



Ted Strickland, Governor  
Eric D. Fingerhut, Chancellor

## Board of Regents

University System of Ohio

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

REFERENCE:	<b>SGS 10-009</b>
TOPIC:	<b>FINANCIAL AID AUDITS</b>
AUTHOR:	<b>CHAD FOUST, SGS DIRECTOR</b>
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Our office is putting the final touches on preparations for the 2010 calendar year financial aid audits. During calendar year 2010, our office will audit state grant and scholarship awards disbursed during the 2008-2009 academic year. In past calendar years, our office has audited between 35-40 schools each year. For calendar year 2010, our office will audit **all Ohio** public, independent and proprietary institutions that administered state grant and scholarship programs during the 2008-2009 academic year. The following is a timeline that should prove helpful for campuses in preparation for the audit process:

- October 13, 2009** Initial audit letter will be sent to campus president/director and copied to financial aid director/contact. This letter will be signed by our Vice Chancellor for Finance, Rich Petrick, and will assign the 2010 calendar month to each institution for its audit. We can work with campuses if changes to the schedule need to be made.
- Month before audit** Financial aid office will receive official request through HEI secure server with the names and social security numbers (chosen at random) of up to 100 students—**confirmation of receipt of this initial request is encouraged**. Documentation including, but not limited to, the following will be requested: admission application, confirmation of selective service registration, transcript, add/drop forms, student account printout, copy of the school's college catalog. This documentation will be required only for the term(s) and academic year in question (2008-2009) and will be requested to be returned to us in social security number order. Documents submitted will be shredded upon completion of audit, so no originals should be sent.
- Once submitted** Our office will perform the audit and present the financial aid office with our initial findings. At this point, the school will be encouraged to provide any additional documentation to resolve any discrepancies. If percentage of anomalies is less than 5%, audit will be finalized. If percentage of anomalies is greater than 5%, up to an additional 150 student records will be requested. After this additional review, if the percentage of anomalies is less than 5%, audit will be finalized. If percentage of anomalies is still greater than 5%, an audit of **all remaining** student records for that academic year will commence.
- Audit finalized** Once school makes payment of any refund due, final letter closing the audit will be sent to financial aid director/contact and copied to campus president/director.

**Throughout the audit process, our staff will remain flexible and willing to work with all schools to allow ample time and opportunity for documentation and dialogue.** Financial aid personnel should direct questions to the financial aid auditor, Barbara Thoma, 614.752.9535, [bthoma@regents.state.oh.us](mailto:bthoma@regents.state.oh.us).