



Oklahoma's Promise

*Nuts & Bolts for the Financial Aid Office
July 2023*

*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 fall term after HS graduation

129 Credit Hour Review

- Applies to students with HS GY 2018 and thereafter
- 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 minimum # 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.

***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 Kelley for form**



Communication to the Students and Institutions

- ❑ Notification is by email (July)
- ❑ Students at the 129 limit and ineligible
- ❑ Students who will likely meet or exceed the limit during 2023-24:
 - ❑ Email to students at 90+ hours
 - ❑ Email to schools – for those at 99+ hours

Reminders

- 129 total includes hours PAID by OKPromise at any institution
- We suggest you run an Eligibility Report for the students listed on the claim right before you submit the claim.
- Late claims (from previous term/year) can create a problem with the credit hour limit. Check the eligibility report first!
- While many students are at research and regional colleges, it is 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:
 - Current Eligibility 2022-23 – for last year
 - Current Eligibility 2023-24 (frequent updating)
 - Potential Eligibility - 2023 HS grads
 - Potential Eligibility - 2024 HS grads (Avail. after Oct. 1)
- Two Processing Options: Individual student or batch file



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

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Oklahoma's Promise Eligibility Check

Please enter your Username and Password

Username

Password

Login

[Disclaimer](#) | [Copyright](#) | [Contact Details](#) | [Help?](#)

655 Research Parkway, Suite



Oklahoma's Promise Eligibility Check

Please select one of the following options:

Eligibility Check by SSN

Submit File for Eligibility Check

Eligibility Check Admin

Logout

Oklahoma's Promise Eligibility Check

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

Type of Eligibility Check 2023-24 Eligibility ▾

- 2022-23 Eligibility
- Potentially Eligible 2023 grad
- 2023-24 Eligibility



Oklahoma's Promise Eligibility Check

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

xxxxxxxx
xxxxxxxx
xxxxxxxx

Eligible : No expiration date found. Abbott HS Grad - 2023 Allowed Hours - 129 Paid Hours - 0 Remaining Hours - 129

Eligible : Expiration Date - 12/31/2024 Dallis HS Grad - 2019 Allowed Hours - 129 Paid Hours - 84 Remaining Hours - 45

Eligible : Expiration Date - 07/31/2024 Luevano HS Grad - 2017

Type of Eligibility Check 2023-24 Eligibility ▾

Eligibility check complete.



Oklahoma's Promise Eligibility Check

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

<input type="text" value="XXXXXXXXXX"/>	Potentially Eligible Macedo HS Grad - 2023
<input type="text" value="XXXXXXXXXX"/>	Not an OK Promise Student
<input type="text" value="XXXXXXXXXX"/>	Not an OK Promise Student
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Type of Eligibility Check

Eligibility check complete.



Process file

No file selected.

Type of Eligibility Check

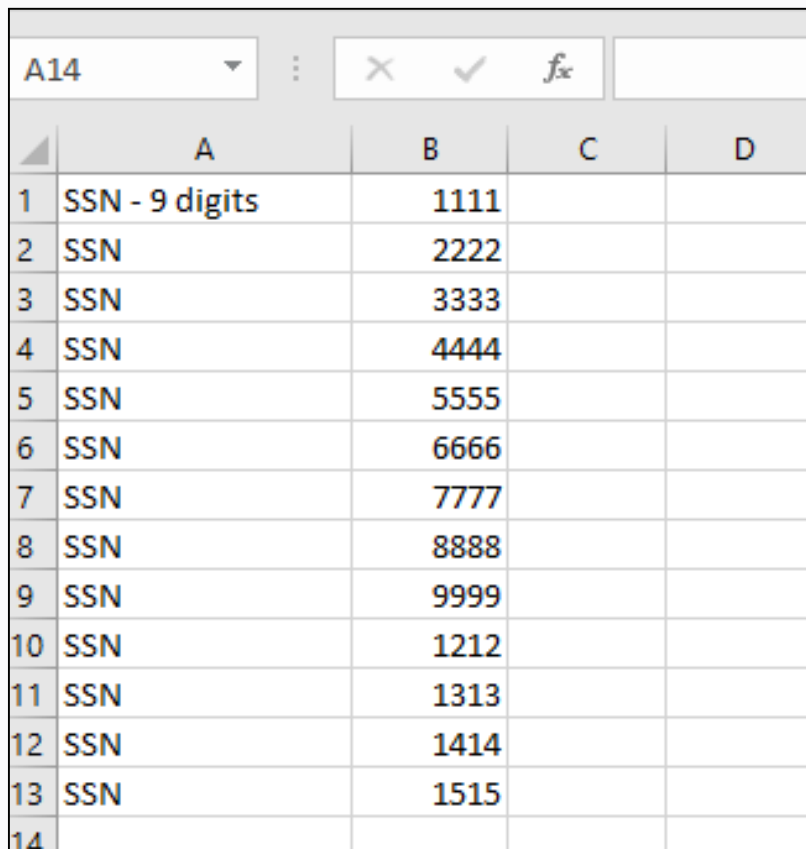
Processing Instructions

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.

OK Promise

File created by institution



The image shows a screenshot of an Excel spreadsheet. The active cell is A14. The spreadsheet has four columns labeled A, B, C, and D. Column A contains the text 'SSN - 9 digits' in row 1, and 'SSN' in rows 2 through 13. Column B contains the numbers 1111, 2222, 3333, 4444, 5555, 6666, 7777, 8888, 9999, 1212, 1313, 1414, and 1515 in rows 1 through 13 respectively. Rows 14 and 15 are empty.

	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				
15				

**Column A:
SSN (no dashes)**

**Column B:
Student ID**

**Make sure it is text
and there are no
missing leading
zeros or SSNs**

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: 07/31/2025	Jones	HS Grad : 2020	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	109494	Eligible	E	Date Expires: 07/31/2022	Salas	HS Grad : 2017								
6	101313	Eligible	E	Date Expires: 07/31/2023	Eaton	HS Grad : 2018	Allowed : 129	Paid : 112	Remaining	17				
7	106262	Eligible	E	Date Expires: 07/31/2023	Booth	HS Grad : 2018	Allowed : 129	Paid : 124	Remaining	5				
8	103434	Not Eligible	N											
9	105656	Eligible	E	Date Expires: 07/31/2024	Alexander	HS Grad : 2019	Allowed : 129	Paid : 100	Remaining	29				
10	103535	Eligible	E	Date Expires: 07/31/2026	Flores	HS Grad : 2021	Allowed : 129	Paid : 26	Remaining	103				
11														
12														

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).



https://www.okhighered.org/O-SAFE/Login.aspx



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OSRHE Secure Access File Exchange

O-Safe: Login

Welcome to the new O-Safe.

For all technical issues, please contact your program administrator.

Input your user name and password to login to O-Safe.

* User Name:



Input your user name.

* Password:



Input your login password.

Login

Forgot Password



O-Safe: File Exchange

[File Exchange](#)

[Programs](#)

[Logout](#)

For all technical issues, please contact your program administrator.
Browse to desired location and choose from the available options below.

Upload File

Permissions: (Program Admin)

File Location: Oklahoma's Promise / Murray State College

[Oklahoma's Promise](#)

[Murray State College](#)

	Murray_2122 Claim Spr22 Claim #5.xlsx	Incoming	Delete
	Murray_2122 Claim Sum22 Claim #1.xlsx	File Uploaded By: Holman, Raegin at 6/22/2022 2:53:54 PM File Downloaded By: Norris, Kelley at 6/22/2022 4:09:24 PM	
	Murray_su22.xlsx	Outgoing (New)	
	Murray4_sp22.xlsx	Outgoing (New)	
	Murray5_sp22.xlsx	Outgoing (New)	Delete

Auto Delete Date: 7/2/2022

Note: All files are transferred through a secure channel, encrypted on the server and are automatically deleted after 10 days. Please save files to a secured location before editing file contents.

EFT / Check Information

- Claims may take 1-5 weeks to be processed by the business office. 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 405-521-2444.

OK Promise Refunds

- EFT, Check, or subsequent claim
- Indicate the name and SSN of student(s), the amount and the semester
- Form of notification:
 - Submit a claim form via OSAFE (**PREFERRED**)
 - Identify student in the Payment Message on the funds transfer (no SSNs please)
 - List on the check stub –for OK Promise with student name and term

Other Info

- Automating your OK Promise claim form
 - Pull data from your FA Management System into your claim form (**keep formatting of claim form!**)
- Do not submit hours OK Promise does not pay for or if student is in Verification *per DOE changes
- Create a new file for each claim
- Email & PII – no SSNs; send month/day only of birth
- Notify of Bachelor's degree grads – upload SSN & name to OSAFE

RESOURCES on OSRHE website

Go to www.okhighered.org

Use Quick Links for Financial Aid Resources for Institutions

The screenshot shows the homepage of the Oklahoma State Regents for Higher Education website. The header includes the organization's name and logo, along with navigation links for Students, Parents, Higher Ed Admin/Faculty/Staff, K-12 Teachers/Staff, and Media. A left sidebar contains a vertical menu of site sections. A central banner features a collage of students and the 'OK Promise' logo. A 'Quick Links' dropdown menu is open on the right, listing various resources, with 'Financial Aid Resources for Inst.' highlighted.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees

» Students
» Parents
» Higher Ed Admin/Faculty/Staff
» K-12 Teachers/Staff
» Media

Quick Links

- Quick Links
-
- State Regents' Agendas
- Campus E-Clips
- OK Campus Compact
- Complete College America
- Course Transfer
- Financial Aid Resources for Inst.**
- Higher Ed Directory
- Job Opportunities
- Oklahoma Money Matters
- OK Teacher Connection
- Other Links
- Policy & Procedures
- Site Map
- Student Publications
- UCanGo2

NEW INFO
\$60K - 1 or 2
\$70K - 3 or 4
\$80K - 5 or more

OKLAHOMA'S PROMISE WWW.OKPROMISE.O

Welcome to the Oklahoma high
We hope you find our site easy-to-navigate, he

Welcome From Chancellor

<https://www.okhighered.org/admin-fac/FinAidResources/okpromise.shtml>

EDUCATION
our future by degrees

» Higher Ed Admin/Faculty/Staff
» K-12 Teachers/Staff
» Media

ENHANCED BY Google

HOME > INFORMATION FOR ADMIN, FACULTY & STAFF > FINANCIAL AID RESOURCES FOR INSTITUTIONS

OKLAHOMA'S PROMISE

[OSRHE O-SAFE](#)
[OSRHE O-SAFE Instructions](#)

Oklahoma's Promise General Information

[Oklahoma's Promise Website](#)
[Financial Aid Officers Handbook for Oklahoma's Promise \(PDF, 102k\)](#)
[Administrative Rules](#)
[Statutes \(Oklahoma Higher Learning Access Act\)](#)
[2020-21 Oklahoma's Promise Scholarship Rates \(PDF, 21k\)](#)

Oklahoma's Promise Instructions and Presentations

[Eligibility Verification Check Instructions \(PDF, 87k\)](#)

Oklahoma's Promise Award Claim Forms *(select institution's Excel file from options below)*

Institution Award Claim Forms

Select Institution

[Claim Form Instructions \(PDF, 21k\)](#)

FINANCIAL AID RESOURCES FOR INSTITUTIONS

[Academic Scholars Program](#)
[Oklahoma College Assistance Program \(external link\)](#)
[Oklahoma Tuition Aid Grant \(OTAG\)](#)
[Oklahoma Tuition Equalization Grant \(OTEG\)](#)
[Oklahoma's Promise](#)
[Regional University Baccalaureate Scholarship Program](#)
[Scholars for Excellence in Child Care](#)
[Other Programs](#)

Get ADOBE READER

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