

The background features a variety of abstract, colorful shapes in shades of pink, teal, yellow, blue, red, orange, and purple. A stylized hand icon in yellow is positioned on the right side, with a curved arrow pointing towards the center text.

# Oklahoma Tuition Aid Grant: "NUTS AND BOLTS"

**Wei-Ju Gange**

A simple line drawing of a yellow lightbulb with a blue base and a coiled filament.

OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION

*Improving our future by degrees*





# before we start

- **OTAG resource page** (<https://okhighered.org/admin-fac/finaidresources/otag/>)
  - **Authorized Representative form**
- Use **O-Safe** to submit any information containing Personally Identifiable Information (PII):  
([www.okhighered.org/O-SAFE](http://www.okhighered.org/O-SAFE))
- Join the **OASFAA Listserv** for important OTAG information, legislative updates, and more:  
([www.oasfaaok.org/listserv](http://www.oasfaaok.org/listserv))

The background features a variety of colorful, abstract shapes and patterns. At the top, there are red, blue, orange, and teal shapes. Below these, there are purple oval patterns. On the right side, there is a pink circle and a large red shape. At the bottom, there are purple, yellow, teal, and pink shapes, some with small blue dots. A black line is visible on the left side, curving around a yellow shape.

## 2024-2025 OTAG Award data

- Total allocation:  
\$18 M (including carryover from 2023–24)
- Over \$17.7 M disbursed

The background features a variety of colorful, abstract shapes and patterns. At the top, there are red, blue, orange, and teal shapes. Below these, there are purple oval patterns. On the right side, there is a pink circle and a red shape. At the bottom, there are purple, yellow, teal, and pink shapes, along with small blue dots. A black line curves through the top left and bottom left areas.

# 2025-2026 OTAG Appropriation

- **Total Appropriation:** \$17 million program appropriation from the State Regents.
- **Institutional Allocations:** Calculated using 2019–2020 OTAG expenditures.

# ALLOCATION TRACKING

- Our office will internally monitor institutional spending to ensure no institution exceeds its allocation.

- We encourage you to spend 50% in fall 50% in spring.
  - Reminder: **summer** awards are possible, but not required.

# ALLOCATION TRACKING

- All claims should be submitted prior to **June 30th** for processing.

- Please aim to spend your full allocation, as remaining funds **will not** carry over into your next fiscal year.

The background features a variety of colorful, abstract shapes and patterns. At the top left, there are red and yellow shapes with a black outline. Below them are purple oval shapes. To the right, there are blue, orange, and teal shapes. On the far right, there is a pink circle and a red shape. At the bottom, there are purple, yellow, teal, and pink shapes, some with small blue circles. The overall style is modern and artistic.

# ***ELIGIBILITY CRITERIA***

1. Oklahoma Resident (per Regents policy)
2. Pell Eligible (Must be eligible to receive a Pell grant in the current academic term)
3. Unmet financial need
4. Final selection of recipients is determined by each institution based on school-determined eligibility requirements

The background features a variety of colorful, abstract shapes and patterns. In the top left, there are purple and pink wavy shapes with small purple oval patterns. The top center has a large yellow wavy shape. The top right shows teal and orange wavy shapes. On the right side, there is a light green circle and a large red circle. The bottom left has yellow and blue wavy shapes. The bottom center features pink wavy shapes. The bottom right has a pink shape with red dots and a teal wavy shape. A thin black line curves across the top right.

# ***PROPOSED GUIDELINES FOR PREFERENCE***

- Students with **most** unmet need.
- Students that maintain **continuous** enrollment.
- Students **close** to graduation.
- Students in programs meeting **high demand** employment needs.
- Students at risk of **dropping out**.
- Students **not** receiving other forms of state funded financial aid.

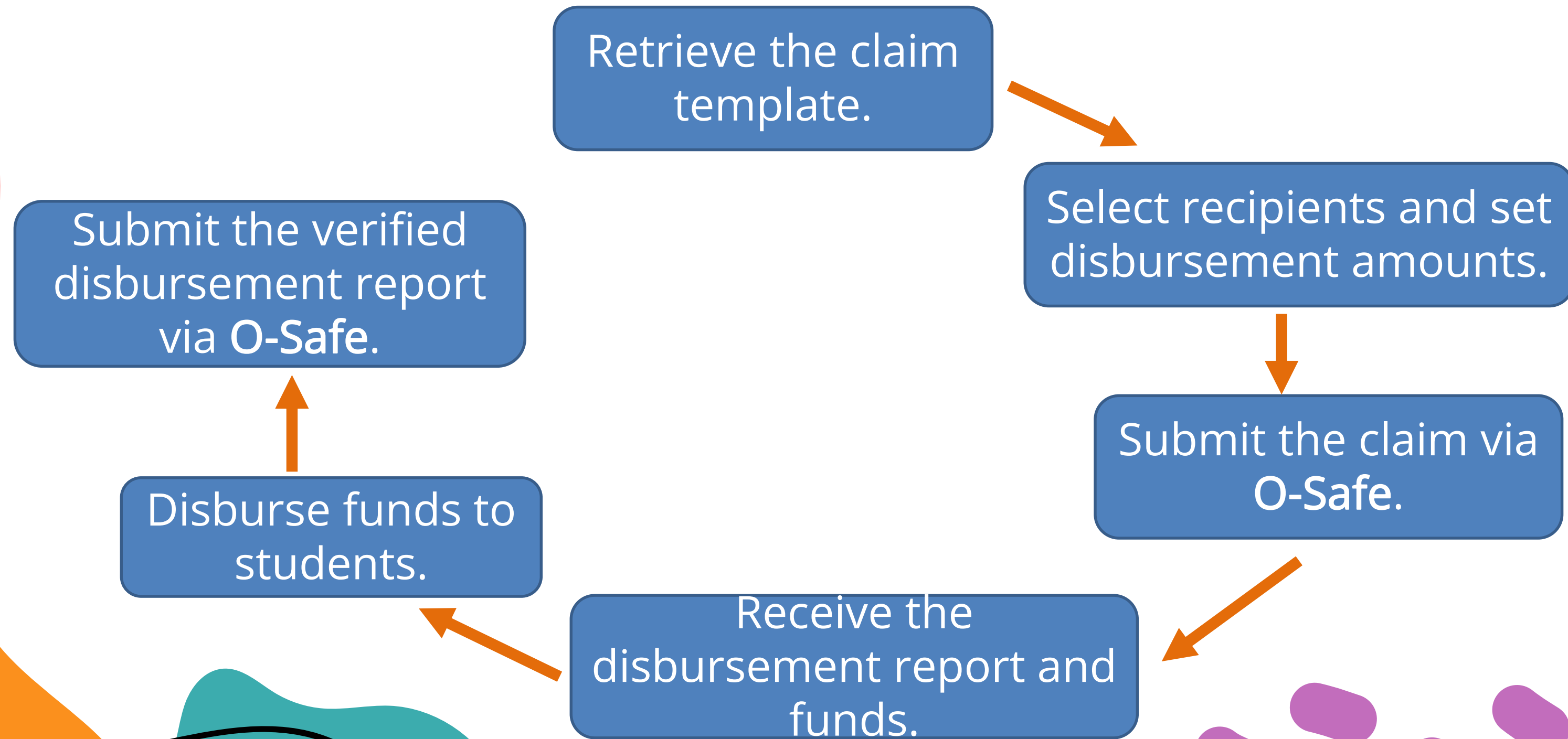


The background features a variety of colorful, abstract shapes and patterns. At the top, there are red, blue, orange, and teal shapes. On the left, a yellow shape is partially visible. In the bottom left, there are purple and blue shapes. At the bottom center, there are yellow and teal shapes. On the bottom right, there are pink and teal shapes with small blue dots. A black line curves through the top left, and another black line curves through the top right.

# AWARD AMOUNTS

- Up to \$1,500 annually at eligible community colleges and career technology centers
  - Up to \$2,000 annually at regional universities
  - Up to \$3,000 annually at research universities
- (Please note: The max annual award cannot exceed 75% of enrollment costs.)
- The minimum award is \$100 per student per payment period.

# OTAG PROCESS OVERVIEW



The background features a variety of colorful, abstract shapes and handprints. In the top left, there's a pink shape with red dots. Next to it is a teal shape. To the right is a yellow shape. Further right is a blue shape. In the bottom left, there's an orange shape. At the bottom center, there's a yellow shape. On the right side, there's a red shape and a purple shape. Several handprints in pink, yellow, and purple are scattered throughout the design.

# AWARD CLAIM INSTRUCTIONS

1. Claims must be submitted by an [Authorized Institutional representative](#).

2. Use the claim template available on the **Resources** page.

NOTE: There are separate claim forms for standard and non-standard term (career tech) institutions.

3. Complete the top portion of the claim form, especially the “Completed By” fields.

[illegible]

# AWARD CLAIM INSTRUCTIONS (EXCEL)

- Do not alter the template formatting in any way.
- List the students you wish to award on the claim.
- List the ISIR transaction # and SAI.
  - If the SAI on the FAFSA is -1500 or any negative number, please report the actual SAI on the claim instead of entering '0'.
- Include the student's enrollment/attendance level and disbursement amount.

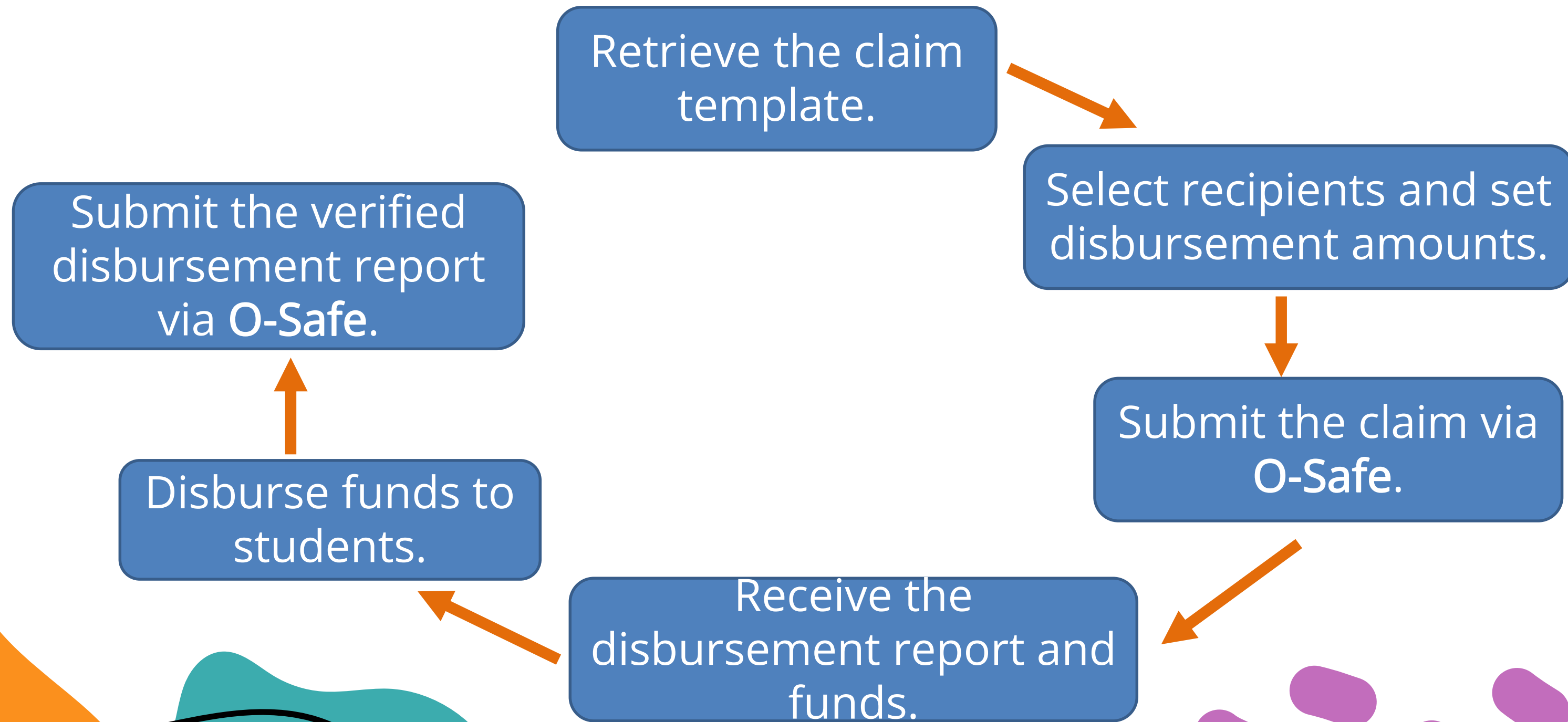
FT, PT, and LT (in less than 6 hours)
- For eligible military students who reported residency outside Oklahoma, enter "Y" in the "Award due to Military Status" column (Column J).
- Student IDs may be included but are not required.

The background is white with various colorful abstract shapes and patterns. At the top left, there are red, yellow, and purple shapes. At the top center, there is a large blue shape. At the top right, there is an orange shape and a teal shape. On the right side, there is a pink circle and a red shape. At the bottom, there are purple, yellow, teal, and pink shapes, some with small blue dots. A black line is visible on the left side, curving around the yellow shape.

# CLAIM PROCESSING

- Once the claim is complete, submit it through O-Safe.
- You may submit **multiple** claims per semester as needed.
- If there are any eligibility issues, our office will contact you directly to resolve them before processing.
- Students cannot be awarded at more than one institution per semester.

# OTAG PROCESS OVERVIEW





# **DISBURSEMENT PROCESSING**

A **signed** disbursement report is required within 30 days of receiving the disbursement.



	A	B	C	D	E	F	G	H	I
1	<b>Oklahoma Tuition Aid Grant</b>								
2	Disbursement Report - Accounting of Funds								
3									
4	<b>Educational Institution:</b>				ABC Technology Center				
5	<b>Institutional Code:</b>				009900				
6									
7	<b>Report Issue Date:</b>				6/17/2024				
8									
9	<b>Semester:</b>				SUMMER				
10	<b>Award Year:</b>				2023-2024				
11	<b>Fund:</b>				1				
12									
13	<b>Return Due Date:</b>				30 days from receipt of funds				
14									
15									
16	<b>Institutional Accounting of Funds</b>								
17									
18	Total Students in this Disbursement:							4	
19									
20	Total Funds Released to Institution for this Disbursement:							\$ 500	
21									
22	Total Funds Issued to Eligible Students as Certified within this Report:							\$ 500	
23									
24	Unissued Funds (Amount of Refund to OTAG):							\$ -	
25									
26	By entering my name and the date below, I certify that Oklahoma Tuition Aid Grant funds have been								
27	disbursed to all eligible students identified in this Disbursement Report in the amounts specified in the								
28	Disbursement Amount column or as reported in the column titled Adjusted Disbursement Amount.								
29	All funds not issued to eligible students are being returned to the Oklahoma								
30	Tuition Aid Grant Program with this completed Disbursement Report.								
31									
32									
33									
34	X Jenny Doe							6/30/2024	
35	Type Name of Authorized Institutional Representative							Date	
36									

# ADJUSTMENT REASON CODES

01 = Not Enrolled At Least Part-time  
02 = Recalculated for Part-time  
03 = Recalculated for Full-time  
04 = Already Received 1st Bachelor's Degree  
05 = Change UG to GR Status  
**06 = Withdrew/Not Attending**  
07 = Not Making SAP  
08 = Not an OK Resident  
09 = Not Enrolled in a Title IV Eligible Program

**10 = Overaward Adjustment**  
11 = Ineligible due to Pell LEU  
14 = Title IV Loan Default Status  
15 = Title IV Grant Payback Status  
16 = Change in EFC  
17 = Title IV Not Met  
18 = Scholarship Conflict  
19 = Funds Not Claimed By Student  
**20 = Cancelled- Generic Refund**

# Disbursement Report with refunds

- Returns will continue to be recorded on the disbursement report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>OTAG Disbursement Report</b>			* Indicates data field cannot be updated by the school								AwdYr:	2023-2024				
2	Run Date		School				Total Adj Disb Amt	\$350		Student Count	4	Sem:	SUMMER			Original Disb Amt	\$500.00
3	06/17/2024		009900	ABC TECHNOLOGY CENTER								Fund:	1				
4																	
5			<b>Student Name</b>			<b>Disb Amt</b>	<b>Adj Disb Amt</b>	<b>Adj Reason Codes</b>	<b>Enroll Status</b>		<b>School's StudentID</b>					<b>Used for</b>	
6	<b>Update</b>	<b>SSN</b>	<b>Last</b>	<b>First</b>	<b>Mi</b>	<b>Amt</b>			<b>SAI</b>							<b>Adj Disb Totals Calc</b>	
7	Y	447000000	DOCKREY	LIZETH	T	100	0	0	FT	0						\$0	
8	Y	447012345	MYERS	ALAN	W	200	150	0	FT	0						\$150	
9		510000123	SPYBUCK	KELLEY		100			FT	0						\$100	
10		447001111	WARRINGTON	LINETTE	A	100			FT	0						\$100	
11																	

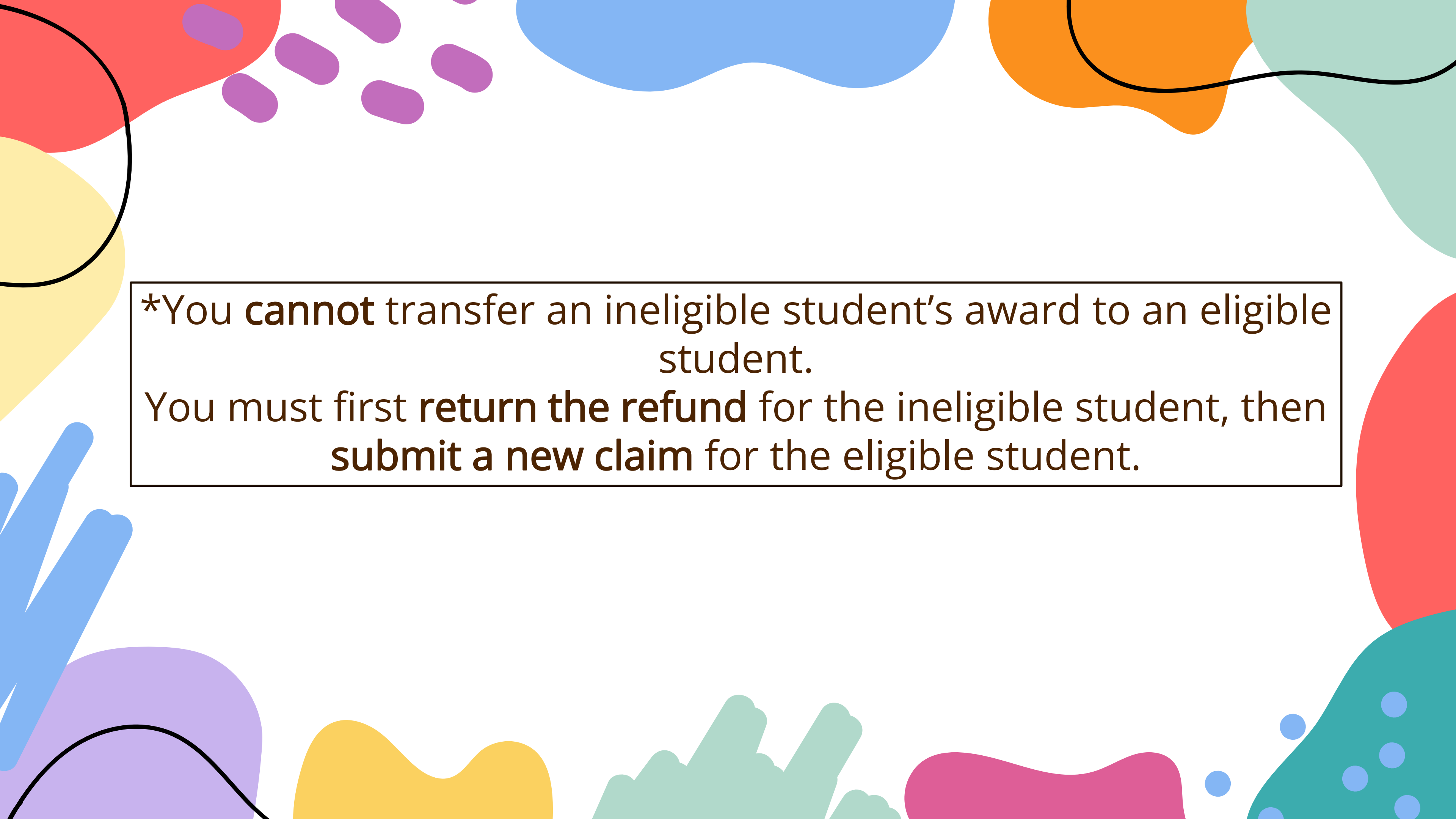
- To report a return:

‘Y’ in Update column (column A)

‘Adjusted award amount’ in “Adj Disb Amt” column (column G)

‘Reason Code’ in “Adj Reason Codes” column (column H)

	A	B	C	D	E	F	G	H	I
1	Oklahoma Tuition Aid Grant								
2	Disbursement Report - Accounting of Funds								
3									
4	Educational Institution:			ABC Technology Center					
5	Institutional Code:			009900					
6									
7	Report Issue Date:			6/17/2024					
8									
9	Semester:			SUMMER					
10	Award Year:			2023-2024					
11	Fund:			1					
12									
13	Return Due Date:			30 days from receipt of funds					
14									
15									
16	Institutional Accounting of Funds								
17									
18	Total Students in this Disbursement:							4	
19									
20	Total Funds Released to Institution for this Disbursement:							\$ 500	
21									
22	Total Funds Issued to Eligible Students as Certified within this Report:							\$ 350	
23									
24	Unissued Funds (Amount of Refund to OTAG):							\$ 150	
25									
26	By entering my name and the date below, I certify that Oklahoma Tuition Aid Grant funds have been								
27	disbursed to all eligible students identified in this Disbursement Report in the amounts specified in the								
28	Disbursement Amount column or as reported in the column titled Adjusted Disbursement Amount.								
29	All funds not issued to eligible students are being returned to the Oklahoma								
30	Tuition Aid Grant Program with this completed Disbursement Report.								
31									
32									
33									
34	X Jenny Doe							6/30/2024	
35	Type Name of Authorized Institutional Representative							Date	
36									
37									



**\*You cannot transfer an ineligible student's award to an eligible student.**  
**You must first return the refund for the ineligible student, then submit a new claim for the eligible student.**

# SENARIO: subsequent changes to a disbursement report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	OTAG Disbursement Report			* Indicates data field cannot be updated by the school								AwdYr: 2024-2025					
2	Run Date		School				Total Adj Disb Amt	\$9,000		Student Count	13	Sem: FALL				Original Disb Amt	\$9,000
3	09/01/24		009900	ABC University								Fund: 1					
4																	
5			Student Name				Adj Disb Amt	Adj Reason Codes	Enroll Status	SAI	School's StudentID					Used for	
6	Update	SSN	Last	First	Mi	Disb Amt										Adj Disb Totals Calc	
7		441000000	ANDERSON	LIZETH	B	1000			PT	0						\$1,000	
8		446000000	BISWELL	KELLEY	K	1000			FT	0						\$1,000	
9		240000000	BRADLEY	ALAN	A	1000			LT	120						\$1,000	
10		446000000	COX	CAROL	B	1000			FT	0						\$1,000	
11		619000000	CRAVEN	COLBI	A	1000			FT	0						\$1,000	
12		442000000	LEVERICH	LINETTE	K	1000			FT	0						\$1,000	
13		508000000	LINCOLN	RON	J	1000			PT	50						\$1,000	
14		441000000	MANGRUM	IRALA	I	1000			FT	0						\$1,000	
15		448100000	OWENS	WEI	T	1000			FT	220						\$1,000	
16																	
17																	

First time: NO CHANGE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>OTAG Disbursement Report</b>			* Indicates data field cannot be updated by the school								AwdYr: 2024-2025				
2	Run Date		School				<b>Total Adj Disb Amt</b>	<b>\$7,500</b>		<b>Student Count</b>	13	Sem: FALL				Original Disb Amt
3	09/01/24		009900	ABC University								Fund: 1				
4																
5			<b>Student Name</b>			<b>Disb</b>	<b>Adj</b>	<b>Adj</b>	<b>Enroll</b>		<b>School's</b>					Used for
6	<b>Update</b>	<b>SSN</b>	<b>Last</b>	<b>First</b>	<b>Mi</b>	<b>Amt</b>	<b>Disb</b>	<b>Reason</b>	<b>Status</b>	<b>SAI</b>	<b>StudentID</b>					Adj Disb Totals Calc
7	Y	441000000	ANDERSON	LIZETH	B	1000	0	6	PT	0						\$0
8		446000000	BISWELL	KELLEY	K	1000			FT	0						\$1,000
9	Y	240000000	BRADLEY	ALAN	A	1000	500	10	LT	120						\$500
10		446000000	COX	CAROL	B	1000			FT	0						\$1,000
11		619000000	CRAVEN	COLBI	A	1000			FT	0						\$1,000
12		442000000	LEVERICH	LINETTE	K	1000			FT	0						\$1,000
13		508000000	LINCOLN	RON	J	1000			PT	50						\$1,000
14		441000000	MANGRUM	IRALA	I	1000			FT	0						\$1,000
15		448100000	OWENS	WEI	T	1000			FT	220						\$1,000
16																
17																
18																

Second time: There's \$1,500 refund (\$1000+\$500).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>OTAG Disbursement Report</b>			* Indicates data field cannot be updated by the school								Awd Yr: 2024-2025			
2	Run Date		School				Total Adj Disb Amt	\$8,000		Student Count	13	Sem: FALL			Original
3	09/01/24		009900	ABC University								Fund: 1			
4															
5			<b>Student Name</b>			<b>Disb</b>	<b>Adj</b>	<b>Adj</b>	<b>Enroll</b>		<b>School's</b>				Used for
6	<b>Update</b>	<b>SSN</b>	<b>Last</b>	<b>First</b>	<b>Mi</b>	<b>Amt</b>	<b>Disb</b>	<b>Reason</b>	<b>Status</b>	<b>SAI</b>	<b>StudentID</b>				Adj Disb Totals C
7		441000000	ANDERSON	LIZETH	B	1000			PT	0					\$1,000
8		446000000	BISWELL	KELLEY	K	1000			FT	0					\$1,000
9		240000000	BRADLEY	ALAN	A	1000			LT	120					\$1,000
10		446000000	COX	CAROL	B	1000			FT	0					\$1,000
11		619000000	CRAVEN	COLBI	A	1000			FT	0					\$1,000
12	Y	442000000	LEVERICH	LINETTE	K	1000		0/20	FT	0					\$1,000
13		508000000	LINCOLN	RON	J	1000			PT	50					\$1,000
14		441000000	MANGRUM	IRALA	I	1000			FT	0					\$1,000
15		448100000	OWENS	WEI	T	1000			FT	220					\$1,000
16															
17															
18															

Third time: There's \$1000 refund.


Note: All subsequent changes must be recorded on the original disbursement report only.






# Disbursement Processing:

- Instructions for completing the disbursement report and information on disbursement adjustment reason codes can be found on the **Resources** page.
- To maximize the use of your institutional allocation, please **return unused funds in a timely manner.**

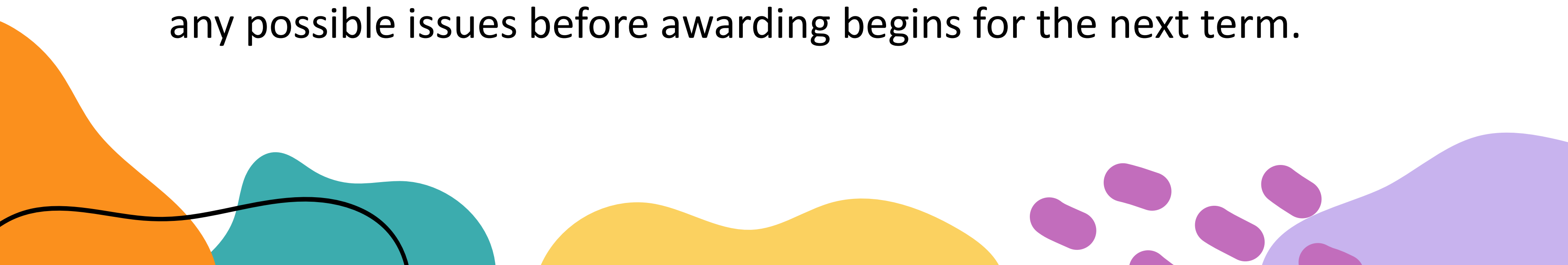


# AWARD INCREASE DISBURSEMENT REPORT

- A disbursement report **cannot** be processed as an award claim, and vice versa.
  - If there is an **increase in the award amount**, please submit a **new award claim**. Funds for the additional amount will be disbursed accordingly.
- 



# RECONCILIATION REPORT

- You may request a reconciliation report at **any time**.
  - Reports are available by **semester** (Fall, Spring, or Summer) or as an **annual report**.
  - We recommend reconciling at the end of each semester to resolve any possible issues before awarding begins for the next term.
- 



## **KEY UPDATES & COMMUNICATION REMINDERS**

- We are going to
  - Change the funding formula based on previous year's spending
  - Establish deadlines for OTAG moving forward





## KEY UPDATES & COMMUNICATION REMINDERS

- When we request scholarship recipients, please respond even if you have no students eligible for the award.
- If you are reserving funds for summer or a specific group, just let us know, and we won't repeatedly follow up.
- If we don't hear back and there are still funds available, we will continue to follow up to ensure the dollars are utilized. In rare case we're unable to connect, we may involve leadership to help ensure the funds are distributed to benefit as many students as possible.

Our goal is to support you and provide scholarships to as many eligible students as possible.





Question?

Contact us!

**Wei-Ju Gange**

*Scholarship Specialist II*

[wgange@osrhe.edu](mailto:wgange@osrhe.edu)

(405) 225-9488