Oklahoma's Promise

Nuts & Bolts for the Financial Aid Office
July 2025

Oklahoma State Regents for Higher Education

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

- ❑ Not available until the first fall term after HS graduation

129 Credit Hour Review

- Applies to students with HS GY <u>2018 and thereafter</u>

- 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 (i.e. pharmacy)
- Other degree programs (not 1st prof) that are more than the 129 (i.e. architecture) have a limit of the <u>minimum</u> # 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. *Submit when the student reaches 90 or more hours.*
*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 Alan for this form

129 Communication to the Students

❑ Notification is by email (end of July)

❑ Students at the 129 limit and ineligible

❑ Students who will likely meet or exceed the limit during 2024-25:

  ❑ Email to students at 90+ hours

Reminders

- 129 total includes hours PAID by OKPromise at <u>any</u> institution

- Run the Eligibility Report for the students listed on the claim right before you submit the claim.

- Late claims (from previous term/year) may create a problem. Check the eligibility report first!

- Important for 2-yr colleges and career techs to watch out for these students as well.
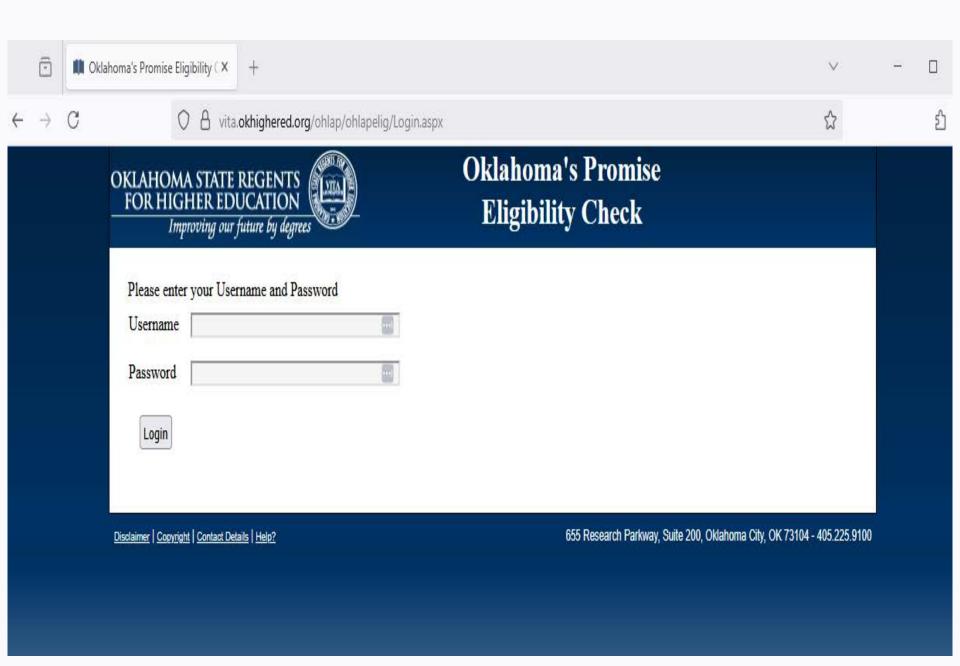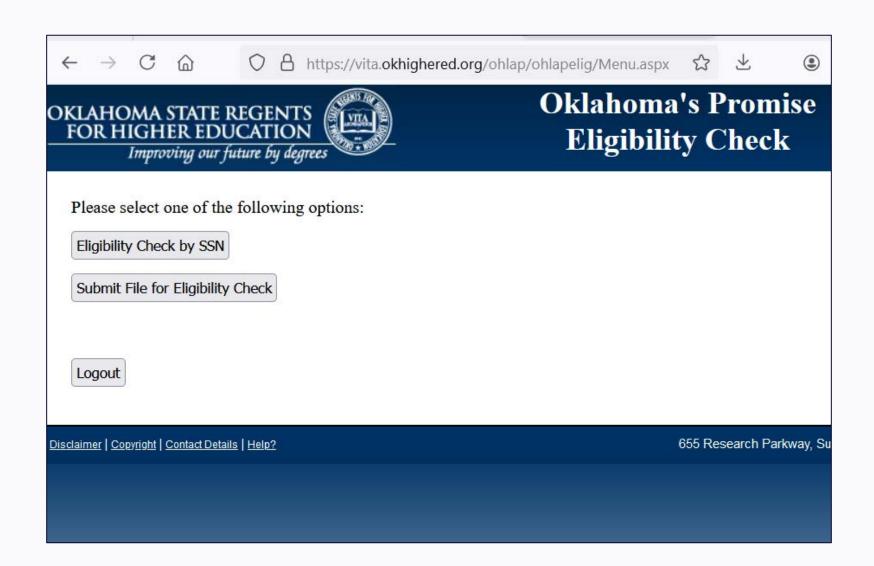
OK Promise Eligibility Report

- **https://www.okhighered.org/ohlap/ohlapelig/Login.aspx**

- Same username and password as O-SAFE

- Multiple Report Options:
  - ☐ 2024-25 Eligibility for last year
  - ☐ 2025-26 Eligibility (frequent updating) (*next slide)
  - ☐ 2025-26 Eligibility (Career Tech only) (*next slide)
  - ☐ Potential Eligibility - 2025 HS grads
  - ☐ Potential Eligibility - 2026 HS grads (After Oct. 1)

- Two Processing Options: Individual student or batch file

What eligibility report do I use?

☐ 2024-25 Eligibility for last year

☐ 2025-26 Eligibility (frequent updating)
- All institutions/career techs – students have completed college admission
- Scholarship is transferable

☐ 2025-26 Eligibility (Career Tech only) (frequent updating)
- Student completed the Core pathway (HS graduation rqmts)
- Career tech only
- Scholarship is <u>not</u> transferable to a college/university

Eligibility check – SSN entry

Oklahoma's Promise
Eligibility Check

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees

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

xxxxxxxxx	Eligible : No expiration date found. Abbott HS Grad - 2023 Allowed Hours - 129 Paid Hours - 0 Remaining Hours - 129
xxxxxxxxx	Eligible : Expiration Date - 12/31/2024 Dallis HS Grad - 2019 Allowed Hours - 129 Paid Hours - 84 Remaining Hours - 45
xxxxxxxxx	Eligible : Expiration Date - 07/31/2024 Luevano HS Grad - 2017

Type of Eligibility Check   2023-24 Eligibility   ⌄

[Check Eligibility]   Eligibility check complete.

[Back to Menu]   [Clear Form]   [Logout]

Oklahoma's Promise Eligibility Check

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
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Enter 1 or more SSNs (###-##-####)

xxx-xx-xxxx	Not an OK Promise Student
xxx-xx-xxxx	Potentially Eligible Aaron HS Grad - 2024
xxx-xx-xxxx	Not an OK Promise Student

Type of Eligibility Check [Potentially Eligible 2024 grad ⌄]

[Check Eligibility]   Eligibility check complete.

[Back to Menu]   [Clear Form]   [Logout]

14

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
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Oklahoma's Promise Eligibility Check

Process file

Choose File | No file chosen

Type of Eligibility Check | 2025-26 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

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

Must be Text format and no missing leading zeros, SSNs, or blank cells

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:	7/31/2027	Jones	HS Grad :	2022	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	106262	Eligible	E	Date Expires:	7/31/2024	Booth	HS Grad :	2019	Allowed :	129	Paid :	124	Remaining :	5
6	105656	Eligible	E	Date Expires:	7/31/2025	Alexander	HS Grad :	2020	Allowed :	129	Paid :	100	Remaining :	29
7	103535	Eligible	E	Date Expires:	7/31/2028	Flores	HS Grad :	2023	Allowed :	129	Paid :	26	Remaining :	103
8														
9														

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, over income.
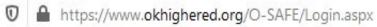
Troubleshooting Eligibility Report

- Problem: Student is coming up as "not eligible"
    - Student did not complete the HS requirements.
    - Possible incorrect SSN or no SSN on record, causes 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 FORM

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1		**OKLAHOMA'S PROMISE**																	
2		**2025-26 Scholarship Claim Form**																	
3																			
4		**Institution:**					**School Code:**												
5		**University**					**U**	**645**						**Semester**					
6															**Fall**			**Year: 20__**	
7		**Person to whom check should be mailed or email notice given:**													**Spring**				
8															**Summer**				
9		suesmith@stateuniv.edu													**Other**				
10		**(please provide email address if applicable)**																	
11																			
12		I certify that the Oklahoma's Promise awards for students listed below have been awarded within the student's federal																	
13		cost of attendance limit and do not include any noncredit remedial courses. All listed students selected for Verification																	
14		have completed that process. (Must provide name and title below or claims will not be paid.)																	
15																			
16		**Sue Smith**					**Financial Aid Director**												
17		**Name**					**Title**												
18																			
19		**I. Claims for students receiving Oklahoma's Promise scholarship funds**																	
20																			
21																			
22		**Last**	**First**						**Total**		**OKPromise**		**OKPromise**		**Adjusted**				
23		**Name**	**Name**		**SSN**				**Hours**		**Rate**		**Award**		**Award**				
24											$ 216.00		$ -						
25											$ 216.00		$ -						
26											$ 216.00		$ -						
27											$ 216.00		$ -						
28											$ 216.00		$ -						
29											$ 216.00		$ -						
30											$ 216.00		$ -						

20

Claim Form Submission

- New staff will need permissions to check eligibility and/or submit claims. For login info – email Alan (ahernandez@osrhe.edu)

  Please do not share logins!

- Upload claims to OSAFE – <u>OK Promise</u> folder

- OKP receives immediate email notice when you upload a claim.

OK Promise Refunds

- EFT, Check, or subsequent claim
- Form of notification:
  - ☐ Submit a claim form via OSAFE (**PREFERRED) and**

  - ☐ Identify OKPromise, student name and the term in the Payment Message on the funds transfer (no SSNs please)

  - ☐ List on the check stub –for OK Promise with student name and term

EFT / Check Information

- Claims may take 1-5 weeks. 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 call 405-521-2444.

Other Info

- Automating your OK Promise claim form

    - Pull data from your FA Management System into your claim form (**<u>keep formatting of claim form</u>!)**

- Do not submit hours OK Promise does not pay for <u>or</u> if student is in Verification *per DOE changes

- Create a <u>new file </u>for each claim

- Email & PII – no SSNs; send month/day only of birth

- Notify OKP of Bachelor's degree grads – upload SSN & name to OSAFE

Contact Information

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