

# 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](http://www.okhighered.org)

Use Quick Links for Financial Aid Resources for Institutions

The screenshot shows the OSRHE website interface. At the top left, the logo for the Oklahoma State Regents for Higher Education is visible, with the text "OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION" and the tagline "Your future by degrees". To the right of the logo is a navigation menu with the following items: "» Students", "» Parents", "» Higher Ed Admin/Faculty/Staff", "» K-12 Teachers/Staff", and "» Media". Below the navigation menu is a main banner with the text "You can finish your degree, your way." where "your way." is highlighted in a yellow box. Below this text is a paragraph: "Designed for working adults who need a flexible class schedule and a degree that can provide them and their family a secure future." At the bottom of the banner is the "REACH HIGHER" logo and the text "ReachHigherOK.org". On the right side of the page, a "Quick Links" dropdown menu is open, showing a list of links: "Quick Links", "State Regents' Agendas", "Campus E-Clips", "OK Campus Compact", "Complete College America", "Course Transfer", "Financial Aid Resources for Inst.", "Higher Ed Directory", "Job Opportunities", "Oklahoma Money Matters", "OK Teacher Connection", "Other Links", "Policy & Procedures", "Site Map", "Student Publications", and "UCanGo2". A "Go" button is located to the right of the dropdown menu.

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

The screenshot shows the website for the Oklahoma State Regents for Higher Education. The header includes the logo and tagline "Oklahoma State Regents for Higher Education" and "Building our future by degrees". Navigation links are provided for Students, Parents, Higher Ed Admin/Faculty/Staff, K-12 Teachers/Staff, and Media. A search bar is present with the text "ENHANCED BY Google" and a "Go" button. The breadcrumb trail reads "HOME > INFORMATION FOR ADMIN, FACULTY & STAFF > FINANCIAL AID RESOURCES FOR INSTITUTIONS". The main content area is titled "FINANCIAL AID RESOURCES FOR INSTITUTIONS" and contains a paragraph describing the resources. Below this, there are links for "OSRHE O-SAFE" and "OSRHE O-SAFE Instructions". A "What's New" section highlights "Learn About Changes to OTAG for 2022-23" with links to an agenda item and a workshop presentation. A sidebar on the right lists various programs: Academic Scholars Program, Oklahoma College Assistance Program (external link), Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), Oklahoma's Promise, Regional University Baccalaureate Scholarship Program, Scholars for Excellence in Child Care, and Other Programs.

STATE REGENTS  
EDUCATION  
Building our future by degrees

» Students  
» Parents  
» Higher Ed Admin/Faculty/Staff  
» K-12 Teachers/Staff  
» Media

Quick Links

ENHANCED BY Google

HOME > INFORMATION FOR ADMIN, FACULTY & STAFF > FINANCIAL AID RESOURCES FOR INSTITUTIONS

**FINANCIAL AID RESOURCES FOR INSTITUTIONS**

The Financial Aid Resources for Institutions webpages provide a source of information for Oklahoma student financial aid professionals regarding the administration of OSRHE student financial aid programs.

[OSRHE O-SAFE](#)  
[OSRHE O-SAFE Instructions](#)

**What's New: Learn About Changes to OTAG for 2022-23**  
[OSRHE September 2021 Agenda Item](#) (PDF, 263k)  
[OTAG Workshop PowerPoint Presentation](#) (PDF, 249k)

**FINANCIAL AID RESOURCES FOR INSTITUTIONS**

[Academic Scholars Program](#)

[Oklahoma College Assistance Program](#)  
(external link)

[Oklahoma Tuition Aid Grant \(OTAG\)](#)

[Oklahoma Tuition Equalization Grant \(OTEG\)](#)

[Oklahoma's Promise](#)

[Regional University Baccalaureate Scholarship Program](#)

[Scholars for Excellence in Child Care](#)

[Other Programs](#)

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

The screenshot shows the Oklahoma Higher Education website. The top navigation bar is blue with white text: "HIGHER EDUCATION" and "our future by degrees" on the left, and "» Higher Ed Admin/Faculty/Staff", "» K-12 Teachers/Staff", and "» Media" on the right. A search bar on the right says "ENHANCED BY Google". Below the navigation bar is a green breadcrumb trail: "HOME > INFORMATION FOR ADMIN, FACULTY & STAFF > FINANCIAL AID RESOURCES FOR INSTITUTIONS".

The main content area is white. On the left is a blue sidebar with a menu. The main heading is "OKLAHOMA'S PROMISE" in large teal letters. Below it are several links: "OSRHE O-SAFE", "OSRHE O-SAFE Instructions", "Oklahoma's Promise General Information", "Oklahoma's Promise Website", "Financial Aid Officers Handbook for Oklahoma's Promise (PDF, 102k)", "Administrative Rules", "Statutes (Oklahoma Higher Learning Access Act)", and "2020-21 Oklahoma's Promise Scholarship Rates (PDF, 21k)".

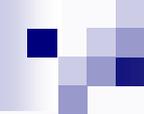
Below these links is a section titled "Oklahoma's Promise Instructions and Presentations" with a link to "Eligibility Verification Check Instructions (PDF, 87k)".

Next is "Oklahoma's Promise Award Claim Forms (select institution's Excel file from options below)". Below this is a form with a dropdown menu labeled "Select Institution" and a "Get Form" button.

At the bottom of this section is a link to "Claim Form Instructions (PDF, 21k)".

On the right side of the page, there is a section titled "FINANCIAL AID RESOURCES FOR INSTITUTIONS" with several links: "Academic Scholars Program", "Oklahoma College Assistance Program (external link)", "Oklahoma Tuition Aid Grant (OTAG)", "Oklahoma Tuition Equalization Grant (OTEG)", "Oklahoma's Promise", "Regional University Baccalaureate Scholarship Program", "Scholars for Excellence in Child Care", and "Other Programs".

At the bottom right of the page is an "Adobe Reader" icon with the text "Get ADOBE READER".



# 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

- 1<sup>st</sup> Professional degrees are limited to 150 credit hours
- Other degree programs (not 1<sup>st</sup> 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.

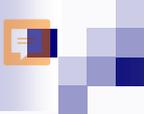
**\*Only the required credit hours for a single degree will be considered. The 129-credit-hour limit will not be extended due to the student changing degree programs, seeking an additional major or minor, pursuing more than one bachelor's degree, etc. For dual degrees use the primary major.**

**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**  **Oklahoma's Promise Eligibility Check**  
*Improving our future by degrees*

Please enter your Username and Password

Username

Password

[Disclaimer](#) | [Copyright](#) | [Contact Details](#) | [Help?](#) 655 Research Parkway, Suite



https://www.okhighered.org/ohlap/ohlapelig/Menu.aspx

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## 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



# Oklahoma's Promise Eligibility Check

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

Type of Eligibility Check **2022-23 Eligibility** ▾

Check Eligibility

Back to Menu

- 2022-23 Eligibility
- Potentially Eligible 2022 grad
- 2021-22 Eligibility
- Potentially Eligible 2021 grad

Logout



# Oklahoma's Promise Eligibility Check

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

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

Type of Eligibility Check  ▼

Eligibility check complete.



## Process file

No file selected.

Type of Eligibility Check

### 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.**



# 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 1<sup>st</sup> student has a disbursement on record with OK Promise; the 2<sup>nd</sup> does not (yet).

# CLAIM FORMS

OKLAHOMA'S PROMISE								
2022-23 Scholarship Claim Form								
<b>Institution:</b>			<b>School Code:</b>					
OK Panhandle State University			U 133			<b>Semester</b>		
						Fall		Year: 20__
<b>Person to whom check should be mailed or email notice given:</b>						Spring		
						Summer		
						Other		
(please provide email address if applicable)								
<p>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.</p>								
<b>Name</b>			<b>Title</b>					
<b>I. Claims for students receiving Oklahoma's Promise scholarship funds</b>								
<b>Last Name</b>	<b>First Name</b>	<b>SSN</b>	<b>Total Hours</b>	<b>OKPromise Rate</b>	<b>OKPromise Award</b>	<b>Adjusted Award</b>		
			0	\$ 100.00	\$ -			
			0	\$ 100.00	\$ -			
			0	\$ 100.00	\$ -			



https://www.okhighered.org/O-SAFE/Login.aspx



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## 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:



*Input your user name.*

\* Password:



*Input your login password.*

Login

Forgot Password



## 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](#)

	<a href="#">Murray_2122 Claim Spr22 Claim #5.xlsx</a>	Incoming	<a href="#">Delete</a>
	<a href="#">Murray_2122 Claim Sum22 Claim #1.xlsx</a>	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	
	<a href="#">Murray_su22.xlsx</a>	Outgoing (New)	
	<a href="#">Murray4_sp22.xlsx</a>	Outgoing (New)	
	<a href="#">Murray5_sp22.xlsx</a>	Outgoing (New)	<a href="#">Delete</a>

Auto Delete Date: 7/2/2022

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](mailto:calexander@osrhe.edu) or Kelley [knorris@osrhe.edu](mailto: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](mailto: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](mailto:knorris@osrhe.edu)  
405-225-9147**

**Carol Alexander: [calexander@osrhe.edu](mailto:calexander@osrhe.edu)  
405-225-9160  
[okpromise@osrhe.edu](mailto:okpromise@osrhe.edu)  
OR  
1-800-858-1840 (option 2)**

