can be found at: <http://codes.ohio.gov/oac/3333-1-22>.

Award Amounts

For RN - Grad applicants; the 2017-2018 maximum annual award amount is \$1,500.

For MNE (nurse instructor) applicants; the 2017-2018 maximum annual award amount is \$6,000.

NEALP funding is awarded in equal amounts during the terms of the academic year and are not disbursed during the summer term.

Eligible Programs

Due to the continued abundance of practicing LPN's, NEALP will once again make awards for the 2017-2018 academic year only to RN – Grad degrees and nurse instructor candidates (MNE).

Nursing students enrolled with current educational goals of Associate Degree, RN; Bachelor's Degree, RN (including students in an RN to BSN completion program); Diploma, RN; or Graduate Degree in Nursing, should be verified for maximum annual award eligibility of **\$1,500**.

Nursing students enrolled with a current educational goal of Masters of Nursing Education should be verified for maximum annual award eligibility of **\$6,000** (may include students enrolled in graduate program other than nursing education, such as public policy or healthcare administration, for whom we have a letter of intent to teach on file in our office).

Utilization

Students must be Ohio residents and may receive NEALP for a maximum of 12 quarters or 8 semesters and/or the total aggregate loan amount of \$12,000 of NEALP funding. Students must be enrolled at least half-time in order to receive NEALP benefits in any given term of study.

Verification Process

Those institutions that offer qualified nursing programs and those that have been listed as schools of enrollment by applicants should have access to the *NEALP Verification Query* as of today. The NEALP Verification “NV” Query is located in HEI under Restricted Outputs - Financial Aid. The NV query serves as a tool for schools to confirm each applicant’s enrollment in a qualifying nursing program. In addition, the student’s utilization must also be verified. Keep in mind that the fact that a student may already hold a nursing license does not eliminate that student from consideration as long as he/she is currently enrolled in a qualifying nursing program indicated above (may include an LPN to RN bridge program).

After reviewing the NV query, institutions will submit a NV file via the HEI Data Entry Portal with records of the eligible applicants. Institutions must submit a NV verification file in order for eligible students at their institutions to be considered for funding. The submittal of the 2017-2018 NV file is due by COB on **Monday, August 21, 2017**. If an applicant is found to not be eligible, no record should be submitted. See HEI File Submissions <https://www.ohiohighered.org/node/1787> for further guidance or contact the NEALP Program Manager. If assistance is needed please contact the NEALP Program Manager.

Awarding Process

Once all institutional verification files are received, we will make the final awards based on the funding allotment for the current academic year. Our office will then notify all applicants and institutions of the final awards. Institutions will also be notified that the NEALP “NT” Certification query is available. This query provides a roster of the eligible applicants that have been awarded NEALP for the 2017-2018 academic year.

Certification

Those institutions with NEALP recipients will need to access and submit the NEALP Certification “NT” file in order to request payment on behalf of their eligible students. An institution’s academic calendar must be set in the HEI system in order to access these files. Please keep in mind that schools must wait a *minimum* of 15 days after the start of the term before funds can be requested.

Posting of Funds

In alignment with federal policy, the institution should apply the funds requested as soon as administratively feasible but no later than three business days following the date the institution received those funds.

Refunds

If a student withdraws from the nursing program completely or drops to less than half-time enrollment during an academic term, a refund may be necessary. Institutions are required to follow the NEALP refund policy calculation to determine if a refund is owed. See FA18-007A <http://www.ohiohighered.org/sgs/guidance-memos> for the complete guidance and calculator.

Refunds and/or adjustments need to be submitted in the HEI Data Entry Portal through the NEALP “NA” Adjustment file. When a NA file is submitted during an academic year, the refund will be captured from the next NEALP disbursement. If no further disbursements will be made for the academic year, a refund check must be submitted to our office within 30 days of submitting the refund file. 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 the Nurse Education Assistance Loan Program Manager, Lisa Reed, 614.466.3561, lreed@highered.ohio.gov.