



### FINANCIAL AID GUIDANCE MEMO

REFERENCE:	FA 19-004
TOPIC:	2017-2018 RECONCILIATION
AUTHOR:	TAMIKA BRASWELL, DIRECTOR
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RELEVANT STATUTE:	OHIO REVISED CODE 3333.122

It is that time of the year for the final reconciliation of fiscal year 2018 (2017-2018 academic year).

In previous years 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. **Due to an insufficient end-of-year fund balance, ODHE will not be able to grant extensions for these requests for the Ohio College Opportunity Grant and the Ohio War Orphans Scholarship.** Extension requests may still be requested for the Nurse Education Assistance Loan Program (NEALP).

The **ONLY** exceptions are the following circumstances that are generally beyond the control of the institutions. ***Please note that the explanation for the extension request provided through HEI must be detailed enough to reference one of the following scenarios:***

- ▶ Institution experiences an unexpected turnover with staff and therefore is unable to request the financial aid funds in the original edit/submission window.
- ▶ Third-term OCOG at community colleges, regional campuses, and institutions with adjusted award amounts that are on a trailer academic calendar.
- ▶ Student completed federal verification late (original FAFSA completion date was before the October 1 state deadline) in the academic year and becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.
- ▶ Institution sends FAFSA data (original completion date was before the October 1 state deadline) to school late in the academic year and appears on school's roster as OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.
- ▶ Institution completed a special circumstance/professional judgment late (original FAFSA completion date was before the October 1 state deadline) in the academic year and student becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.
- ▶ Institution received an ISIR override from the Department of Higher Education late (original FAFSA completion date was before the October 1 state deadline) in the academic year and student becomes OCOG eligible. School applies state grant retroactively to past term(s) in which student was enrolled.

If your institution has missed an edit window for any of the above exceptions, you can submit up to a 7 day extension request. The absolute last day extension requests will be honored for payment requests is **Monday, August 20, 2018**. Schools should not submit an extension request that exceeds 7 days. *After this date, the 2017-2018 payment submission process will be closed.* For the small handful of schools with a spring submission window end date beyond August 20, 2018, 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.*

Please review the complete HEI Submission Request Guidance Memo [FA 17-008](#).

The other important element of this year-end reconciliation process is the payment of outstanding refunds from 2017-2018 and any previous academic years. Each institution can access its respective refund manifest at the following links:

[NEALP Undisbursed/Unrecovered Finds Query](#) – select reports

[OCOG Undisbursed/Unrecovered Funds Query](#)

[WOS Undisbursed/Unrecovered Funds Query](#) – select reports

Please review Guidance Memo [FA18-004](#) 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:

Ohio Department of Higher Education  
Office of Financial Aid, 2<sup>nd</sup> Floor  
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).