

2010-11

Oregon Opportunity Grant Program Policies and Procedures



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OREGON STUDENT ASSISTANCE COMMISSION MISSION STATEMENT

To assist Oregon students and their families in attaining a postsecondary education and to enhance the value, integrity, and diversity of Oregon's college programs.

OSAC is a state agency that administers the Oregon Opportunity Grant, which awarded approximately \$76.7 million in 2009-10 to more than 43,000 students. OSAC also partners with numerous private donors, foundations, and banks to administer more than 400 private scholarship programs for Oregon students — a partnership model is unique in the nation. Another important OSAC program is ASPIRE, a one-on-one mentoring program currently in 115 Oregon high schools that provides students with postsecondary education information and options for funding their education. More information about these and other programs is available at www.osac.state.or.us.

OREGON OPPORTUNITY GRANT PROGRAM POLICIES AND PROCEDURES

TABLE OF CONTENTS

CHAPTER I — General Description of the Oregon Opportunity Grant Program	1
CHAPTER II — Institutional Eligibility	3
Eligible Institutions	3
Institutional Participation Agreement	3
CHAPTER III — Student Eligibility	5
Common Eligibility Criteria	5
Citizenship	5
Residency	5
Undergraduate Status	7
Duration of Student’s Award Eligibility.....	7
Special Conditions for Qualified Individuals with Disabilities	8
Financial Need and Grant Eligibility	8
Incarcerated Students	8
Pell Eligibility	8
Domestic Partnerships	9
Conditions of Award	10
Verifiable Data.....	10
Continued Undergraduate Status	10
Full-time Enrollment	10
Half-time to Full-time Enrollment	11
Prorated Awards for Qualifying Individual under the Americans with Disabilities Act	11
Satisfactory Academic Progress	11
Not in Default or Owing a Refund	11
Selective Service Registration/Illegal Drug Conviction	12
Eligible Program	12
CHAPTER IV — Program Operations	13
Applying for the Oregon Opportunity Grant	13
Approved Application	13
Application Calendar	13
Processing Applications	14
OSAC Edits	14
Multiple Transactions	14
Reload and Lock Requests.....	14
Professional Judgments	15
Calculating Parent/Student Income (grandfathered awards only)	15
Application Deadlines	15
The Shared Responsibility Model (SRM)	16
Shared Responsibility Model	16
Grandfathered Awards	16

Using the Shared Responsibility Model to Determine Award Amounts	16
Award Notifications to Institutions	18
Award Lists	18
Data Elements on Award Lists	19
Disbursement of Funds	20
Disbursement from OSAC to Institutions	20
Fund Accounts	20
Disbursements from Institutions to Students	20
Disbursements after Reinstatement of Eligibility for Title IV Aid.....	23
Disbursement Reporting	24

CHAPTER V — Institutional Responsibilities in the Administration of the Oregon

Opportunity Grant Program	25
Institutional Rights	25
Eligibility to Participate	25
Right to Appeal	25
Operational Responsibilities	25
Providing Information to Students	25
Monitoring and Documenting Oregon Residency	27
Monitoring Student Status and Withholding Payments	28
Verifying Information	28
Disbursing Grant Funds	29
Determining if a Refund is Owed	29
Refunding Unused Grant Funds to OSAC	30
Reimbursing the State for Grants Disbursed in Error	30
Keeping Program Records	30
Making Program Records Available to OSAC	30

CHAPTER VI — OSAC Responsibilities in the Administration of the Oregon Opportunity Grant Program	31
Rules, Policies, and Procedures	31
Rulemaking	31
Developing Policies and Procedures	31
Operational Responsibilities	32

APPENDICES

Appendix A. Operations prior to SRM Implementation.....
Appendix B. Oregon Administrative Rules
Appendix C. Oregon Revised Statutes.....
Appendix D. Program Statistics
Appendix E. Key Performance Measures (KPMs).....
Appendix F. Forms
Appendix G. Special Guidelines and Temporary Policies.....

CHAPTER I

GENERAL DESCRIPTION OF THE OREGON OPPORTUNITY GRANT PROGRAM

INTRODUCTION

This publication is intended to provide information and guidance for financial aid administrators and counselors who help students with the financial aid process and assist the Oregon Student Assistance Commission (OSAC) in administering the Oregon Opportunity Grant program.

Throughout this manual, we use the terms “college,” “school,” and “institution” interchangeably, unless some more specific use is given. The term “parents” refers to the parents of dependent students.

The Oregon Opportunity Grant is the largest of the state-funded student financial aid programs administered by the Oregon Student Assistance Commission (OSAC). Opportunity Grants are awarded solely on the basis of financial need, as determined by OSAC.

The Free Application for Federal Student Aid (FAFSA) serves as the application for Oregon Opportunity Grant as well as for several major federal student financial aid programs, including Federal Pell Grants and Federal Stafford Loans. OSAC uses demographic and financial data reported on the FAFSA to determine a student’s grant amount and eligibility for the Opportunity Grant. Award amounts vary, based on the cost of attendance at the institution the student chooses to attend and the student’s financial resources, as reported on the FAFSA.

Funding Sources

The Oregon Opportunity Grant program distributes awards consisting of a combination of State of Oregon General Fund, interest earnings from the lottery-funded Education Stability Fund, , and federal funds from the Leveraging Educational Assistance Partnership (LEAP) program. The LEAP program is a federal “matching” program that encourages states to support grant programs for postsecondary students. In most years, approximately three percent of the funds awarded to students annually came from LEAP proceeds.

Eligible Students Requirements

Chapter III provides detailed information about eligibility requirements. In general, however, to be considered for an Oregon Opportunity Grant, student recipients must meet *all* of the following eligibility criteria:

- Be a citizen or eligible noncitizen of the United States.
- Be a resident of Oregon.
- Be an undergraduate student with no prior baccalaureate degrees.

- Show financial need.
- Be enrolled at least half time (6 to 11 credit-hours per term).
- Apply annually by submitting a Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education.
- Meet eligibility requirements for a Federal Pell Grant, if eligible for a grandfathered award amount. *NOTE: For 2010-11, Pell Grant eligibility is required only for continuously enrolled students who are eligible for grandfathered award amounts. (See the discussion of “grandfathering” on page xx for more information.)*

Participating Institutions

Details about institutional eligibility requirements appear in Chapter II. In general, participating institutions must meet the following requirements:

- Be a public two- or four-year postsecondary institution or a private nonprofit four-year postsecondary institution that is eligible to participate in federal Title IV programs.
- Be located and headquartered in Oregon.
- Sign a participation agreement and renew that agreement every four years or upon request by OSAC.

CHAPTER II

INSTITUTIONAL ELIGIBILITY

ELIGIBLE INSTITUTIONS

Because the funding for the Oregon Opportunity Grant program consists of both state and federal dollars, the program is governed by both state and federal rules. In practice, the interaction between these two sets of rules means that all public two- and four-year and private nonprofit four-year postsecondary institutions located and headquartered in Oregon that participate in federal Title IV programs are eligible for this program, though some choose not to participate.

INSTITUTIONAL PARTICIPATION AGREEMENT

Prior to participating in the Oregon Opportunity Grant program, an eligible institution must sign an “Agreement to Participate in the Oregon Opportunity Grant Program.” Through this agreement, OSAC identifies the statutes, regulations, administrative rules, and policies governing the program. In turn, the institution agrees to comply with those statutes, regulations, rules, and policies. Participation agreements between the Commission and individual institutions are generally subject to renewal every four years.

In 2009, all participating institutions completed new participation agreements. The institution’s President (or CEO) and Financial Aid Director must both sign the new agreement. OSAC may require a participating institution to initiate a new participation agreement if either its President/CEO or Financial Aid Director changes.

The Oregon Administrative Rules (OAR) governing institutional eligibility and other aspects of this program are found in their entirety in Appendix B of this handbook and direct links to current online versions are posted on the OSAC website. Because administrative rules may be updated at any time, the electronic copy linked to the OSAC website may be more current than rules that were in effect at the time this handbook was published.

► *New Participation
Agreements in 2009*

The 2009 participation agreement is the first major revision of the original agreement created in 1988. It expands on the original agreement by providing more details about program responsibilities for both participating institutions and OSAC. For institutions, the agreement specifies general eligibility requirements including, at a minimum, participation in the

Federal Pell Grant program; compliance with provisions of the Oregon Revised Statutes (ORS), the Higher Education Act (HEA), and related federal rules and regulations; notification and reporting requirements; and sharing of relevant student and institutional data. The agreement also specifies the services that OSAC provides to participating institutions, including determination and notification of student award eligibility; timely fund advances; advance notice of changes in program rules and file specifications; notice of applications and mid-year award reductions and outreach to students.

A new section of the agreement collects names and contact information for the institution's financial aid director, chief business officer, and president/chief executive officer (CEO). The agreement must be signed by the institution's the financial aid director and the president/CEO and by OSAC's executive director.

The participation agreement is valid for four years from the date that OSAC's executive director signs it. OSAC may request a new participation agreement in the case of a change in financial aid director or institutional president/CEO.

The Appendix includes a copy of the participation agreement.

CHAPTER III

STUDENT ELIGIBILITY

**COMMON
ELIGIBILITY
CRITERIA**

Citizenship

To be eligible, a student must be a citizen or eligible noncitizen of the United States. Eligible noncitizens are those defined by federal regulations under Title IV, Part B of the Higher Education Act of 1965, as amended.

Residency

To be eligible for an Oregon Opportunity Grant, a student must be a resident of Oregon. OSAC's definitions of Oregon residency are based on a student's dependency status.

1. Dependent Students

Dependent students are usually considered to be residents of the state where their parents reside. The following exceptions to this policy apply:

► *Dependency status is determined by the definition used for federal financial aid programs under Title IV, Part B of the Higher Education Act of 1965, as amended.*

- A student whose parents have been Oregon residents for at least 12 months and move out of state, leaving the student in Oregon, will be considered an Oregon resident as long as the student remains continuously enrolled in an Oregon secondary or postsecondary institution. Continuous enrollment in this case means completion of an academic year within a 12-month period. For these students, the institution must request a residency waiver annually from OSAC. The student could spend a portion of an academic year elsewhere (e.g., in a study-abroad program, enrolled in an exchange program, on summer break, or on an approved leave of absence) and still be considered an Oregon resident for purposes of grant eligibility.
- For a dependent student who has a parent serving on active duty in the United States Armed Forces outside of Oregon, residency is determined by the parent's declared "home of record," which establishes the state of residency of members of the Armed Forces for state tax purposes.
- A dependent student whose parents reside outside the United States but claim Oregon as their state of residency may be considered an Oregon resident. This generally applies to parents who are working as missionaries, diplomats, or volunteers in another country.

2. Independent Students

Independent students who come to Oregon for purposes of pursuing higher education must be in continuous residency for 12 months prior to the start of the period of enrollment in order to be considered an Oregon resident to be considered for a grant. Independent students who achieve the status of Oregon resident retain that status as long as they are continuously enrolled at an Oregon postsecondary institution. Continuous enrollment in this case means the completion of an academic year within a 12-month period. The student could spend an academic term elsewhere (e.g., in a study-abroad program, enrolled in an exchange program, on summer break, or on an approved leave of absence) and still remain an Oregon resident. Students who remain continuously enrolled through distance education but live outside the state do not retain their Oregon residency.

Exceptions to this policy are as follows:

- The minimum period for establishing Oregon residency may be reduced to six months in the case of independent students who relocate to Oregon for reasons other than pursuing postsecondary education.
- Independent students who are serving on active duty in the United States Armed Forces outside Oregon will have their residency status determined by their declared “home of record.”
- Independent students who have been considered Oregon residents may leave the state and retain their Oregon residency if they did not establish residency in another state. For example, a student who leaves for two years on a church mission would retain his or her residency. Other examples include a student who leaves merely to travel or who attends a school abroad in an education program not tied to an institution in the United States.

Students who receive financial assistance through the government of another state or through any government in the Federated States of Micronesia are not considered to be Oregon residents, even if they declare Oregon as their current state of residency. If an institution considers a student to be a Micronesian for purposes of delivering federal aid, it cannot treat this student as an Oregon resident, even if the student otherwise meets the definition. Financial assistance includes payments made on the student’s behalf through the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education, as well as more conventional grants and loans. The most common occurrence of this sort is with students who receive Alaska Student Loans.

3. Members of Federally Recognized Tribes of Oregon

Students who are enrolled members of federally recognized tribes of Oregon or who are enrolled members of a federally recognized Native American tribe that had traditional and customary tribal boundaries including parts of the state of Oregon or that had ceded or reserved lands within the state of Oregon are considered eligible for programs administered by the Oregon Student Assistance Commission that are limited to Oregon residents, regardless of their state of residence.

A complete list of federally recognized tribes of Oregon and tribes that have traditional and customary tribal boundaries that included parts of Oregon appears in Oregon Administrative Rule 575-030-0005(f), in Appendix A, and on the OSAC website.

4. Special Circumstances

A participating institution may submit an appeal of a student's residency status to OSAC. The institution must provide a written explanation of the student's situation, along with appropriate documentation. If approved, OSAC will grant a residency waiver. OSAC reserves the right to deny or revoke a residency waiver based on conflicting information.

Undergraduate Status

To be eligible for the Opportunity Grant program, a student must be an undergraduate. OSAC considers students to be undergraduates as long as they meet *both* of the following conditions:

- a. Have not obtained a baccalaureate or higher degree from any accredited postsecondary institution.
- b. Are not considered a graduate student at the institution disbursing funds.

Duration of Student's Award Eligibility

Eligible students may receive support from the Opportunity Grant program for no more than the equivalent of 4 years, i.e., up to 12 quarters or 8 semesters of full-time enrollment. For students who are enrolled less than full-time, remaining eligibility will be prorated, based on enrollment status. OSAC encourages schools to remind students periodically of their remaining grant eligibility, particularly if remaining eligibility is less than a full academic year.

Special Conditions for Qualified Individuals with Disabilities

An otherwise eligible student whose institution determines he or she is a qualified individual with disabilities under the Americans with Disabilities Act is eligible to receive funding until completion of his or her undergraduate program, provided the student continues to make satisfactory academic progress as defined by the institution.

At the start of each year, the institution must submit a new request for ADA accommodation with updated information about the student’s maximum number of courses and credit-hours per term and expected completion date.

Financial Need and Grant Eligibility

A student’s eligibility for an Opportunity Grant is based on the financial resources of the student and, if applicable, the student’s family, as reported on the FAFSA. Authorized award amounts are determined by a formula that considers the student’s cost of attendance, the student share, the family share, and the federal share. Awards vary in size from a minimum of \$400 to a maximum amount established annually by OSAC. Annual maximum amounts are based, in part, on available funds for the academic year.

Prior to the 2008-09 award year, a student’s financial need was determined through the use of income thresholds by household size. For academic years 2008-09 through 2010-11, the previous method for determining of financial need is used to determine a student’s eligibility for a grandfathered award amount. Only students who received an Opportunity Grant during the 2007-08 academic year and who have been continuously enrolled at the same institution since 2007-08 are eligible for grandfathered awards. Chapter IV provides more detailed information on determination of financial need. Specific eligibility criteria for the prior academic years appear in Appendix A. (Note: Income eligibility criteria are subject to change each year.)

Opportunity Grants are not automatically renewable. All applicants must reapply and satisfy all eligibility criteria each year in order to qualify.

Incarcerated Students

Incarcerated students are not eligible for federal funds and, therefore, are not eligible to participate in the Opportunity Grant program.

Pell Eligibility

► For 2010-11 Pell grant eligibility is required only for “grandfathered” award eligibility.

Pell Grant eligibility is no longer required to receive an Opportunity Grant, unless the student is eligible for a grandfathered award amount. Rules for grandfathered awards apply only to students who have been continuously enrolled at the same institution since 2007-08. See “Grandfathered Award” in Part B.

**DOMESTIC
PARTNERSHIPS**

The State of Oregon has officially recognized domestic partnerships since February 2008. Registered domestic partners are same-sex couples who have filed an official Declaration of Domestic Partnership with a county clerk in Oregon. The Oregon Family Fairness Act of 2007 requires that all rights and privileges extended to members of a married family also be recognized for domestic partnerships. The Act extends these rights, benefits, and obligations to individuals in officially registered Oregon Domestic Partnerships.

In relation to financial aid for postsecondary students, the provisions of the Act apply only to state-funded programs, not to federal programs. OSAC administers the Oregon Opportunity Grant program in a manner that ensures students who are in official Registered Domestic Partnerships are treated the same as married students in determining their eligibility for a grant. In addition, a student whose parent is in a Registered Domestic Partnership will be treated the same as a student with married parents.

For a student who is in a Registered Domestic Partnership, or whose parent is in a Registered Domestic Partnership, FAFSA data should accurately reflect current marital status as recognized by federal law. The student should also complete the Oregon Opportunity Grant Domestic Partnership Reporting Form to determine eligibility for the Oregon Opportunity Grant and ensure compliance with Oregon law. OSAC will use the information provided on the Reporting Form to determine the student's grant award amount and will contact the financial aid office at the student's school to update award information.

The Opportunity Grant webpage in the GetCollegeFunds.org website includes more information about domestic partnerships and a link to the Domestic Partnership Reporting Form (<http://www.getcollegefunds.org/ong.html>).

**CONDITIONS OF
AWARD**

Awardees must satisfy certain conditions in order to receive disbursements of program funds. These conditions are monitored by participating postsecondary institutions. The conditions include all of the categories discussed in this section.

Verifiable Data

At times, the institution the applicant attends is required to verify the financial and demographic information that the applicant supplied on the FAFSA to establish eligibility for financial aid. A student's failure to supply the verification information requested by the institution will result in revocation of the award. If significant items of information change as a result of verification, the new information will be used to recalculate the student's eligibility for the award.

**Continued
Undergraduate
Status**

Eligible students must be undergraduates (i.e., have no prior baccalaureate degree or be enrolled in a graduate program of study). Undergraduate status is initially evaluated by OSAC as part of the common eligibility criteria. A student's undergraduate status is considered a "condition of award" because it is subject to change during the academic year and because institutions have more detailed knowledge of a student's undergraduate status.

**Full-time
Enrollment**

Students are generally considered full time students if they are enrolled for at least 12 credit-hours per semester or quarter.

Students who attend multiple institutions may be considered to be enrolled full time, providing the institutions have written consortium agreements or concurrent enrollment programs. For such students, the institution from which the student is seeking a degree (the "home institution") is responsible for disbursing funds, tracking the student's combined enrollment status, reporting grant disbursements and enrollment status to OSAC each term, and ensuring that the student continues to meet the conditions of award. In all instances, the amount of the award is based on the home institution.

***Explanatory Note:** The statutes and the regulations of the Opportunity Grant program extend eligibility to half-time students but require that full-time students be given priority if funds are not sufficient to award all applicants who are otherwise eligible.*

Half-time to Full-time Enrollment

A student who is taking between 6 and 11 credit hours in a quarter or semester may be eligible to receive an Opportunity Grant at an amount that is up to 50% of the full-time award for that institution. In some years, prorata reductions may cause some half-time awards to be less than 50% of a student's full-time award amount. In addition, if a student's half-time award is below the minimum award amount for the academic year, the student may be eligible only at full-time enrollment but not at half-time enrollment.

Priority will be given to students who are enrolled full time. However, providing sufficient program funds are available, awards may be made to students who are enrolled less than full time.

Prorated Awards for Qualifying Individuals under the Americans with Disabilities Act

An otherwise eligible student who is a qualifying individual under the Americans with Disabilities Act (ADA) but who cannot attend on a regular full-time basis because of his or her qualifying disability is exempted from OSAC policies regarding award amounts based strictly on full-time or half-time enrollment. Institutions are authorized to pay such students after notifying OSAC.

For an ADA-qualified student who is enrolled less than full time in an academic term, the institution, at its discretion, is permitted to award the student the standard amount for half-time enrollment at that institution or to prorate the student's award based on the actual number of credit-hours for which the student is enrolled.

Satisfactory Academic Progress

Opportunity Grant recipients must make satisfactory academic progress, as defined by the institution they attend. The definition of satisfactory progress that the institution applies to recipients must be the same definition the institution applies to recipients of federal Title IV funds.

Not in Default or Owing a Refund

Students who are in default on any federal Title IV loan or who owe refunds on federal Title IV funds previously disbursed are not eligible for Opportunity Grants. Students who make satisfactory repayment arrangements and have regained eligibility for federal student financial aid programs do qualify for the Opportunity Grant program.

Selective Service Registration or Drug Conviction

Congress has mandated certain restrictions for receipt of federal funds. To qualify for federal funding, an applicant must not have been convicted of possessing or selling illegal drugs while the student was receiving Title IV aid, and most males must have registered with Selective Service. Responses to FAFSA questions and federal database matches advise institutions of applicants who have not met these qualifiers. Although OSAC does not designate individual awards containing federal funds until the processing year is complete, students must comply with both of these regulations to be considered qualified students.

Eligible Program

Grant recipients must be enrolled in an eligible program. OSAC uses the same definition of eligible program as used by nonprofit institutions that participate in the federal Title IV programs. Under this definition, an eligible program must meet either of the following conditions:

- a. Lead to a baccalaureate or associate degree.
- b. Be at least one academic year in length and approved by the U.S. Department of Education for Title IV programs.

Under statute, eligible students may not major in a program leading to a degree in divinity, theology, or religious education. OSAC and the institutions determine cooperatively which programs are in conflict with this part of statute.

Some institutions offer “degree-completion programs.” These programs are generally 15–18 months in length, and most students enrolled in these programs are considered full-time students. OSAC and the institutions determine cooperatively which of these programs are eligible, since they often operate on a calendar that is distinct from the institution’s normal academic calendar.

Students enrolled in distance education incur the same costs as any other qualified student; therefore, students enrolled in distance education programs at eligible Oregon institutions should be treated as eligible students for purposes of the Opportunity Grant.

CHAPTER IV

PART A. GENERAL PROGRAM OPERATIONS

APPLYING FOR THE OREGON OPPORTUNITY GRANT

Approved Application

Students apply for the Oregon Opportunity Grant by completing and submitting a Free Application for Federal Student Aid (FAFSA). The FAFSA is the sole source of data for determining grant eligibility and award amounts. As a state agency, OSAC automatically receives any FAFSA record for students who indicate that they are Oregon residents. OSAC does not automatically receive records for applicants who indicate a state of residency other than Oregon. If a student leaves the residency question blank, but lists an Oregon address, OSAC will generally receive the record. Although students whose parents are residents of another state may not be eligible for the grant, OSAC will receive FAFSA records for dependent applicants who indicate Oregon residency, regardless of the parents' state of residency. In such cases, the institution may determine the student's actual residency status.

Application Calendar

Applications for a given academic year will be accepted for processing by the U.S. Department of Education's Central Processor (CPS) beginning January 1st of the academic year of enrollment. OSAC begins processing records in January and continues to do so for 17 months, through the end of academic year the following June. Award lists are typically posted beginning in March. OSAC automatically receives every FAFSA transaction the student files, whether it is a new FAFSA or a correction initiated by a student-applicant, an institution, or the CPS.

**PROCESSING
APPLICATIONS**

OSAC Edits

OSAC utilizes the same edits in processing data as the Central Processor (CPS). OSAC also applies the common federal assumptions that are applied by the CPS.

**Multiple
Transactions**

OSAC will receive any transaction submitted through the CPS, whether it is done online or via paper, whether submitted by the student or a financial aid officer. OSAC will always apply the most current transaction available from the CPS, with the exception of professional judgment transactions submitted by individual institutions (see next section). As a result, *the most recent FAFSA transaction will override prior grant eligibility and award amounts* based on whatever previous transaction was active in the system, even if the latest FAFSA transaction was submitted by an institution other than the institution the student attends or plans to attend.

Occasionally, an institution may not use the most current transaction for federal program purposes. OSAC may, in consultation with the institution, reinstate an earlier transaction if needed to reconcile disbursements. OSAC may not be able to reinstate earlier transactions in years when an edit is added to block award increases after a certain date during the processing cycle. See “Disbursement from Institutions to Students” in Chapter IV for detailed information regarding institutional responsibilities in this area.

Award calculations under the Shared Responsibility Model (SRM) are based on the financial information reported on the FAFSA. Award amounts are subject to change throughout the academic year as each subsequent FAFSA transaction is submitted and processed. Financial aid officers may submit requests for OSAC to lock a specific FAFSA transaction for a student. OSAC analyzes these requests and approves or denies them, based on award policies for the academic year.

**Relock and Load
Requests**

Students sometimes submit FAFSAs to update addresses, revise financial or other personal, or change federal codes for institutions that are to receive the FAFSA data. In some cases, these updates may contain errors that can affect students’ Opportunity Grant eligibility or award amounts. OSAC provides participating institutions the option of submitting an online request for OSAC to “reload and lock” specific FAFSA transactions.

Professional Judgments

► *Policy change effective for 2006-07. Note, however, that OSAC may suspend processing of professional judgment requests in years when available funds are severely limited.*

On a case-by-case basis, OSAC may approve requests from financial aid officers to base the student's Opportunity Grant eligibility on a special "professional judgment" FAFSA transaction. Such transactions modify a student's income data and may change the student's EFC and eligibility for a Federal Pell Grant.

NOTE: To be considered eligible due to professional judgment, the student must meet all other Opportunity Grant eligibility criteria.

An institution may submit a professional judgment request (PJ request) online at any time during the academic year via the appropriate online OSAC form. As part of the PJ request, the institution must provide key identifiers, including the student's name, social security number, processing date and FAFSA transaction number, the general reason for the PJ request, and contact information for the financial aid officer who submits the PJ request.

A PJ request approved by OSAC is effective only while the student is enrolled at the institution that submitted the request. All PJ requests expire at the end of the academic year.

Calculating Parent/Student Income — Grandfathered Awards Only

For grandfathered awards only, a student's eligibility is based on the federal total income of the student, if independent, or of the student's parent(s), if dependent. For this purpose, OSAC uses income limits based on the number of people in the student's household from the 2007-08 award year. See Appendix ___ for information about program operations and award calculations prior to the 2008-09 academic year, when OSAC implemented the Shared Responsibility Model that is currently used to determine students' grant eligibility and award amounts.

Application Deadlines

In years when the number of eligible students exceeds available funding, OSAC may set application deadlines as one of several ways to ration funds. Separate deadline dates may be set for each institutional segment. The CPS processor's official receipt date for a student's initial FAFSA for the academic year, sometimes referred to as the "FAFNAR date," is the date used.

PART B. THE SHARED RESPONSIBILITY MODEL (SRM)

SHARED RESPONSIBILITY MODEL

Since the 2008-09 academic year, OSAC has used the Shared Responsibility Model (SRM) to calculate Opportunity Grant awards. Under the SRM, Opportunity Grant awards are based on each individual student's financial resources, as reported on the FAFSA.

GRANDFATHERED AWARDS

Students who were enrolled at least half time during the 2007-08 academic year at one or more participating institutions may qualify to receive grandfathered award amounts, providing they maintain continuous enrollment at least half time at the same institution(s) for one or more years and meet 2007-08 eligibility requirements. Grandfathering of 2007-08 award amounts expires at the end of the 2010-11 academic year for all students.

NOTE: Institutions can petition reinstatement of eligibility for grandfathered awards for students who are on an approved leave of absence or who were unable to maintain continuous enrollment due to other mitigating circumstances, such as a natural disaster or being called up to military duty.

USING THE SHARED RESPONSIBILITY MODEL TO DETERMINE AWARD AMOUNTS

The main components of the SRM-based formula used to calculate Opportunity Grant awards consist of the "recognized" annual cost of education at public postsecondary institutions, the student share, the family share, the federal share, and the state share. The basic SRM formula is as follows:

"Recognized" Cost of Education (public 2-yr/4-yr)
(minus) Student share
(minus) Family share (EFC)
(minus) Federal share (Pell Grant and/or assumed tax credit)
= Remaining need
(minus) Prorata reduction (if applicable)
= State share (Opportunity Grant award), up to award limits for various institutional segments

OSAC collects standard costs for a typical student enrolled full-time at 15

credit-hours per term each year from all participating community colleges and public and private nonprofit 4-year colleges. Standard costs include tuition and fees and standard nontuition costs (books and supplies; room and board, transportation; and miscellaneous personal expenses). Using this standard budget information, OSAC calculates the average tuition and fees at community colleges and public 4-year colleges and universities and the average nontuition costs at all participating institutions. These average costs comprise the “recognized” cost of education used in the SRM formula.

OSAC receives all financial and demographic data submitted on the FAFSA for all Oregon residents, including expected family contribution (EFC), adjusted gross income (AGI), and various financial assets. OSAC uses these data to calculate each student’s grant eligibility and award amount.

The *student share* is a fixed amount that all students are expected to contribute toward the cost of their education, usually from a combination of savings, scholarships, work, borrowing, and other resources. It is based on a reasonable amount of paid work at Oregon minimum wage and, for students attending 4-year colleges, a modest amount of borrowing. Student share amounts are reset annually, based on changes in the Oregon minimum wage. The base student share used for community college students is based on the following formula: 90% of Oregon minimum wage x 15 hours/week x 48 weeks/year. For students at 4-year institutions, the student share includes \$3000 of loans.

Other FAFSA data are used to determine other components of the SRM formula. The *family share* is equal to the student’s federally calculated expected family contribution (EFC). The *federal share* consists of the student’s Federal Pell Grant award, based on the EFC, and any assumed federal tax credits for which the student may be eligible, based on the AGI and tax-filing status of an independent student and spouse or the AGI and tax-filing status of a dependent student’s parent(s).

In years when state funding is not sufficient to make awards equal to the student’s remaining need, OSAC may set maximum award amounts and/or application deadlines, and may adjust remaining need amounts by a percentage of the student’s EFC. The “EFC adjustment” has remained at 19 percent since implementation of the SRM.

AWARD NOTIFICATIONS TO INSTITUTIONS

OSAC downloads FAFSA data from the federal processor and updates students' individual award records daily. OSAC posts on-demand lists of students with authorized awards on the FAO Portal, a password-protected, web-based portal accessible only to financial aid professionals at participating institutions. Financial aid directors must contact OSAC staff to request access for each staff member at their institution; OSAC assigns unique passwords and logins for each user.

Award Lists

OSAC posts award lists for each participating institution. Award lists contain information about every state grant applicant who listed the institution on his/her FAFSA, regardless of the student's eligibility for a state award. Each award list provided during the award cycle contains information about all applicants to the institution. In addition, all data provided after the initial award list identify new awards and changes that have occurred since the previous list. The most recent award list posted is the official authorization for the institution to disburse a specific award amount for the relevant term to the students with authorized awards.

Students are not eligible to receive Opportunity Grant funds until their names appear on the award list for the institution they are attending. Students and institutions can "transfer" awards to other eligible Oregon institutions by updating a student's FAFSA record through the CPS. *NOTE: Although some institutions may not be listed on all of a student's FAFSA transactions, once the student has included the institution's six-digit US Department of Education code on a FAFSA, awards will continue to be calculated and posted for that institution.*

Schools have access to two types of "on-demand" Opportunity Grant award lists in the FAO Portal: a weekly list of all viable applicants processed to-date ("Display List History") or a list of current authorized awards that is updated daily ("Display Authorized Awards"). Both award lists can be sorted by student name, social security number, or other data elements such as EFC, AGI, authorized award amount, etc. The Display List History option allows users to select a specific list date, change status, and/or reason code. The Display Authorized Awards option allows users to access up-to-date award calculations between weekly award lists and or prior to posting of the first official weekly list. The portal includes an on-demand a list of students who applied after the application deadline, with estimated award amounts.

Data Elements on Award Lists

OSAC provides the following data elements for each applicant:

- Award status (awarded, not eligible, revoked, changed, etc.)
- FAFSA transaction number on which the current award is based
- Nonaward reason codes (A—award not accepted; B—college code added after emergency block date; C—award limited by SRM calculation; D—FAFSA transaction received after application deadline; G—graduate student; H—hold due to CPS reject code; I—ineligible due to high income; L—less than one term of remaining eligibility or low remaining eligibility and previous year not complete; N—nonresident; P—Pell ineligible; S—administrative stop on award; X—expired eligibility; Z—noncitizen; *—first time on the list, not awarded)
- Student’s academic year, social security number, and name
- Authorized full-time award amount, by term and for a full year, and authorized half-time award amount for a full year
- Number of full terms of remaining eligibility
- Cumulative total of disbursements received to-date for the academic year
- Eligibility for a grandfathered award amount
- Dependency status
- Adjusted gross income
- Disbursement received for the previous year (Y or blank)

DISBURSEMENT OF FUNDS

Disbursement from OSAC to Institutions

OSAC transmits funds electronically to institutions before the beginning of each term of enrollment to cover authorized payments of grant funds. Because many students are authorized to receive funds at more than one institution, the fall term institutional award data for a given institution invariably includes a number of students who will not actually enroll in that institution. For this reason, the sum of fall term disbursements to institutions will not equal the total of authorized awards.

To estimate the funds required for each institution, OSAC uses a combination of historical disbursement data, FAFSA records received from the CPS, and the institution's pre-enrollment estimate of fall grant recipients and award amounts. OSAC may reduce fund advances for fall semester/quarter if the institution has an outstanding balance remaining from the end of the prior academic year. If the funds received are not sufficient to cover awards for all students, the institution's Financial Aid Director should contact the Opportunity Grant Administrator and request a supplemental disbursement. For subsequent terms during the academic year, OSAC estimates funds needed based upon historical disbursement patterns at each institution and the amount of actual disbursements made compared to funds provided to the institution prior to the start of each quarter/semester.

At the start of each academic term, OSAC notifies each institution's Financial Aid Director in writing of the amount of funds to be advanced. Fund advances are sent to institutions electronically through the Office of the State Treasurer. Occasionally the Treasurer's office will combine Opportunity Grant funds with funds from one or more of the scholarship programs that OSAC administers, so total funds received may not always match amounts in the notification letter.

Fund Accounts

Institutions are required to establish individual drawing accounts for the Opportunity Grant program. Institutions may deposit funds in interest-bearing accounts with interest to be retained by the institution.

Disbursements from Institutions to Students**1. General Information**

Institutions disburse State grant funds to their students through the process normally used for other financial aid disbursements. Institutions must determine that students satisfy all conditions of an award at the time of disbursement or crediting of accounts.

2. Eligible Terms/Summer

Institutions may pay students only for the terms with authorized awards.

***Explanatory Note:** Although statute authorizes the use of funds for summer terms, current policy does not allow students to use awards during summer term. One reason for this policy is that, institutions can designate summer term as either the end or the start of the academic year. In addition, the State imposes budget limitations that restrict OSAC's ability to carry over funds between biennial budgets. Together, these two factors would seriously affect the awarding of funds and impair OSAC's ability to control program expenditures.*

3. Disbursement of Funds to Students Concurrently Enrolled in Two Institutions

For students who are concurrently enrolled in two institutions, the home institution, which is responsible for disbursing funds to the student, is also responsible for ensuring that the student meets the conditions of award. The student's maximum award amount is based on the home institution, unless otherwise approved by the Commission.

4. Overawards with State Grant Funds

If the combination of the Opportunity Grant and other nonadjustable financial aid results in an overaward (according to the awarding budget of the institution), no modification to the grant is necessary. Such students are eligible to receive the full amount of their award, provided they meet all eligibility requirements and conditions of the award.

5. Incorporating Changes to Award Status

An applicant's award status is subject to corrections and updates filed by the applicant, institutions with access to the record (even if the institution is not disbursing funds), and the Central Processing System (CPS). OSAC applies all transactions it receives, with the exception of school-initiated professional judgment transactions other than dependency overrides.

Because the institution filing a FAFSA change may not be the one disbursing funds, there will be occasions when awards are revoked based on information not available to the institution the student attends. There are also instances in which the most current transaction on which a student's Opportunity Grant award is based is not the transaction that the institution is using to determine eligibility for federal aid, as is the case for professional judgments. Sometimes the institution does not receive a revised record that affects the student's award until after disbursing funds.

If the institution receives revised information *before* disbursement, OSAC expects the institution to make a reasonable effort to incorporate the new information before disbursing. If the institution agrees that the revised information should be used to calculate the student's eligibility and the new information results in reduction or revocation of the award, OSAC expects the institution to withhold funds from the student.

If the institution disbursing funds did not initiate the FAFSA change, OSAC expects the institution to withhold disbursement until the applicant's correct status is determined. (See Chapter V on verification requirements.) If this change results in revocation of the award *after* disbursement has occurred, the institution is responsible for reducing disbursements only for subsequent terms. OSAC will honor prior disbursements, and no collection activity by the institution is required.

Occasionally, the most current transaction used by OSAC is not the one the institution has used to determine a student's eligibility for aid. If the transaction used by the institution affects the student's eligibility, the institution should notify OSAC of the transaction it is using as the basis for the student's award. In most cases, OSAC will restore that transaction. However, at times, OSAC must use a specific transaction as the basis for a student's award, even if it is not the one the school is using for other aid.

Opportunity Grant awards are based upon the most recent FAFSA transaction on record the student. Schools have the option of submitting an online request via the FAO portal to reload and lock the specific FAFSA transaction on which the school has based its financial aid package. In the case of a reload-and-lock request, OSAC locks the transaction for awards at the requesting institution. A link to instructions for the Reload-and-Lock process is posted on the Opportunity Grant page of the FAO Portal.

6. Late and Retroactive Disbursements

In certain situations, OSAC may permit an institution to retroactively disburse funds to a student for a prior term. For instance, students transferring from one institution to another may fail to have their FAFSA data updated timely, or verification or professional judgment changes may affect a student's award eligibility. The school must submit a written request to OSAC and receive approval for a retroactive disbursement prior to disbursing funds. The student must have been awarded for the prior term(s) in question at one or both institutions and not have received a disbursement from any institution. The institution must determine that the student completed the prior term, made satisfactory academic progress

during that period, and met all other continuing eligibility criteria. If the institution determines that a student who is no longer enrolled and has no outstanding balance at the institution is owed funds for a prior term, the institution must confirm that it has authority to disburse funds to the student before delivering funds to the student.

In years when funding is not sufficient to make awards to all eligible students, OSAC may set disbursement deadlines for each academic term and require that all disbursements be made on or before the deadline. In such cases, OSAC cannot accept late disbursements, that is, disbursements reported or made after the disbursement deadline or after the end of a term. OSAC may also require that disbursements be reported by the disbursement deadline or within a specified period thereafter. OSAC can only accept late disbursements made after the end of the academic year on a case-by-case basis because of State budget limitations that restrict OSAC's ability to carry over funds from one biennium to the next. OSAC will not accept any late disbursements made or reported more than 90 days after the end of an academic term.

**Disbursements after
Reinstatement of
Eligibility for Title IV
Aid**

If a student who was in default on one or more federal student loans successfully regains eligibility for federal Title IV programs after the start of the academic year, the student becomes eligible to receive Opportunity Grant funds starting with the term in which the student regains Title IV eligibility. Depending upon the status of the student's defaulted loans, reinstating Title IV eligibility may include making satisfactory arrangements to repay according to federal guidelines; making the federally required number of on-time, voluntary, regularly scheduled monthly payments; or rehabilitating the loan.

DISBURSEMENT REPORTING

Each academic term, participating institutions must submit reports with the enrollment status and disbursement amount for each grant recipient during a scheduled reporting period. OSAC generally schedules disbursement reporting periods around the add-drop periods for each term and at year-end. OSAC provides an online Disbursement Reporting System for schools to use in reporting all disbursements made throughout the year. Access to the reporting system is encrypted and password-protected via the FAO Portal.

OSAC must sometimes modify the standard cycle for disbursement reporting periods and collect fall disbursement information shortly after the end of the fall census date for quarter schools. In such cases, OSAC will make the Disbursement Reporting System available later in the term so that schools can submit updates to fall disbursement data. In cases of severe fund restrictions, an end-of-term update period may be extremely short or not available at all.

The Disbursement Reporting System allows institutions to report new disbursements for the current term and to update disbursement data for prior terms. OSAC requires schools to update prior disbursement information during each reporting period.

OSAC produces and collects disbursement data each quarter/semester according to an annual schedule that is published online prior to the start of the academic year. To provide necessary fiscal accountability, institutions must follow the reporting schedule. Failure to do so may result in a delay of funds for the next quarter or semester.

Generally, reporting periods for each quarter or semester are approximately two weeks in length. OSAC sends regular reminders about disbursement reporting periods and close dates, as appropriate, in weekly Web Refresh messages. After OSAC has processed the data, staff works with individual institutions to resolve data discrepancies and unauthorized or questionable disbursements.

After the end of each academic year, OSAC requires institutions to reconcile the disbursements and enrollment status for each OOG recipient during the academic year. Year-end reconciliation for all participating schools generally occurs during a three-week period from late June through mid-July.

CHAPTER V

INSTITUTIONAL RESPONSIBILITIES IN THE ADMINISTRATION OF THE OPPORTUNITY GRANT

INSTITUTIONAL RIGHTS

Eligibility to Participate

See Chapter II of this handbook, “Institutional Eligibility.”

Right to Appeal

Participating institutions have the right to appeal to the Commission in the event of a disagreement with a policy or procedure of the Commission or its staff.

OPERATIONAL RESPONSIBILITIES

The laws and rules governing the Opportunity Grant program require the performance of certain administrative actions in the operation of this program. While OSAC staff members perform some of these actions centrally, others have been delegated to the participating institutions. Some of these responsibilities are delegated to the institutions because they have direct access to the students and their academic records. Others are delegated because institutions have developed processes for administering federal financial aid programs that can be used to administer the Opportunity Grant program. Finally, there are responsibilities delegated to institutions as custodians of state funds. These responsibilities are listed below.

Providing Information to Students

In addition to notifying eligible students of the name and amount of the grants they may receive, institutions must also inform them of the conditions that affect both the initial receipt and continuation of their award. An explanation of conditions of an Opportunity Grant award is especially important because some of the conditions are different from those affecting receipt of federal or institutional financial aid. *Information in the award letters sent to students should clearly identify the Oregon Opportunity Grant as funded by the State of Oregon and administered by OSAC. In addition, Opportunity Grant recipients must be notified that fund sources may include the federal Leveraging Educational Assistance Partnership (LEAP) program.*

Conditions of Award

Current policy requires institutions to provide the following items of information in writing to eligible students:

- An eligible student must meet the general eligibility requirements for federal Title IV programs.
- An eligible student must be an undergraduate student who has no prior baccalaureate degrees, as defined by the administrative rules.
- Both full-time and half-time students are eligible for awards if sufficient funding is available. An eligible student who is enrolled for 6 to 11 credit-hours per term is eligible for an award of up to 50% of a full-time award. (Prior to 2006-07, an eligible student had to be enrolled as a full-time student as defined by the institution.)
- An eligible student may not receive the grant if enrolled in a program leading to a degree in theology, divinity, or religious education.

General Information

Institutions should also provide students with the following information about the Opportunity Grant in their award letters:

- The name and the amount of the grant the student is eligible to receive at that institution.
- Details of any revisions that affect the amount of the grant the student is eligible to receive at that institution.
- The need to apply annually to be considered for award renewal.
- Information about duration of grant eligibility — currently limited to 4 years at full-time enrollment, prorated for half-time enrollment (12 quarters or 8 semesters). OSAC strongly encourages institutions to notify students of the number of remaining terms of eligibility they have available.
- The potential transferability of the grant to other eligible institutions in Oregon.
- The potential presence of federal Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) funds in an Opportunity Grant and the fact that the award is subject to regulations governing federal Title IV programs.

Monitoring and Documenting Oregon Residency

OSAC's information about a student's residency status is limited to the data the student reports on the FAFSA and, in some cases, to prior-year records in the OSAC database. OSAC relies on institutions to confirm students' residency status.

Institutions are responsible for monitoring the residency status of grant recipients and for providing OSAC with updated information about students' residency status in instances where one of the residency exceptions outlined in Chapter III is applicable. OSAC provides a mechanism for institutions to submit a request for a residency waiver via the "Professional Judgment and Exceptions Form" in the FAO portal.

Independent Students

Residency is determined by the independent student's state of legal residence. Applicants whose residency waivers are still in effect from the previous year are considered Oregon residents unless the institution determines otherwise, but must be renewed annually.

To qualify as an Oregon resident, an applicant must have been in continuous residency for 12 months prior to the period of enrollment (Details on exceptions to this 12-month requirement appear in Chapter III).

It is the responsibility of the institution to document residency for independent students. Acceptable documentation includes but is not limited to the following:

- A statement signed by the applicant.
- Signed documentation gathered by the Admissions Office or elsewhere on campus that clearly satisfies the 12-month requirement.
- A tribal membership card or other official documentation of tribal membership, for Native American students who are considered residents of Oregon under rules of the Opportunity Grant program. See section 3 under "Residency" in Chapter III and the OSAC website for additional information and a list of federally recognized tribes. The list of federally recognized tribes also appears in [Appendix A](#).

Dependent Students

Residency is determined by the state of legal residency of the dependent student's parents. Applicants whose parents' state of residence is Oregon or who have a residency waiver in effect from OSAC from the previous year are considered Oregon residents. If the residency field on the FAFSA is other than "OR" or blank, the applicant is considered a nonresident.

In instances where the parent left the residency field on the FAFSA blank or listed another state in error, the institution can correct the residency. In cases where a dependent applicant meets one of the residency exceptions described in Chapter III, but the parents now reside in another state and consider it to be their state of legal residence, the institution must notify OSAC in order for a residency waiver to be granted. A short email or memo to the Opportunity Grant Administrator identifying the student and indicating that the student has remained continuously enrolled in Oregon since the parents left the state is usually sufficient.

Monitoring Student Status and Withholding Payments

Institutions are responsible for monitoring the status of grant recipients in relation to the conditions of award. If a student does not initially satisfy or later ceases to satisfy any of these conditions, the institution must withhold disbursements.

Verifying Information

If a student is selected for verification in relation to receipt of federal Title IV financial aid or because of institutional policy and is verified by the institution, the student's application information must conform to the same tolerances used in the federal programs. When the institution has information that conflicts with what the student originally reported, this conformance requirement applies even if the student has not been specifically selected for verification.

Two courses of action are possible, depending on how eligibility is affected.

1. Eligibility Affected

If the institution determines that the change in data would or could affect the student's eligibility, OSAC requires the institution to withhold disbursements and report the change through the CPS. Upon receiving revised data from the CPS, OSAC will recalculate the student's eligibility and advise the institution of changes to eligibility and/or award amounts.

2. Eligibility Not Affected

If the institution determines that the change in data would have no effect on the student's eligibility, no further action is required by the institution. However, if the institution chooses this alternative and a subsequent audit reveals that, in fact, the data would have affected the award, the institution will be held liable for an erroneous disbursement of state funds.

Disbursing Grant Funds

It is the responsibility of the institution to disburse state grant funds in a timely manner to students identified by OSAC.

Determining if a Refund is Owed

1. Governing Policies

Federal regulations regarding the Return of Title IV Funds for students who did not complete a term of enrollment for which they received federal financial aid require an institution to determine the amount of Title IV aid the student did not earn, then return those funds to the Title IV programs and, if necessary, to the student. OSAC determines which Opportunity Grant recipients are assigned federal funds (LEAP/SLEAP) at the end of the year. Because institutions do not know whether any individual student grant contains federal funds, institutions do not need to include Opportunity Grants as “Other Title IV Aid” under the Return of Title IV Funds calculation.

If, according to the refund policy the institution is required to use, the student is due a refund, all or a portion of that student’s refund may be due to the Opportunity Grant program. If the refund policy used by the institution results in a refund, and after all Title IV programs from which the student received aid have been repaid according to the Return of Title IV Funds Policy, a proportional share of any remaining refund from non-Title IV funds, not to exceed the amount of the Opportunity Grant payment the student initially received for the term, must be returned to the Opportunity Grant program. For example: A student receives a fall disbursement of \$418 from the program. A refund of \$600 remains after the Return of Title IV calculation. The \$418 represents 50% of all non-Title IV funds disbursed in fall, so \$209 would be returned to the Opportunity Grant program.

2. Collecting Repayments

In the collection of student-owed repayments, the institution is expected to exercise the same procedures it uses to secure repayments owed by students to the federal financial aid programs.

3. Repayment of Prior-Year Disbursements

Repayments collected from previous years are to be returned to OSAC. The institution should identify the student for whom the payment is made and identify the term, the year, and the reason for returning the funds.

Returning Unused Grant Funds to OSAC

Remaining fund balances at year-end are to be refunded to OSAC within a time schedule established each year by OSAC. After institutions submit their year-end disbursement reconciliation file, OSAC produces a written memo for the institution that indicates total advances and total disbursements for the year and what amounts, if any, are owed to or from the institution. If funds are owed to OSAC, the amount will be specified in this year-end memo.

OSAC may withhold or reduce Fall fund advances for institutions that have prior-year refunds outstanding at the start of the next academic year.

Reimbursing the State for Grants Disbursed in Error

The institution must reimburse OSAC the full amount of monies erroneously disbursed if, as result of institutional error, grants are disbursed to any of the following:

- Ineligible students.
- Students in ineligible programs.
- Students whose grant eligibility has exceeded current limits.

Keeping Program Records

Each institution must maintain records that sufficiently document its activities relating to the Opportunity Grant program.

Academic and financial records relating to this program must be retained by participating institutions for no less than three years following the end of the fiscal year in which a disbursement takes place.

Making Program Records Available to OSAC

Each institution must make its academic and financial records available to OSAC at reasonable times so that OSAC can verify the institution's compliance with the rules relating to the program administration.

CHAPTER VI

OSAC RESPONSIBILITIES IN THE ADMINISTRATION OF THE OPPORTUNITY GRANT PROGRAM

RULES, POLICIES, AND PROCEDURES

Rulemaking

OSAC must adopt such administrative rules as are necessary to carry out the provisions of statutes ORS 348.250 and 348.260, which govern the Opportunity Grant program. The rulemaking process is governed by ORS 183.310 to 183.500 and requires the following actions:

- Public and legal notice in advance of adoption.
- A public hearing before the Commission.
- Review by the Secretary of State.

Developing Policies and Procedures

OSAC must develop and implement specific policies and procedures to carry out the provisions of program statutes and administrative rules. OSAC will allow as much lead time as possible when notifying institutions of both permanent and temporary changes to existing policies. In rare cases, however, OSAC may not be able to provide more than a few days' notice.

OSAC policies and procedures govern the following program elements:

- Specific student eligibility criteria.
- Specific need analysis criteria.
- Application procedures and forms.
- Calculation of award amounts.
- Fiscal transactions with institutions.
- Annual calendar for award cycles and reporting periods.
- Special system edits put in place for a specific academic year.

OPERATIONAL RESPONSIBILITIES

In addition to developing rules, policies, and procedures, OSAC staff is responsible for the following administrative operations:

1. Receiving and processing of student award and enrollment data.
2. Assessment of student eligibility.
3. Regular and timely institutional notification of basic award information, including any or all of the following:
 - Names of applicants for that institution.
 - Names of awardees.
 - Amounts of awards.
 - Specific information used in determining a student's eligibility, including transaction numbers and dates.
 - Online award estimator for use by financial aid professionals at participating institutions
 - Online award estimator for use by current and prospective students, families, and advisors. *NOTE: The estimator may not be activated in years when application deadlines precede the first award list or when agency budgets are delayed by legislative action.*
4. Regular and timely disbursement of funds to institutions.
5. Maintenance of records on applicants and fiscal transactions with institutions.
6. Provision of information about state and federal financial aid to the following entities:
 - Educational institutions.
 - Other OSAC Stakeholders.
 - The media.
 - The general public.
 - Other state agencies.
 - The governor and the legislature.
7. Review and evaluation of all aspects of the administration of the Opportunity Grant Program.

OREGON OPPORTUNITY GRANT PROGRAM POLICIES AND PROCEDURES

APPENDICES

Appendix A. Operations Prior to SRM Implementation

- Chapter IV, Operations – Part B
- Opportunity Grant Income Eligibility Tables for 2007-08
- Opportunity Grant Award Amounts by Institution for 2007-08

Appendix B. Oregon Administrative Rules Governing the Opportunity Grant

Appendix C. Oregon Revised Statutes Governing the Opportunity Grant

Appendix D. Program Statistics

Appendix E. Key Performance Measures for the Oregon Opportunity Grant

Appendix F. Special Policies for Specific Academic Years

- Policies for 2009-10
- Policies for 2010-11