

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION  
OKLAHOMA TUITION AID GRANT PROGRAM  
AWARD CLAIM FORM  
EXCEL SPREADSHEET LAYOUT AND INSTRUCTIONS FOR NON-STANDARD TERM PROGRAMS  
2024-2025**

Note: Additional Information Regarding Reporting Requirements Is Presented Following This Table.

Column	Column Name	Allowable Values	Instructions
A	SSN	Numbers	<ul style="list-style-type: none"> <li>◆ 9-digit SSN, <b><u>including lead zeroes if applicable</u></b></li> <li>◆ Do not enter dashes</li> </ul>
B	Last Name	Alphabetic Name	<ul style="list-style-type: none"> <li>◆ Alpha Characters Only</li> </ul>
C	First Name	Alphabetic Name	<ul style="list-style-type: none"> <li>◆ Alpha Characters Only</li> </ul>
D	Middle Initial	Alphabetic Name	<ul style="list-style-type: none"> <li>◆ Alpha Characters Only</li> </ul>
E	ISIR Transaction Number	01.....99	<ul style="list-style-type: none"> <li>◆ ISIR transaction number that corresponds with the data used to determine the student's 2024-2025 financial aid eligibility</li> <li>◆ Use a leading zero if the transaction number is less than 10</li> </ul>
F	SAI	Number	<ul style="list-style-type: none"> <li>◆ <b>SAI (Student Aid Index)</b> used to determine the student's 2024-2025 financial aid eligibility</li> <li>◆ Up to 6 digits can be used.</li> </ul>
G	Attendance Status	FT = Full-time PT = Part-time (at least ½ time) LT = Less than ½ time	<ul style="list-style-type: none"> <li>◆ <b>Enter student's current attendance status</b></li> </ul>
H	Payment Period Disbursement	Number  Whole dollar amount  <b>MUST BE FILLED IN.</b>  <b>Cannot be less than \$100.</b>	<ul style="list-style-type: none"> <li>◆ <b>REQUIRED</b></li> <li>◆ Enter the <u>whole dollar</u> amount being requested for the student <u>for this disbursement only</u>.</li> <li>◆ <b>Must be at least \$100 per payment period</b></li> </ul>
J	Indicator for Resident Due to Military Status	<b>Blank for most students</b> Put a "Y" in this field when you have added an eligible military student that qualifies for in-state status and financial aid and has not listed Oklahoma as his/her "state of legal residence".	<ul style="list-style-type: none"> <li>◆ <b>Leave blank unless the student qualifies for in-state status and financial aid AND did not list Oklahoma as the "state of legal residence" on the FAFSA. These students must be enrolled and meet <u>all</u> of the OTAG eligibility criteria at the time the claim is submitted</b></li> </ul>
K	Student ID	Text	<b>Optional</b>

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Column	Column Name	Allowable Values	Instructions
		Enter the school-assigned student identifier. Up to nine characters and/or numbers are allowed.	◆ Institutions must provide the school-assigned student identifier in order for the value to be displayed on the related disbursement roster.

**Award Claim Form**

A complete list of eligibility requirements is provided at <https://okhighered.org/admin-fac/finaidresources/otag/>.

**Award Claim Form Instructions for Completion (Excel)**

To request OTAG funds for students at your institution, the students' names and information must be submitted to OTAG on an Award Claim Form.

- 1. Begin with blank OTAG Award Claim Form Template.** Blank ACF templates are available from OSRHE Financial Aid Resource for Institutions (<https://okhighered.org/admin-fac/finaidresources/otag/>).

**2. Save and rename file on your computer.**

Before you begin working on your Award Claim Form, be sure to save it in your computer network directory. The pre-populated report OTAG provides will always be named xxxMMDDYYYY.acfi.xlsx where:

- ◆ **xxx** should be initials for your institution. You can use the ones used in the past or make up your own. Please be consistent.
- ◆ **MMDDYYYY** is the date, and
- ◆ **acfi** represents Award Claim Form "inbound" (sent to OTAG from an institution).
- ◆ Adhering to this specific naming format will assist OTAG staff and will be appreciated.

**3. Enter Student Data.**

By including a student on an award claim form submitted to OTAG, the institution certifies that the student meets **all** eligibility requirements to receive an OTAG award and requests immediate disbursement of funds for that student.

- ◆ **Allowable Values:** Allowable values for each column must be strictly adhered to. If a column is updated with a value not specified in the Allowable Values table for that column, OTAG's automated processing system will not be able to read it correctly, and the institution will be asked to submit a corrected report.
- ◆ **Transaction Number (Column E):** Institutions may be asked to assist OTAG staff in resolving ISIR transaction number and SAI mismatches if found when an inbound Award Claim Form is processed with the current OTAG database.
- ◆ **SAI (Column F): SAI (Student Aid Index)** used to determine the student's 2024-2025 financial aid eligibility.
- ◆ **Attendance Status (Column G):** Please enter the current attendance status in Column G. **Please enter the payment period attendance status for this disbursement.** Full-time, part-time and less than half-time statuses are defined in accordance with the current definition for full-time, half-time and less than half-time attendance status for federal Title IV student financial aid eligibility.

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- Funds will be issued according to your confirmation of the student's FT, PT or LT status. **If the amount you claim exceeds the 75% of tuition and fees as reported to the OSRHE, we will not process the claim and will notify you for more information.**
- No values other than FT, PT and LT are allowed in this column, and reports containing any other values in this column will not be accepted for processing.

◆ **Payment Period Disbursement Amount (Column H):**

- **The calculated disbursement amount must be entered in this column.**
- The minimum award amount is \$200 (\$100 per payment period). If an amount less than \$100 is requested in this column, the request for funds will be denied by OTAG.
- Please remember the annual maximum is \$1,500 for most institutions.

◆ **Award due to Military Status (Column J):** An entry (Y) in this column indicates that the student qualifies for in-state status and financial aid as a full-time active duty member of the armed forces or dependent of a full-time active duty member of the armed forces. Legislation now extends in-state status to certain veterans, spouses and dependent children as well. ROTC participants are also now eligible for in-state status. This entry is necessary only for students that have indicated a "state of legal residence" other than Oklahoma on the FAFSA. **The student must meet all other OTAG eligibility criteria.**

◆ **Student ID (Column K):** Optional. If institutions wish to list the school-assigned student identifier on the related disbursement roster, these identifiers must be entered into this column by the school. OTAG will not maintain or track this number after its appearance on the disbursement report. This column may be left blank.

**4. Complete Heading.**

◆ **Heading:** The spreadsheet heading must be filled out with the following information:

- Institution Name
- Institution 6-digit Title IV code number
- Semester and Award Year (Fall or Spring and 2024-2025)
- Name and Title of the Authorized Institutional Representative completing the Award Claim Form and responsible for the accuracy of the award eligibility data
- Date the Award Claim Form was completed

**Award Claim Forms without this information completed will not be accepted.**

- ◆ **Authorized Institutional Representative:** The Award Claim Form must be submitted by an authorized institutional representative for the OTAG program as designated by the president or chief executive officer of the institution.
- ◆ **Multiple Award Claim Forms** can be submitted in each semester. Please try to submit all fall 2024 payment period claims by December 15<sup>th</sup>, all spring payment period claims by May 30<sup>th</sup> and June 30<sup>th</sup> for summer payment periods. **Please contact the OTAG office if you have students that cannot be disbursed within these timelines and are otherwise eligible.**

5. Upload Report to O-SAFE (OSRHE Secure Access File Exchange). O-SAFE instructions can be requested by e-mail at [reports@osrhe.edu](mailto:reports@osrhe.edu) .

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If you have questions concerning the Award Claim Form Excel Spreadsheet or for general OTAG inquires, contact the OTAG office at 405.225.9456 or toll-free at 800.858.1840 or send e-mail to [reports@osrhe.edu](mailto:reports@osrhe.edu)