



OKLAHOMA NATIONAL GUARD

Educational Assistance Program (EAP)

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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



1. Nat'l Guard sends certification with eligible service members to OSRHE via O-SAFE.



2. OSRHE adds remaining undergrad/grad hours to certification and uploads it to O-SAFE for the institutional coordinator.



3. 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 ACCESS

▶ 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.



OSRHE SECURE ACCESS FILE EXCHANGE O-SAFE

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



CERTIFICATION FROM OK NATIONAL GUARD

National Guard										OSHRE				Institution						
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)	Comments					
ALTIZER, LUKE S.	945658	1234																		
AMES, CORI C.	945659	1235																		
CHAPPELL, SARAH E.	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																		
MC MILLAN, BRITTANY E.	945670	1246																		
MITCHELL, CHELSEA L.	945671	1247																		
MURALI, APINRUTH	945672	1248																		
NOLAND, JAZZLYNN S	945673	1249																		
NDORIS, TYLER G.	945674	1250																		
PATTERSON, MATTHEW P.	945675	1251																		
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, SARAH C	945681	1257																		
GODFREY, CHRISTINA M.	945682	1258																		
TURNER, KENT L.	945683	1259																		

Oklahoma National Guard Educational Assistance Program (EAP)

2022-23 Scholarship Claim Form

Institution:
Cameron University

Person to whom check should be mailed or email notice given:
(please provide email address if applicable)

Semester
Spring

Year
2023

Participants receiving the award for the first time are not subject to the GPA requirement.

I certify that the awards for students listed below have been awarded within the student's federal cost of attendance limit.
(Must provide name and title below or claims will not be paid.)

Name	Title	Contact Number
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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.**



INSTITUTIONAL CERTIFICATION

Oklahoma National Guard Educational Assistance Program (EAP) 2022-23 Scholarship Claim Form

Participants receiving the award for the first time are not subject to the GPA requirement.

Institution:
Cameron University

Person to whom email notice given for payment:
BURSAR@CAMERON.EDU; JSMITH@CAMERON.EDU
(please provide email address if applicable)

Semester
Spring

Year
2023

I certify that the awards for students listed below have been awarded within the student's federal cost of attendance limit.
(Must provide name and title below or claims will not be paid.)

Name	Title	Contact Number
JANE SMITH	SCHOLARSHIP COORDINATOR	405-501-6011

National Guard			OSHRE				Institution									
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)	Comments	
ALTIZER, LUKE S.	945658	1234	0	120	0	40	High School Student	2.977	16	\$2,680	\$896	\$380	\$3,956.00		Concurrent Student	
AMES, CORI C.	945659	1235	0	120	0	40	Bachelor		14	\$2,345	\$784	\$440	\$3,569.00		New College Student	
FREEMAN, CODY W.	945662	1238	0	120	0	40	Bachelor	1.9	16	\$2,680	\$896	\$431	\$4,007.00		New to ONG	
GRANT, ROCHELLE C.	945663	1239	26	94	0	40	Bachelor	1.167	3	\$1,005			\$1,005.00			
SANDOVAL, ABEL H.	945678	1254	24	96	0	40	Bachelor	3	21	\$3,178	\$728	\$195	\$4,100.50			
SMITH, NYKITA A.	945679	1255	30	90	0	40	Bachelor	2.914	12	\$2,010	\$672	\$398	\$3,080.00			
SMITH, JOHN	945684	1256	0	120	3	37	Associate	Yes	6	\$1,005	\$336	\$180	\$1,521.00			



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-degree-seeking 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".



DISBURSEMENT REPORT

Academic Year		Oklahoma National Guard Educational Assistance Program Disbursement Roster																
Semester																		
Institution		University of Central Oklahoma																
Institution Sum		\$ 447,045.91																
Student Information								Undergraduate (Bachelor or			Graduate (Master) Hours			Disbursement				
Last	First	Middle	Student			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	Academic	Total	
Name	Name	Initial	ID #	Last 4 of SSN	Degree										Fees	Service Fees	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	T	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 National Guard Educational Assistance Program (EAP)
2023-24 Scholarship Claim Form

Institution:
Rose State College
Email for scholarship payment notification:
plawson@rose.edu
<small>(please provide email address if applicable)</small>

Semester
Fall
Year
2023

Participants receiving the award for the first time are not subject to the GPA requirement.

I certify that the awards for students listed below have been awarded within the student's federal cost of attendance limit.
(Must provide name and title below or claims will not be paid.)

Name	Title	Contact Number
Tricia	Lawson	405-222-5232

National Guard			OSHRE				Institution								
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 Program	Cumulative GPA (≥ 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	6	\$944.63	\$312.88	\$0.00	\$1,257.51	Y	
BOOHER, JOSHUA T.	000056	4321	11	109	0	40	Bachelor	2	-6	-\$944.63	-\$312.88	\$0.00	-\$1,257.51	Y	



QUESTIONS?





CONTACT INFO

Linette McMurtrey

Scholarships Programs Coordinator

lmcmurtrey@osrhe.edu

405-225-9131

