

OKLAHOMA NATIONAL GUARD

Educational Assistance Program (EAP)

Linette McMurtrey July 20, 2023



OKLAHOMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (EAP)

- Senate Bill 1418 passed in 2022 created the Oklahoma National Guard Educational Assistance Program (EAP).
- This program replaced the previous Oklahoma National Guard Tuition Waiver program.
- The new program provides expanded educational benefits, including: coverage for tuition, mandatory fees, and academic service fees.



EAP ELIGIBILITY (KEY REQUIREMENTS)

➤Initial Eligibility:

- ➤ Current member of the Oklahoma National Guard (Guard) in good standing as determined by the Guard;
- ➤ High school diploma or have completed the General Educational Development (GED) requirements; and
- Admitted to and enrolled in an institution of higher education within the Oklahoma State System.

▶Continued Eligibility:

- ➤ Must maintain a minimum grade point average of 2.0.
- ➤ Maintain good academic standing and satisfactory academic progress according to the standards of the Oklahoma educational institution in which the member is enrolled, including meeting retention and degree completion requirements.



EAP AWARD LIMITATIONS

- Assistance can only be used to obtain a degree higher than the service member currently holds, up to a master's degree.
- Assistance for each semester is capped at 18 credit hours per semester.
- Assistance for associate/baccalaureate degree limited to 120 credit hours or completion of degree requirements, whichever comes first.
- ➤ Assistance for graduate program (Master's degree) limited to 40 credit hours or completion of degree requirements, whichever comes first.
- ➤ Assistance is not available for summer semester.



EAP PROCESS











- Nat'l Guard sends certification with eligible service members to OSRHE via O-SAFE.
- OSRHE adds remaining undergrad/grad hours to certification and uploads it to O-SAFE for the institutional coordinator.
- Institutional coordinator completes certification form and uploads it to O-SAFE.
- 4. OSRHE processes certification, sends disbursement roster to institution and OSRHE business office.
- 5. Electronic payment is made to the institution for eligible service members, OSRHE notifies institutional coordinator of funds transfer.



OSRHE SECURE ACCESS FILE EXCHANGE O-SAFE

>What is O-Safe?

O-Safe is a secure access file exchange system used to keep Personally Identifiable Information (PII) secure for all our state programs.

>Key Features:

- Allows OSRHE to exchange sensitive data securely with external entities such as colleges, universities, and other organizations.
- Compliance with data security regulations (FERPA)
- Secure file transfers through an encrypted channel
- Automatic file deletion after 20 days



OSRHE SECURE ACCESS FILE EXCHANGE O-SAFE ACESS

▶How to Login:

- ➤ Visit: https://www.okhighered.org/O-SAFE/Login.aspx
- ▶Enter your user name and password
- ➤ If you forget your password, click on "Forgot Password" button to receive your password via email.
- If your account is locked due to three incorrect password attempts, our office receives a notification and will unlock your account.
- To request access for new program coordinators or to remove coordinators, please contact our office.



O-Safe OSRHE Secure Access File Exchange **OSRHE Program OSRHE Staff Contact** Carol Alexander calexander@osrhe.edu **OKPromise Kelley Norris** knorris@osrhe.edu Irala Magee **OTAG & OTEG** imagee@osrhe.edu **Academic Scholars Program** Regional University Baccalaureate Scholarship Linette McMurtrey **Independent Living Tuition Waiver** Imcmurtrey@osrhe.edu Oklahoma National Guard EAP William P. Willis Scholarship Jess Tucker Inspired to Teach & TSEIP jtucker@osrhe.edu Sheila Smith shsmith@osrhe.edu Reach Higher **Brittany Blake** bblake@osrhe.edu



CERTIFICATION FROM OK NATIONAL GUARD

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					2	022-23 Scholar	rship Claim Form	1								
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Person to whom check shoul	d be mailed or e	email notice	given:				Year			require	ment.					
							2023									
(please provide email address if	applicable)															
certify that the awards for stude			arded within the st	udent's federal co	ost of attendance	limit.										
Must provide name and title bel	ow or claims will n	ot be paid.)														
			Name					Title			1	Contact N	lumber	1		
											1					
National	Guard			OSI	HRE					Institu	ution					
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Name (LAST,FIRST M.)	Student ID	Last 4 of	Undergraduate	Undergraduate	Total Graduate	Graduate EAP	Current Degree	2.0 Required) See	Total Semester	Tuition	Mandatory	Academic	Total	Award (Mark Y	Commer	
		SSN	EAP Hours	EAP Hours	EAP Hours	Hours	_	Comment Above	Hours (Max 18)		Fees	Service Fees	Award	if applicable)		
ALTIZER, LUKE S.	945658	1234														
AMES, CORIC.	945659	1235														
CHAPPELL, SARAHE.	945660	1236														
CROWELL, GRACE E.	945661	1237														
FREEMAN, CODY W.	945662	1238														
GRANT, ROCHELLE C.	945663	1239														
GUTIERREZ, VINCENT C.	945664	1240														
HALE, ALEXA T.	945665	1241														
HARRIS, SAMUEL N.	945666	1242														
HUNTER, MINETRIA	945667	1243														
JENKINS, JOSHUA B.	945668	1244														
MADISON, DAVID R.	945669	1245														
MCMILLAN, BRITTANY E.	945670	1246														
MITCHELL, CHELSEA L.	945671	1247														
MURALI, ARINRUTH	945672	1248														
NOLAND, JAZZLYNN S NORRIS, TYLER G.	945673 945674	1249 1250									-					
NORRIS, TYLERG. PATTERSON, MATTEW P.	945675	1250														
PATTERSON, MATTEW P. PICKENS, ANTON J.	945676	1252														
RAMSEY, CASSANDRA M.	945677	1253														
SANDOVAL, ABEL H.	945678	1254														
SMITH, NYKITA A.	945679	1255														
UNDERWOOD, JONATHAN R.	945680	1256														
WRIGHT, SARAHC	945681	1257														
															_	
GODFREY, CHRISTINA M.	945682	1258														



CERTIFICATION FROM OK NATIONAL GUARD

Each semester, the Oklahoma National Guard populates institutional certifications with eligible service members.

- ➤ Name Formatting: Ensure names are presented in the correct format. The preferred formats are "Last Name, First Name MI" or "Last Name, First Name".
- >SSN Verification: Check that the last four digits of the Social Security Number on the certification match the ones on file. If you notice a discrepancy, correct it.
 - ➤ Comment Field: If there are any corrections to the SSN, document these in the comment field.
- Tracking EAP Hours: OSRHE uses the combined information of name and SSN as identifiers to track the usage of undergraduate and graduate EAP hours by each service member.
- ➤ Please note, it is important not to add or remove students from the certification. Concurrent high school students are not eligible for this process.



CERTIFICATION FROM OSRHE

				Oklah	oma Nation	al Guard Educa	tional Assistance	ce Program (EA	P)						
					20	022-23 Scholar	ship Claim Form	1	•						
Institution:							Semester		Particip	ants receiv	ing the				
Cameron University							Spring				for the first				
Person to whom check shoul	d be mailed or	email notice	given:				Year			not sub require	ject to the ment.	GPA			
(please provide email address if	applicable)						2023								
l certify that the awards for stud (Must provide name and title bel			arded within the st	udent's federal co	ost of attendance	limit.									
		Title					Contact N	lumber							
Nationa	Guard			OS	HRE					Institu	ution				
Name (LAST,FIRST M.)	Student ID	Last 4 of SSN	Total Undergraduate EAP Hours	Remaining Undergraduate EAP Hours	Total Graduate EAP Hours	Remaining Graduate EAP Hours	Current Degree	Cumulative GPA (≥ 2.0 Required) See Comment Above	Total Semester Hours (Max 18)	Tuition	Mandatory Fees	Academic Service Fees	Total Award	Adjusted Award (Mark Y if applicable)	Comme
ALTIZER, LUKES.	945658	1234	16	104	0	40		Comment Fibore						п арриоавіс)	
AMES, CORIC.	945659	1235	0	120	0	40									
HAPPELL, SARAHE.	945660	1236	17	103	0	40									
CROWELL, GRACE E.	945661	1237	12	108	0	40									
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	945663	1239	0	120	0	40									
SRANT, ROCHELLE C.					U U	40									
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GUTIERREZ, VINCENT C. HALE, ALEXA T.	945664	1240	18	102	0	40									
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GRANT, ROCHELLE C. GUTIERREZ, VINCENT C. HALE, ALEXA T. HARRIS, SAMUEL N. HUNTER, MINETRIA JURNINS, JOSHUA B. MADISON, DAVID R. MCMILLAN, BRITTAMY E. MITCHELL, CHELSEA L. MURALL, ARINBUTH NOLAND, JAZZLYNN S NORRIS, TYLER G. PATTERSON, MATTEW P. PICKENS, ANTON J. RAMSEY, CASSANDRA M. SANDOVAL, ABEL H. SMITH, NYKITA A. UNDERWOOD, JONATHAN R. WRIGHT, SARAH C. GODFREY, CHRISTINA M.	945664 945665 945666 945667 945668 945669 945670 945671 945672 945673 945674 945675 945676 945677 945678	1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1254	18 12 18 12 18 12 13 0 0 15 12 0 16 13 17 18 15 15 6	102 108 102 108 107 120 105 108 120 104 107 120 103 102 105 114	0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 40 40 40 40 40 40 40 40 40									



INSTITUTIONAL CERTIFICATION

				Okla	noma Natior	ial Guard Edi	ucational Assistance	. Program (EAF	<u>/) </u>							
					7	2022-23 Scho	olarship Claim Form									
Institution:							Semester			Particir	pants rec	eiving the				
Cameron University							Spring	1				rst time are	,			
											oject to th	ie GPA				
Person to whom email notice given for							Year	- '		require	ment.		'			
BURSAR@CAMERON.EDU; JSMITH@C (please provide email address if appli							2023	- '								+
(blease brovide email address if appli	Cablej	Τ	T	T		+		+	1		-	+	-	+	+	+
	+			<u> </u>						<u> </u>			+		+	7
I certify that the awards for students	s listed below ha	ve been awarde	ed within the studer	nt's federal cost of a	ttendance limit.											7
(Must provide name and title below	or claims will not	ι be paid.)														
			Name					Title			'	Contact N			J	
JANE SMITH							SCHOLARSHIP COORDINA	TOR			4	405-501-6011		4		
					+			- '				-	-			1
National G	Guard		1	05	SHRE					Instituti	tion					+ +
	A Total		Total	Remaining		Remaining		Cumulative GPA (≥						Adjusted		/
Name (LAST,FIRST M.)	Student ID	Last 4 of SSN			Total Graduate EAP Hours	Graduate EAP Hours	Current Degree	2.0 Required) See Comment Above		Tuition	Mandato ry Fees	Academic Service Fees	I I ofal Award	Yif	Comments	<u> </u>
	4									4				applicable)		4
ALTIZER, LUKE S.	945658	1234	0	120	0	40	(High School Student	t 2.977		5 \$2,680		-	0 \$3,956.00		Concurrent Stu	
AMES, CORI C.	945659	1235	0	120	0	40	Bachelor			4 \$2,345			0 \$3,569.00		New College St	
FREEMAN, CODY W.	945662	1238	0	120	0	40	Bachelor	1.9		5 \$2,680	\$896	\$431	1 \$4,007.00	1	New to ONG	
GRANT, ROCHELLE C.	945663	1239	26	94	0	40	Bachelor	1.167)3	\$1,005			\$1,005.00	J		Į,
SANDOVAL, ABEL H.	945678	1254	24	96	0	40	Bachelor	3	, 21	3,178	\$728	\$195	5 \$4,100.50	J		[]
SMITH, NYKITA A.	945679	1255	30	90	0	40	Bachelor	2.914	. 12	2 \$2,010	\$672	\$398	8 \$3,080.00	J		
SMITH, JOHN	945684	1256	0	120	3	37	Associate	Yes	б	5 \$1,005	\$336	\$180	0 \$1,521.00	ر		[[
					7										-	1



INSTITUTIONAL CERTIFICATION

- >Provide Email Address(es): provide email addresses of scholarship coordinators who should receive notifications regarding payment.
- Identify the Coordinator: Provide the name and contact number of the coordinator who completed the certification, so we can reach out directly if there are any questions or clarifications needed.
- >Check Degree Program: Service members must be enrolled in an associate, bachelor, or master degree program to qualify.
 - Non-degree, professional degrees, certificates, or second-degreeseeking students are not eligible for the benefit.
 - ➤ At the graduate level, the benefit can only be used for master's degrees.



INSTITUTIONAL CERTIFICATION

- ➤ Check GPA Requirement: A cumulative GPA of 2.0 or higher must be maintained by service members. Exceptions are made for those receiving the benefit for the first time.
 - > Please provide the GPA as a numerical value.
 - If a service member does not yet have a GPA, leave the Cumulative GPA field blank and note "new student" in the Comment column for clarification.
- >Report Credit Hours: Do not report more than 18 total semester credit hours.
- >Report Tuition and Fees: Do not to report tuition and fee amounts in excess of 18 credit hours.
- >For detailed breakdowns of tuition and fees, please refer to the following resources:
 - ▶ The "Tuition and Fee Rate Booklet" provides comprehensive breakdowns of expected costs.
 - The Policy Manual (pages 57-58) defines "tuition," "mandatory fees," and "academic services fees".



Acedemic	2023
Year	
Semester	Spring
Institution	University of
	Central
	Oklahoma
Institution	\$ 447,045.91
Sum	

Oklahoma National Guard Educational Assistance Program Disbursement Roster

	Student Information							Undergr	aduate (Bache	elor or	Graduate (Master) Hours			Disbursment					
Last Name	First Name	Middle	Student ID#	Last 4 of SSN	Degree	GPA <2.0	Under 18 hours	New Semester Hours	Previous Semester Hours	Remaining EAP Hours	New Semester Hours	Previous Semester Hours	Remaining EAP Hours	Tuition	Mandatory Fees	Academic Service Fees	Total Award		
ALSUP	TY'TIANNA	A	00000234	1234	Bachelor	Pass	Pass	14	0	106	0	0	40	\$ 3,278.80	\$ 563.78	\$ 773.76	\$ 4,616.34		
ANDERSON	MATHEW	Т	00000234	1234	Bachelor	Pass	Pass	6	12	102	0	0	40	\$ 1,509.30	\$ 241.62	\$ 659.52	\$ 2,410.44		
ARAIN	FIZA	A	00000234	1234	Bachelor	Pass	Pass	7	0	113	0	0	40	\$ 1,662.45	\$ 281.89	\$ 746.32	\$ 2,690.66		
BALDWIN	LAYNI	D	00000234	1234	Bachelor	Pass	Pass	12	13	95	0	0	40	\$ 2,810.40	\$ 483.24	\$ 877.92	\$ 4,171.56		
BAXTER	KYLEIGH	P	00000234	1234	Bachelor	Pass	Pass	16	15	89	0	0	40	\$ 3,747.20	\$ 644.32	\$ 762.06	\$ 5,153.58		
BENTLEY	DESTIN	L	00000234	1234	Bachelor	Pass	Pass	12	12	96	0	0	40	\$ 3,018.60	\$ 483.24	\$ 1,319.04	\$ 4,820.88		
BLACKWELL	IAN	R	00000234	1234	Bachelor	Pass	Pass	12	9	99	0	0	40	\$ 3,018.60	\$ 483.24	\$ 1,319.04	\$ 4,820.88		



ADJUSTMENTS TO DISBURSEMENT

- >When submitting your subsequent certification form, include a numeric identifier in the file name for ease of tracking.
 - Example: ONG_OU_Sp 23_2
- ➤Only provide the adjustment to credit hours, tuition, and fees, indicating either an increase or decrease as appropriate.
- ➤Mark the adjustment field with a 'Y', if the service member's information was previously included on a certification for the semester.



CERTIFICATION ADJUSTMENT

ONG_Rose_Fall 23_2

					Oklahoma N	National Guard	d Ec	ducational Assist	tance Prograr	n (EAP)								
						2023-24	Sch	olarship Claim F	orm									
Institution:								Semester			Participants receiving the							
ose State College								Fall			award for the first time are not subject to the GPA							
Email for scholarship payment notification:								Year			requi	rement.						
olawson@rose.edu							2023											
please provide email ad	ldress if applicable	·)																
certify that the awards Must provide name and				student's federal cost o	f attendance limit.													
			Name				Title Contact Number											
ricia								Lawson					405-222-5232					
N	ational Guard			OSI	HRE						Instit	ution						
lame (LAST,FIRST M.)	Student ID	Last 4 of SSN	Total Undergraduate EAP Hours	Remaining Undergraduate EAP Hours	Total Graduate EAP Hours	Remaining Graduate EAP Hours		Current Degree Program	Cumulative GPA (2 2.0 Required) See note above	Total Semester Hours (Max 18)	Tuition	Mandatory Fees	Academic Service Fees	Total Award	Adjusted Award (Mark Y if applicable)	Comments		
BIGHAM, CODY L.	000054	1234	12	108	0	40		Bachelor	2		5 \$944.63	\$312.88	\$0.00	\$1,257.51	Υ			
BOOHER, JOSHUAT.	000056	4321	11	109	0	40		Bachelor	2	-	-\$944.63	-\$312.88	\$0.00	-\$1,257.51	Υ			









Linette McMurtrey Scholarships Programs Coordinator

<u>Imcmurtrey@osrhe.edu</u>

405-225-9131