Oklahoma's Promise

Nuts & Bolts for the Financial Aid Office

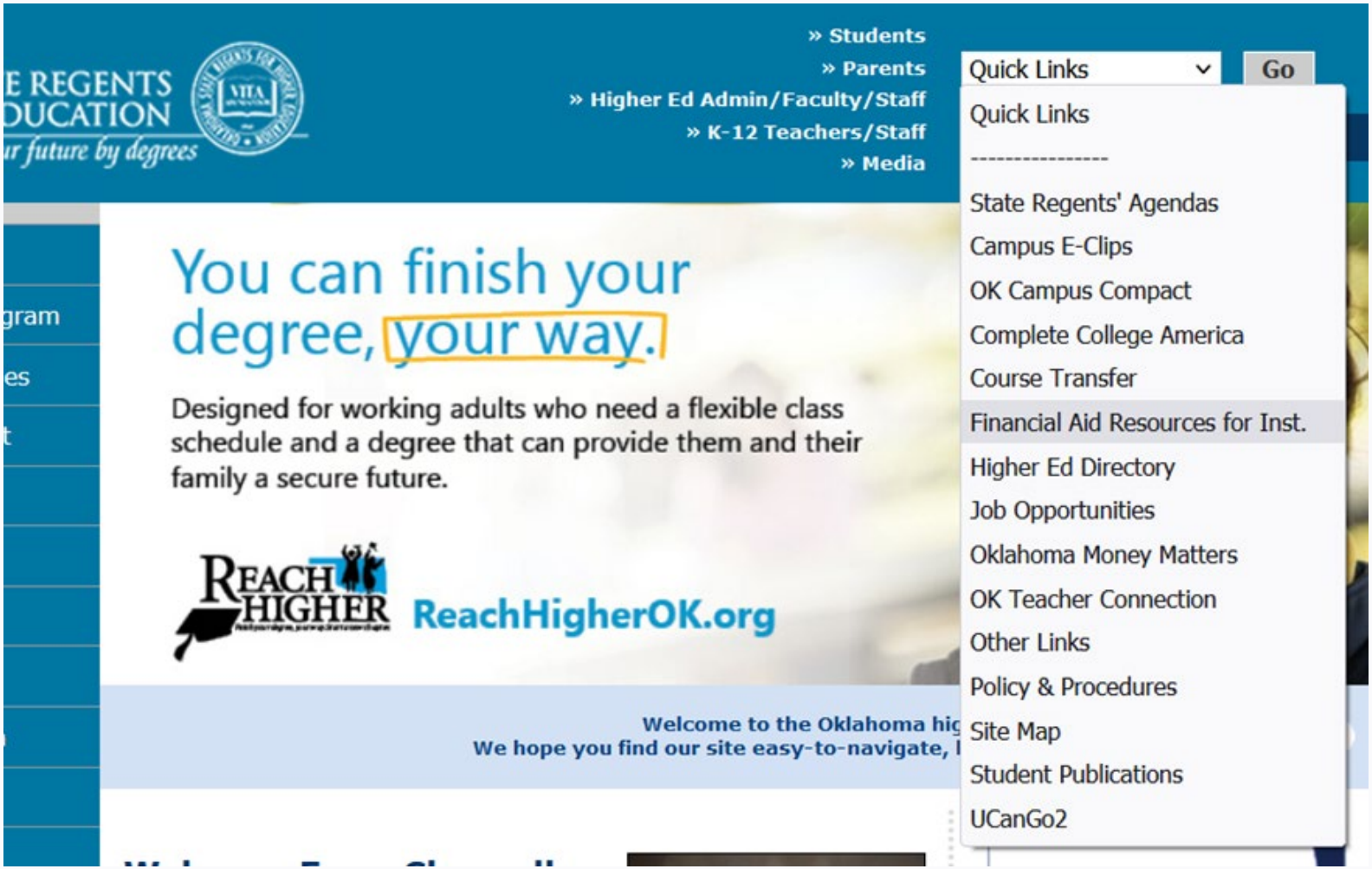
July 2022

Oklahoma State Regents for Higher Education

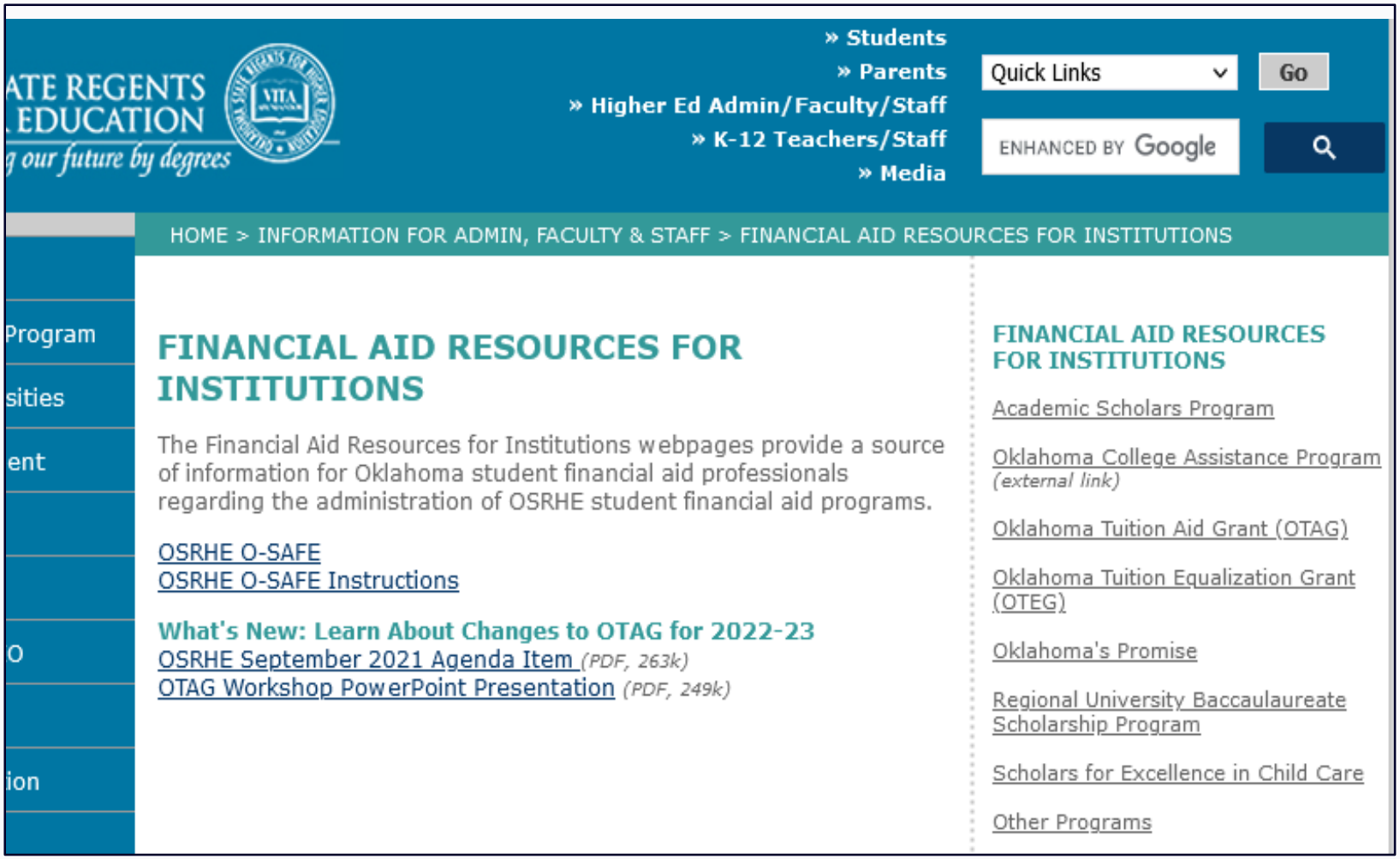
RESOURCES on OSRHE website

Go to **www.okhighered.org**

Use Quick Links for Financial Aid Resources for Institutions



https://www.okhighered.org/admin-fac/FinAidResources/



https://www.okhighered.org/admin-fac/FinAidResources/okpromise.shtml

OK Promise Scholarship Limits

Program eligibility expires when one of the following occurs – whichever comes first:

- 5 years
- Bachelor's degree
- 129 credit hours paid by OK Promise

129 Credit Hour Review

- Applies to students with HS GY 2018 and thereafter
- Total award payments may not exceed 129 credit hours
- Based on hours PAID with OKPromise funds (no concurrent, AP credits, hours transferred in from out of state or remedial)
- Allowances for degree programs that require > 129 credit hours

Allowances for degree programs that require > 129 credit hours

- 1st Professional degrees are limited to 150 credit hours
- Other degree programs (not 1st prof) that are more than the 129 (i.e. architecture) have a limit of the minimum # of hrs required for that program
- For major/minor or dual majors use the primary degree

The higher limit will need to be reported to the OKP office by the institution

Oklahoma's Promise 129 CAP Exception Form

Please use this form to report the requirements for a student's degree program that is in excess of 129 credit hours for OK Promise award eligibility.
***Only the required credit hours for a single degree will be considered. The 129-credit-hour limit will not be extended due to the student changing degree programs, seeking an additional major or minor, pursuing more than one bachelor's degree, etc. For dual degrees use the primary major.**

Institution: _____

Submitted By: _____

Last Name	First Name	SSN	Degree Program	Required Hours

***Email Kelley for form**

Communication to the Students and Institutions

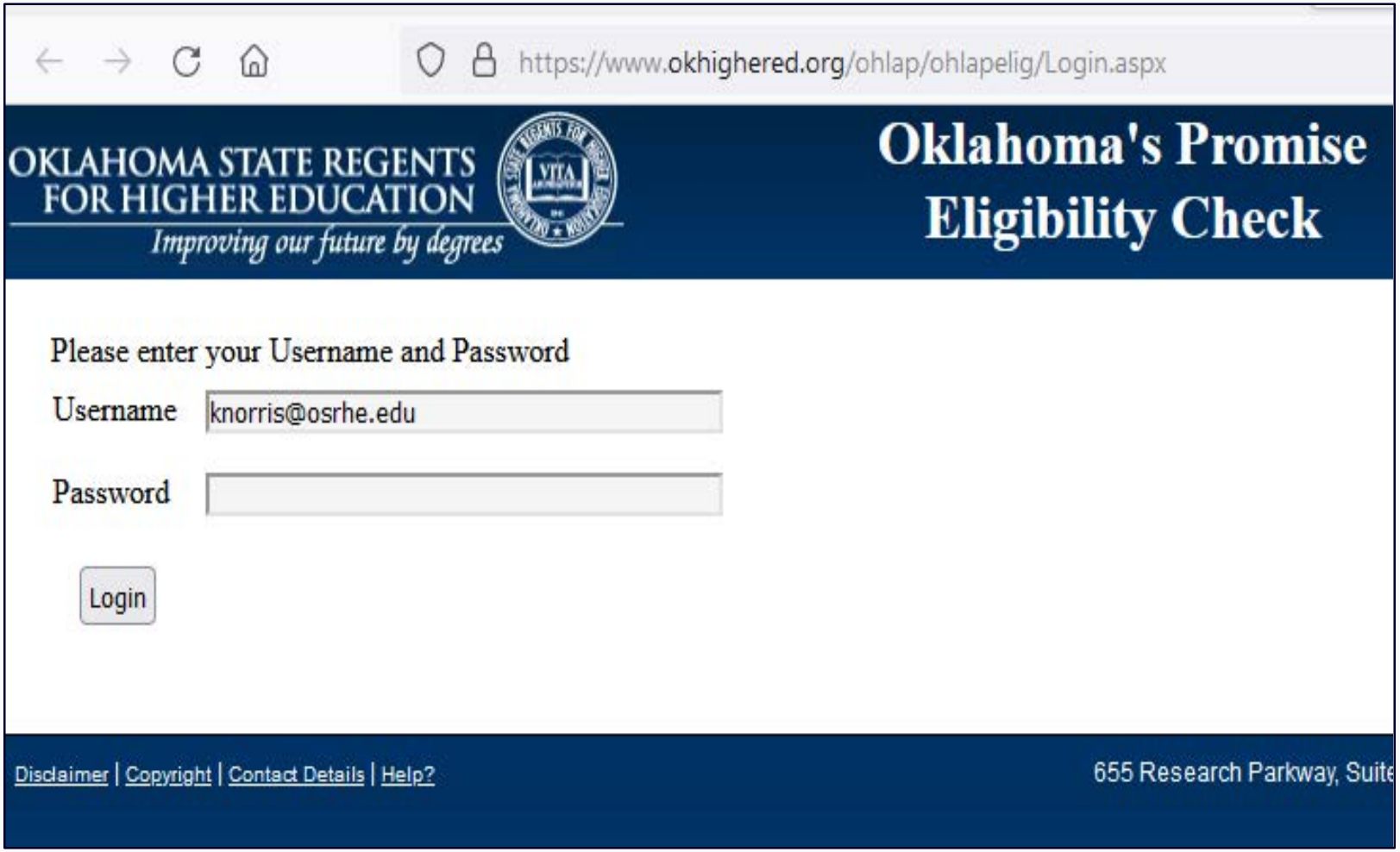
- Notification is by email (mid-July)
- Students at the 129 limit and ineligible
- Students who will likely meet or exceed the limit during 2022-23:
  - Email to students at 90+ hours
  - Email to schools – for those at 99+ hours

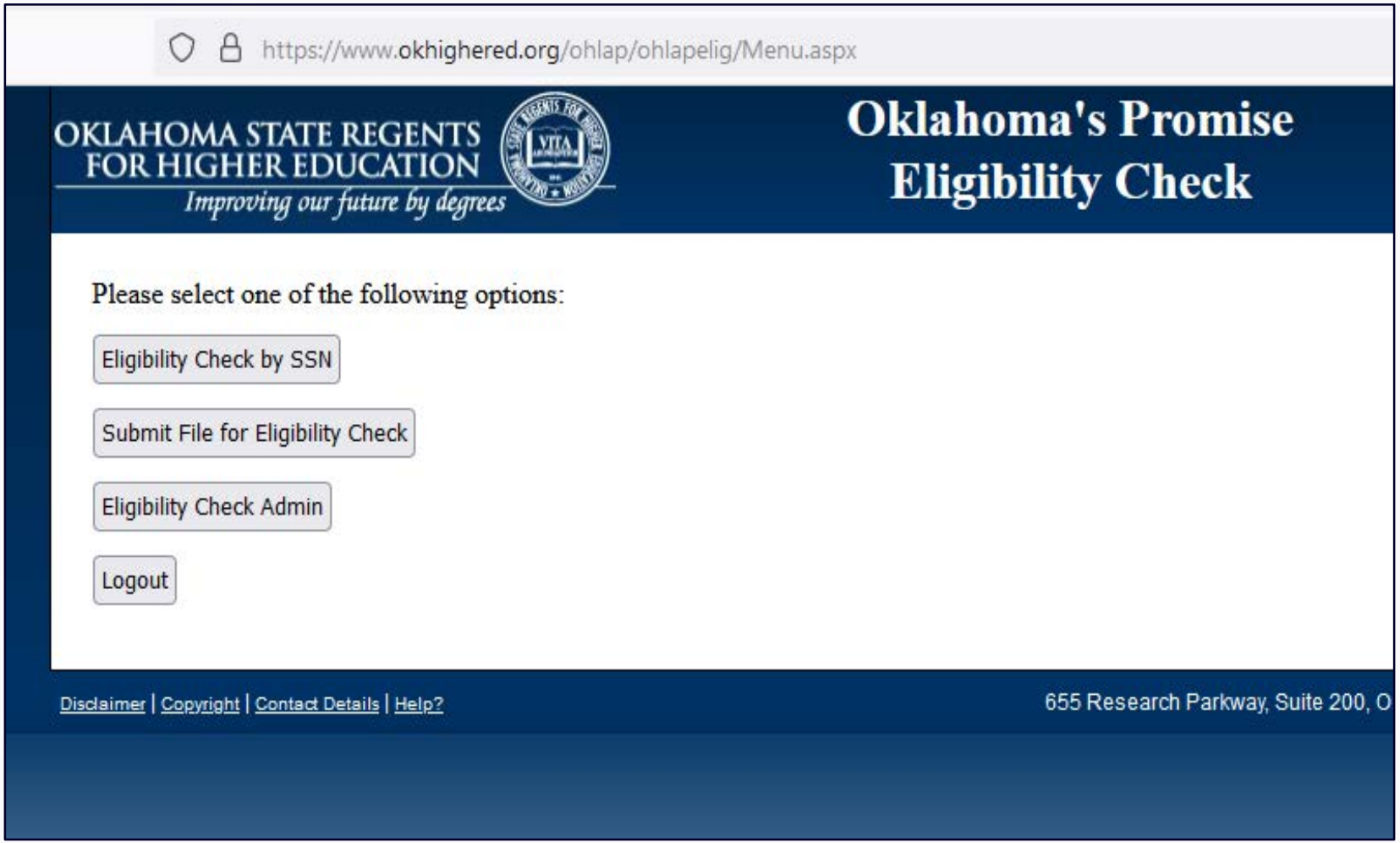
Reminders

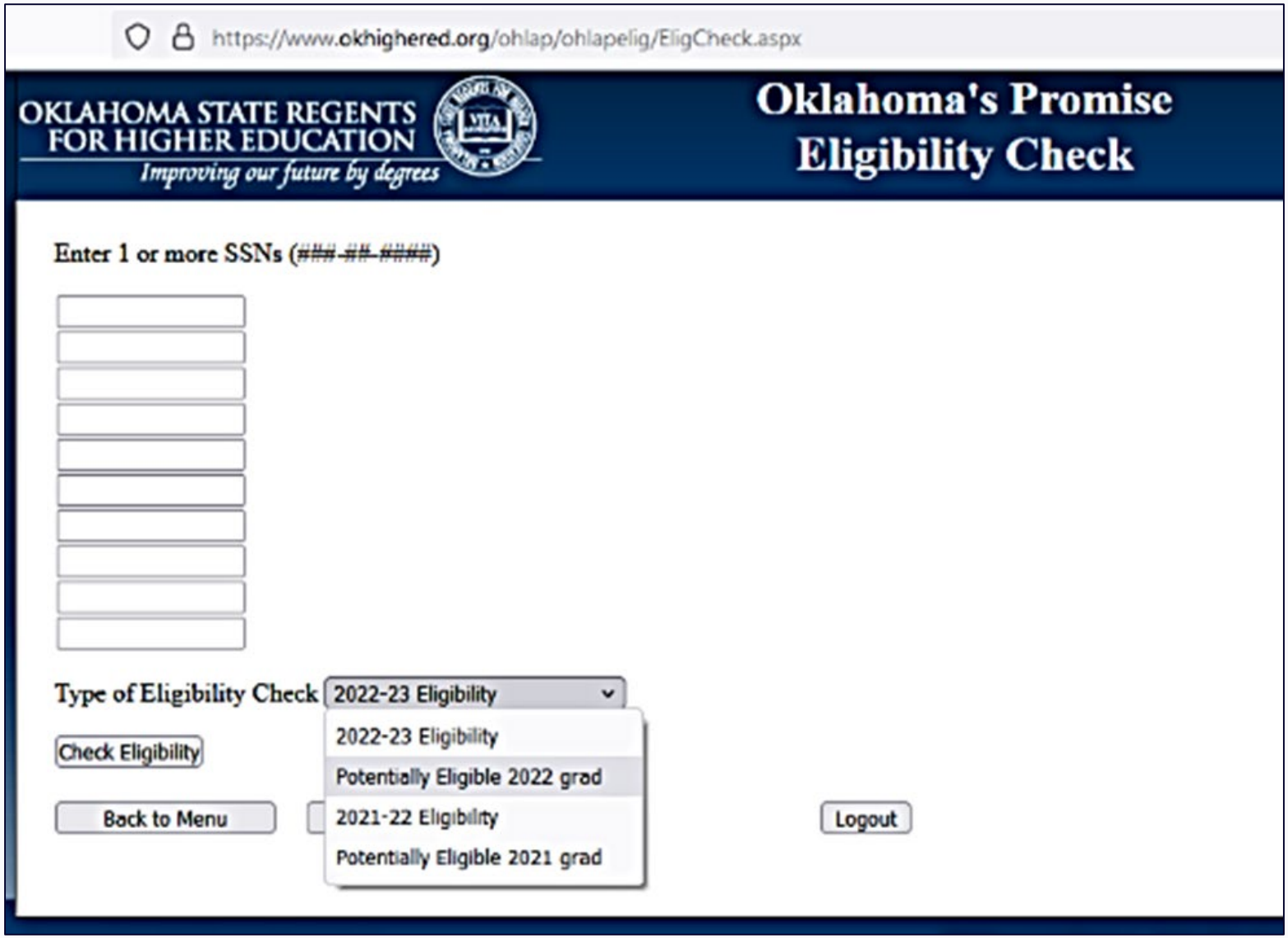
- 129 total includes hours PAID by OKPromise at any institution
- We suggest you run an Eligibility Report for the students listed on the claim right before you submit the claim.
- Late claims (from previous term/year) can create a problem with the credit hour limit. Check the eligibility report first!
- While many students are at research and regional colleges, it is important for 2-yr colleges and career techs to watch out for these students as well.

OK Promise Eligibility Report

- **https://www.okhighered.org/ohlap/ohlapelig/Login.aspx**
- Same username and password as O-SAFE
- Multiple Report Options:
  - Current Eligibility 2021-22 – for last year
  - Current Eligibility 2022-23 (frequent updating)
  - Potential Eligibility - 2022 HS grads
  - Potential Eligibility - 2023 HS grads (Avail. around Oct. 1)
- Two Processing Options: Individual student or batch file


https://www.okhighered.org/ohlap/ohlapelig/Login.aspx
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees
Oklahoma's Promise Eligibility Check
Please enter your Username and Password
Username
knorris@osrhe.edu
Password
Login
Disclaimer | Copyright | Contact Details | Help?
655 Research Parkway, Suite


https://www.okhighered.org/ohlap/ohlapelig/Menu.aspx
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees
Oklahoma's Promise Eligibility Check
Please select one of the following options:
Eligibility Check by SSN
Submit File for Eligibility Check
Eligibility Check Admin
Logout
Disclaimer | Copyright | Contact Details | Help?
655 Research Parkway, Suite 200, O


https://www.okhighered.org/ohlap/ohlapelig/EligCheck.aspx
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees
Oklahoma's Promise Eligibility Check
Enter 1 or more SSNs (###-##-####)
Type of Eligibility Check
2022-23 Eligibility
2022-23 Eligibility
Potentially Eligible 2022 grad
2021-22 Eligibility
Potentially Eligible 2021 grad
Check Eligibility
Back to Menu
Logout

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Improving our future by degrees

Oklahoma's Promise Eligibility Check

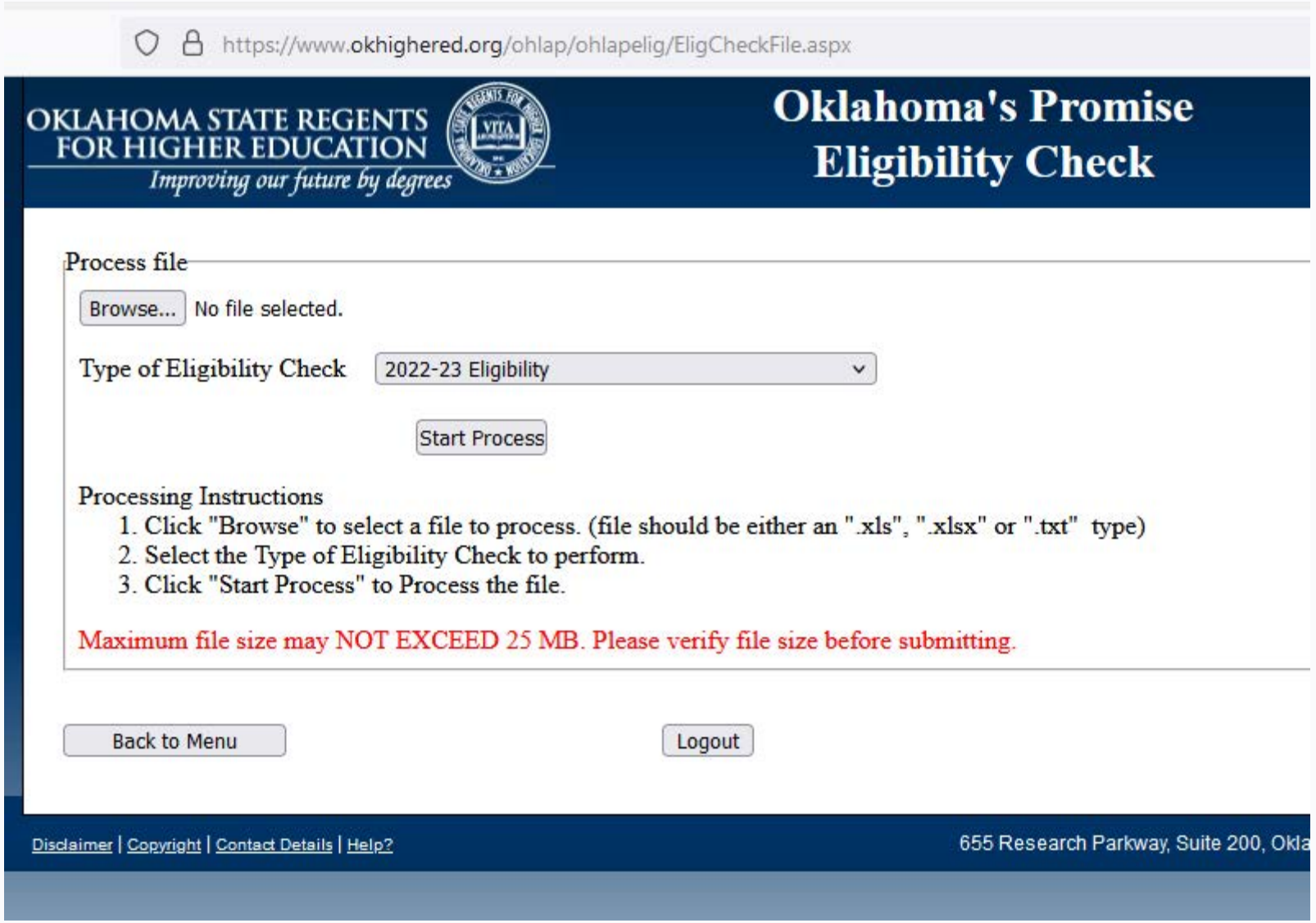
Enter 1 or more SSNs (###-##-####)

xxx-xx-xxxx	Eligible : Expiration Date - 07/31/2023 Hardaway HS Grad - 2018 Allowed Hours - 129 Paid Hours - 129 Remaining Hours - 0
xxx-xx-xxxx	Not eligible
xxx-xx-xxxx	Eligible : Expiration Date - 07/31/2022 Friday HS Grad - 2017
xxx-xx-xxxx	Eligible : Expiration Date - 07/31/2023 Schneberger HS Grad - 2018 Allowed Hours - 129 Paid Hours - 129 Remaining Hours - 0
xxx-xx-xxxx	Eligible : Expiration Date - 07/31/2024 Bryson HS Grad - 2019 Allowed Hours - 129 Paid Hours - 111 Remaining Hours - 18

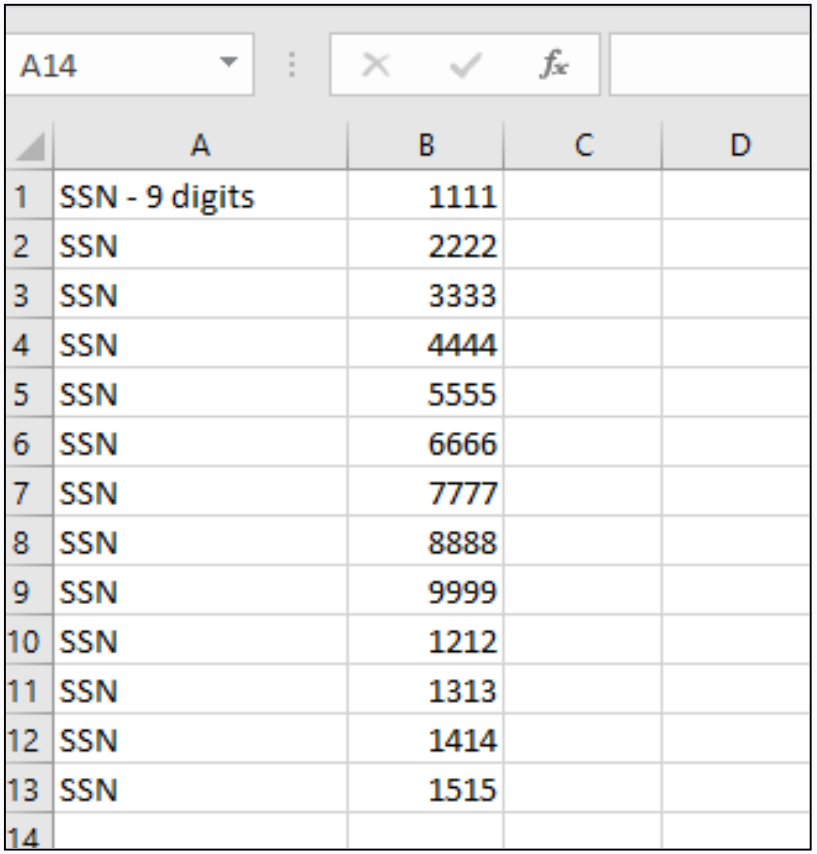
Type of Eligibility Check 2021-22 Eligibility

Check Eligibility Eligibility check complete.

Back to Menu Clear Form Logout


https://www.okhighered.org/ohlap/ohlapelig/EligCheckFile.aspx
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees
Oklahoma's Promise Eligibility Check
Process file
Browse...
No file selected.
Type of Eligibility Check
2022-23 Eligibility
Start Process
Processing Instructions
1. Click "Browse" to select a file to process. (file should be either an ".xls", ".xlsx" or ".txt" type)
2. Select the Type of Eligibility Check to perform.
3. Click "Start Process" to Process the file.
Maximum file size may NOT EXCEED 25 MB. Please verify file size before submitting.
Back to Menu
Logout
Disclaimer | Copyright | Contact Details | Help?
655 Research Parkway, Suite 200, Okla

OK Promise
File created by institution



	A	B	C	D
1	SSN - 9 digits	1111		
2	SSN	2222		
3	SSN	3333		
4	SSN	4444		
5	SSN	5555		
6	SSN	6666		
7	SSN	7777		
8	SSN	8888		
9	SSN	9999		
10	SSN	1212		
11	SSN	1313		
12	SSN	1414		
13	SSN	1515		
14				

Column A:
SSN (no dashes)

Column B:
Student ID

Make sure it is text and there are no missing leading zeros or SSNs

OKP Eligibility File returned to the institution

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	106262	Not Eligible	N											
2	104747	Eligible	E	Date Expires:	07/31/2025	Jones	HS Grad :	2020	Allowed :	129	Paid :	39	Remaining	90
3	105959	Not Eligible	N											
4	104646	Eligible	E	Date Expires:		Phillips	HS Grad :	2021	Allowed :	129	Paid :	0	Remaining	129
5	109494	Eligible	E	Date Expires:	07/31/2022	Salas	HS Grad :	2017						
6	101313	Eligible	E	Date Expires:	07/31/2023	Eaton	HS Grad :	2018	Allowed :	129	Paid :	112	Remaining	17
7	106262	Eligible	E	Date Expires:	07/31/2023	Booth	HS Grad :	2018	Allowed :	129	Paid :	124	Remaining	5
8	103434	Not Eligible	N											
9	105656	Eligible	E	Date Expires:	07/31/2024	Alexander	HS Grad :	2019	Allowed :	129	Paid :	100	Remaining	29
10	103535	Eligible	E	Date Expires:	07/31/2026	Flores	HS Grad :	2021	Allowed :	129	Paid :	26	Remaining	103
11														
12														

OK Promise Eligibility Reports

- 2021-22 Eligibility (Fall 21, Spring 22, Summer 22)
- 2022-23 Eligibility (Fall 22, Spring 23, Summer 23)
- Potential Eligibility – current HS seniors enrolled in the program and may be eligible to receive the scholarship in the fall. Results:
  - Potentially Eligible – still processing
  - Not an OKPromise Student – processing completed and moved off of the Potential list (check the 22-23 Eligibility)

Troubleshooting Eligibility Report

- Error: the # of columns does not match …

  Answer: too many columns in your spreadsheet; check for blank SSN fields or SSNs without the leading zero

- Problem: Found a student in May; the following September, the student is not on the list…
  - Student's eligibility may have expired – Bachelor's degree, 129 hours paid, 5 year or 3 year expiration.
  - FAFSA – income check; C-Code/citizenship issue – let us know type of documentation used.

Troubleshooting (cont.)

- Problem: Student is coming up as “not eligible”
  - Student did not complete the HS requirements.
  - Possible incorrect SSN or no SSN on record
  - FAFSA issue – over income limit or C Code or no FAFSA match
- Question: Why does one OK Promise student have an expiration date and another does not?

  The 1st student has a disbursement on record with OK Promise; the 2nd does not (yet).

CLAIM FORMS

OKLAHOMA'S PROMISE

2022-23 Scholarship Claim Form

Institution:	School Code:			
OK Panhandle State University	U 133	Semester		
		_____	Fall	Year: 20__
Person to whom check should be mailed or email notice given:		_____	Spring	
		_____	Summer	
_____		_____	Other	
(please provide email address if applicable)				

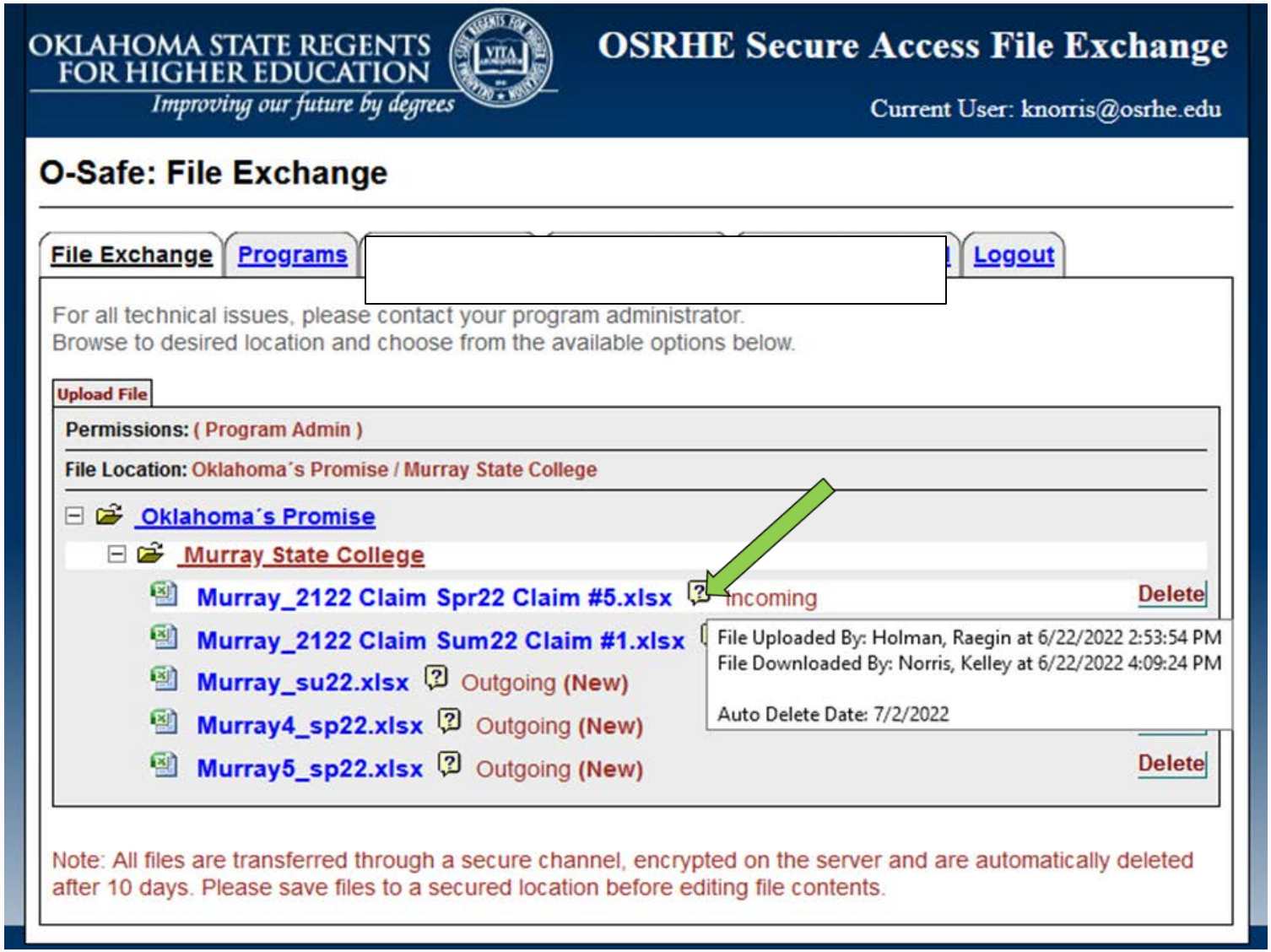
I certify that the Oklahoma's Promise awards for students listed below have been awarded within the student's federal cost of attendance limit and do not include any non credit remedial courses *All listed students selected for Verification have completed that process.

Name	Title

I. Claims for students receiving Oklahoma's Promise scholarship funds

Last Name	First Name	SSN	Total Hours	OKPromise Rate	OKPromise Award	Adjusted Award
			0	$ 100.00	$ -	
			0	$ 100.00	$ -	
			0	$ 100.00	$ -	

https://www.okhighered.org/O-SAFE/Login.aspx
OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees
OSRHE Secure Access File Exchange
O-Safe: Login
Welcome to the new O-Safe.
For all technical issues, please contact your program administrator.
Input your user name and password to login to O-Safe.
* User Name:
knorris@osrhe.edu
Input your user name.
* Password:
Input your login password.
Login
Forgot Password


OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees
OSRHE Secure Access File Exchange
Current User: knorris@osrhe.edu
O-Safe: File Exchange
File Exchange
Programs
Logout
For all technical issues, please contact your program administrator.
Browse to desired location and choose from the available options below.
Upload File
Permissions: (Program Admin)
File Location: Oklahoma´s Promise / Murray State College
Oklahoma´s Promise
Murray State College
Murray_2122 Claim Spr22 Claim #5.xlsx
Incoming
Delete
Murray_2122 Claim Sum22 Claim #1.xlsx
File Uploaded By: Holman, Raegin at 6/22/2022 2:53:54 PM
File Downloaded By: Norris, Kelley at 6/22/2022 4:09:24 PM
Auto Delete Date: 7/2/2022
Murray_su22.xlsx
Outgoing (New)
Murray4_sp22.xlsx
Outgoing (New)
Murray5_sp22.xlsx
Outgoing (New)
Delete
Note: All files are transferred through a secure channel, encrypted on the server and are automatically deleted after 10 days. Please save files to a secured location before editing file contents.

Claim Form Submission

- New staff will need permissions to check eligibility and/or submit claims. For login info – email Carol calexander@osrhe.edu or Kelley knorris@osrhe.edu

  Please do not share logins!

- Upload claims to OSAFE – OK Promise folder
- OKP receives immediate email notice when you upload a claim.

Returning funds to OK Promise

- Electronic funds transfer – communicate to your business office the importance of identifying the payment as OK Promise
- Paper check
- Combine it with another request for funds on subsequent claim form – indicate return as a negative amount (i.e. -6 and -$220.00)

OK Promise Refunds

- Notification to OKP is very important!
- Indicate the name and SSN of student(s), the amount and the semester
- Form of notification:
  - Submit a claim form via OSAFE (**PREFERRED)**
  - Identify student in the Payment Message on the funds transfer (no SSNs please)
  - List on the check stub –for OK Promise & student name

EFT / Check Information

- Claims may take 1-4 weeks to be processed by the business office. Checks will be mailed out as soon as our office receives it.
- To set up your institution with EFT your Business Office should contact:

  OMES Vendor Registration team via

  the OMES Service Desk at servicedesk@omes.ok.gov

  or 405-521-2444.

Other Info

- Automating your OK Promise claim form
  - Pull data from your FA Management System into your claim form (**keep formatting of claim form!)**
- Do not submit hours OK Promise does not pay for or if student is in Verification *per DOE changes
- Create a new file for each claim
- Email & PII – no SSNs; send month/day only of birth
- Notify of Bachelor's degree grads – upload SSN & name to OSAFE

Contact Information

Kelley Norris: knorris@osrhe.edu

405-225-9147

Carol Alexander: calexander@osrhe.edu

405-225-9160

okpromise@osrhe.edu

OR

1-800-858-1840 (option 2)

Oklahoma's Promise