



Ted Strickland, Governor  
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## Board of Regents

University System of Ohio

### STATE GRANTS AND SCHOLARSHIPS (SGS) GUIDANCE MEMO

REFERENCE:	<b>SGS 09-002</b>
TOPIC:	<b>HEI SUBMISSION REQUESTS</b>
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DATE:	<b>9 OCTOBER 2008</b>
RELEVANT STATUTE:	<b>NOT APPLICABLE</b>

The Higher Education Information (HEI) System is the primary tool campuses use to request payments and issue refunds for State Grants and Scholarships (SGS) programs on behalf of their students. The division of State Grants and Scholarships takes its obligation seriously to fulfill all legitimate payment requests presented in a timely manner.

A specific edit/submission window is available to each campus during each term. All HEI financial aid data reporters and financial aid contacts are sent an e-mail reminding them of the dates of the edit/submission window at the beginning of each term. The edit/submission window is based on the individual academic calendar submitted by each campus. An edit/submission window generally opens 15 days after the first day of any given term and closes 30 days after the last day of any given term. The edit/submission window is identical for most SGS programs submitted through HEI in any given term.

Ideally, campuses will completely reconcile and submit all refund and payment requests to SGS before the specific edit/submission window for any given term has closed. In the event a campus is approaching the expiration of its edit/submission window for a given term and needs additional time to reconcile and submit, an extension can be requested.

The timing of an extension request is crucial. ***Extension requests should be made before an edit/submission window closes and not after.*** Additionally, extension requests should be based on compelling circumstances, not convenience. Extension requests are never guaranteed to be approved by State Grants and Scholarships. To avoid any instance of payment requests being denied, every attempt should be made to submit payment requests in a timely manner within the specific edit/submission window.

Recognizing this structure has neither been effectively communicated to the financial aid community nor consistently administered by State Grants and Scholarships, a grace period will be implemented for summer, autumn and winter terms during the 2008-2009 academic year. The following are the deadlines ***after which no additional extensions will be considered\**** for each respective term:

- 2008-2009 Summer Term (quarter or semester), Monday, November 3, 2008
- 2008-2009 Autumn Term (quarter or semester), Tuesday, February 17, 2009
- 2008-2009 Winter Term (quarter), Monday, May 18, 2009
- 2008-2009 Spring Term (quarter or semester), last day of spring term edit/submission window

***\*This applies to extension requests for payment submissions from institutions. State Grants and Scholarships will indefinitely encourage and accept extension requests for the submission of refunds from institutions.***