

## **Oklahoma Tuition Aid Grant (OTAG) Timelines & Procedures for 2017-2018**

The following timelines and procedures are intended to:

- Increase the efficiency of administration of the OTAG program for the benefit of students and institutions and
- To protect the interests of students eligible for an OTAG award.

For the 2017-2018 award year the Oklahoma State Regents for Higher Education (OSRHE) will implement the following timelines:

### **Fall 2017 Semester:**

- **Monday, October 2, 2017:** Each participating institution shall submit an initial fall semester award claim for all eligible OTAG students enrolled in standard term programs no later than October 2, 2017. The president or chief executive officer of any institution not submitting an initial claim by this date will be notified in writing within 5 business days.
- **Friday, November 10, 2017:** No further requests for awards or for increases of individual awards to students enrolled in standard term programs will be accepted after November 10, 2017. Requests for exceptions due to extraordinary circumstances may be granted upon approval of the Chancellor for Higher Education and the availability of funds. All requests must be submitted in writing by the president or chief executive officer of the institution.
- **Monday, December 4, 2017:** Institutions must notify the State Regents of any pending refunds that have not already been returned to the State Regents.
- **December 11, 2017:** The State Regents shall announce any changes in awarding criteria for the spring 2018 semester.

### **Spring 2018 Semester:**

- **Thursday, March 1, 2018:** Each participating institution shall submit initial spring semester award claims for all eligible OTAG students enrolled in standard term programs no later than March 1, 2018. The president or chief executive officer of any institution not submitting an initial claim by this date will be notified in writing within 5 business days.
- **Friday, April 6, 2018:** No further requests for awards or for increases of individual awards to students enrolled in standard term programs will be accepted after April 6, 2018. Requests for exceptions due to extraordinary circumstances may be granted upon approval of the Chancellor for Higher Education and the availability of funds. All requests must be submitted in writing by the president or chief executive officer of the institution.
- **Friday, April 20, 2018:** Institutions must notify the State Regents of any pending refunds that have not already been returned to the State Regents.
- **May 1, 2018:** The State Regents shall announce if any OTAG funds are available for awards in the summer 2018 semester. If funds are available, the State Regents shall also announce awarding criteria.