



**Department of
Higher Education**



Second Chance Grant

The Heart of Education

Important Links

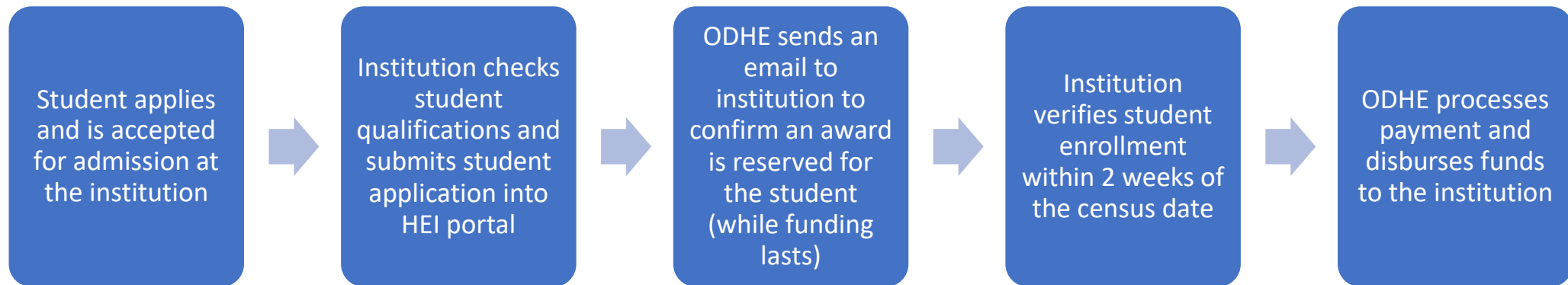
- General Information - <https://highered.ohio.gov/educators/financial-aid/sgs/second-chance>
- Guidance Memo - <https://highered.ohio.gov/educators/financial-aid/sgs-guidance-memos>
 - FAQs - <https://highered.ohio.gov/educators/financial-aid/sgs/second-chance>
 - HEI System - <https://hei.ohiohighered.org/>
- Second Chance Grant Financial Aid Program Manager - secondchancegrant@highered.ohio.gov

Training overview will include:

- Second Chance Program Overview
 - Student Eligibility
 - Student Awards
 - Application Portal
- Submitting Applications
- Calculating a Census Date
 - Enrollment Verification
 - Deleting Applications
- Disbursement of Funds
 - Return of Funds
 - Annual Reporting

Program Overview

The Second Chance Grant provides financial assistance to students who had previously attended a postsecondary institution but left before completing a bachelor's degree and are now re-enrolling at a qualifying institution to obtain a degree or credential.



Student Eligibility

For a student to receive the Second Chance Grant, they must:

- SCG recipients are required to be current Ohio residents as described in the Ohio Student Residency Administrative Rule, found at: <http://codes.ohio.gov/oac/3333-1-10/>.
- SCG recipients must be registered for Selective Service if that is a requirement of the recipient.
[Section 3345.32 - Ohio Revised Code | Ohio Laws](#)
<https://www.sss.gov/verify/>
- SCG recipients may not have obtained a bachelor's degree from any institution of higher education.
- SCG recipients must be disenrolled from a qualifying institution and did not transfer to a qualifying institution or an institution of higher education in another state in the two semesters or eight months immediately following the disenrollment. Qualifying institutions that do not use a semester calendar shall use eight months as the metric for determining a student's disenrollment period.

Student Eligibility cont'd

- SCG recipients were in good standing at the time of disenrollment. For the purposes of this division, "good standing" includes being in good academic standing and not having a record of disciplinary issues, including being suspended or expelled from the institution.
- SCG recipients are enrolling at a qualifying institution within five years of disenrolling from their most recent previous institution.
- SCG recipients are required to complete the FAFSA and accept any federal and state need-based grants to which they are entitled.
- SCG recipients who possess a credential or degree are seeking a higher credential or degree. Such credentials and degrees are noted in order from low to high, below.
 - Industry-Recognized Credential
 - Certificate o Associate Degree o Bachelor's Degree
- The re-enrollee is not a recipient of one of the following state supported scholarships: [Choose Ohio First Scholarship](#), [Ohio Safety Officers College Memorial Fund](#), [War Orphans and Severely Disabled Veterans' Scholarship Program](#), or [Ohio National Guard Scholarship](#).

Student Awards

- The Second Chance Grant is a one-time award of \$3,000.
- The Second Chance Grant is available to be used toward an institution's published cost of attendance (COA). If an institution does not have a published COA, SCG funds are restricted to tuition and student fees (general fees, course fees, and special fees).
- The Second Chance Grant funds should be applied after any federal or state need-based aid has been applied.
- If any amount of the grant remains after applying it to the students COA for the academic year, the remainder can be applied to any future year in which the student is enrolled and the SCG program is operating.
- Grants are awarded on a first-come, first-serve basis, however, ODHE reserves the right to make modifications to the grant award process to better attain the goals and objectives of the program and the State of Ohio.
- Grants are awarded on a rolling basis until allocated funds are exhausted.
- Students may be enrolled full-time or part-time.


Second Chance Grant Application Portal Access

- Every institution will need to pre-register to gain access to the Second Chance Grant application portal within HEI.
- Only one designated employee per institution will be provided access to the application portal.
 - To get access to the portal, you will need to complete the HEI Campus User Authorization Form, which can be found here: <https://highered.ohio.gov/data-reports/hei-system/hei-resources>
 - Email the form to Kevin Walters at kwalters@highered.ohio.gov and copy secondchancegrant@highered.ohio.gov on the email.
- Once your account is created, you will receive an email from heiauth-admin@highered.ohio.gov with the subject “Password Notification for HEI Authentication Management”. This email contains a link that will allow you to set your password for the HEI system.
- After your password is set, you are ready to log into the HEI portal: <https://hei.ohiohighered.org>

The following slides are steps to submit student applications

HEI System- <https://hei.ohiohighered.org/>

HEI - HIGHER EDUCATION
INFORMATION SYSTEM


Department of Higher Education

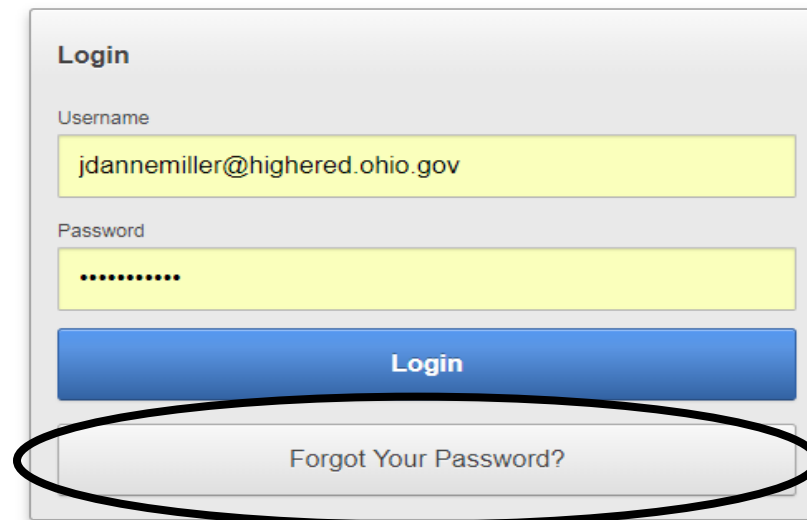
Login

Forgot Your Password?

Re-setting or Forgotten Passwords:

Each HEIAUTH-managed application will contain a “Forgot Password” link on the login page, which will direct the user to the HEIAUTH “Forgot Password” page, which will in turn generate an email with a secure link to reset the password

Passwords are automatically reset every 90 days



The image shows a login form with the following elements:



- Login** (Section Header)
- Username** (Label): A text input field containing the email address `jdannemiller@highered.ohio.gov`.
- Password** (Label): A text input field with masked characters (dots).
- Login** (Button): A blue button with the text "Login".
- Forgot Your Password?** (Link): A link located below the login button, which is circled in black.

Logging into HEI

HEI - HIGHER EDUCATION
INFORMATION SYSTEM



 FULL EMAIL ADDRESS 

Login

[Forgot Your Password?](#)



By moving forward I agree to the following items:

- My password cannot be shared with any other person, nor can I use the password of an account not issued to me.
- I must inform my campus liaison when I no longer need restricted access to ODHE Information systems.
- Any data retrieved from restricted queries are to be used primarily for institutional planning purposes and any dissemination of these data to public settings must occur within the policy of responsible data dissemination described in the ODHE policy document I reviewed upon obtaining my account.
- The records to which I will have access may contain individually identifiable student information, the disclosure of which is prohibited by the Family Educational and Rights and Privacy Act of 1974 (FERPA). I have read and understand my institution's written policy statement under FERPA and am aware that the penalties for violation of FERPA can be the withdrawal of federal funds from my institution, as well as, criminal and/or civil charges brought against me. I am also aware of all other institutional procedures pertaining to the security, use, and release of confidential information.
- When submitting data, I am submitting data on behalf of the institution and that when I request load for data, I am certifying that data accurately represents the institution. I understand that those data will be used for the distribution of state funds and for research and reports. Additionally these data will be loaded into longitudinal state databases for longitudinal data research. Once deadlines for data submission have passed, data may not be corrected.

I Agree

I Decline

Ohio Department of Higher Education
25 South Front Street
Columbus, Ohio 43215

State Government Links
Mike DeWine, Governor | Ohio.gov

Education Links
[Ohio Department of Higher Education](#)
[OH-TECH](#) | [OARnet](#) | [OhioLINK](#)
[OSC](#) | [OACC](#) | [IUC](#) | [OTTA](#) | [ODE](#)

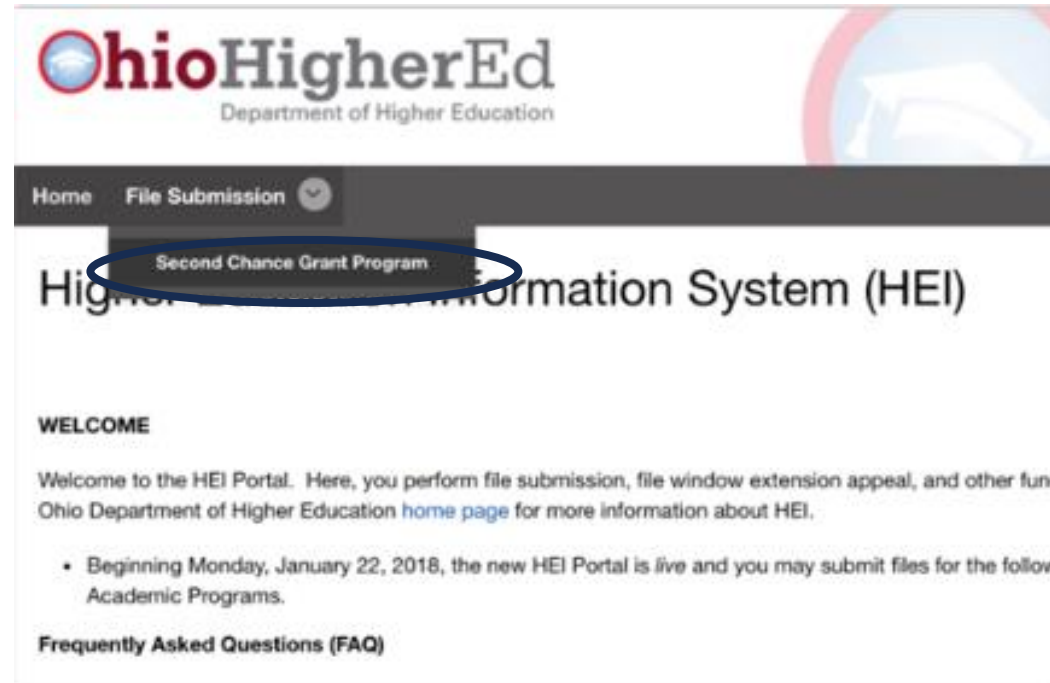
Release 3.46.0

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Submitting Student Applications

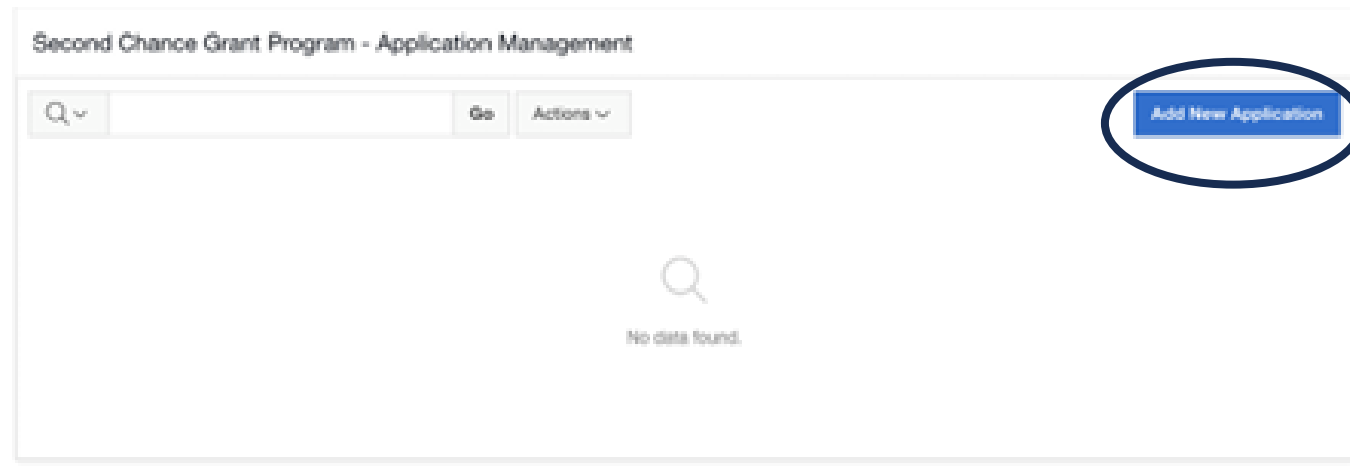
An application will need to be submitted for each student.

- Go to file submission, select Second Chance Grant Program



Submitting Student Applications cont'd

You will be directed to the Second Chance Grant Program – Application Management page. This page will list any student applications already entered and includes a button to **Add New Application**.



Second Chance Grant Program - Application Management

Q ▾ Go Actions ▾

Add New Application

No data found.

Submitting Student Applications cont'd

The Add New Application button will open the Second Chance Grant Program – Application Entry form.

Second Chance Grant Program - Application Entry

CancelAdd Application

* Institution Code

-- Select Institution Code --

* Current Program of Study

-- select PROGRAM --

* Student Identifier (SSID/SSN)

* Previous Institution Code

* Previous Enrollment Month

-- Select MONTH --

* Previous Enrollment Year

-- Select YEAR --

* Previous Program of Study

-- select PROGRAM --

* Census Date

* Credential Level

-- Select Credential Level --

The level of credential being sought by the re-enrollee

Submitting Student Applications cont'd

All fields on the application form are required, including:

- institution code
- current program of study
- student identifier
- previous institution code
- previous enrollment month
- previous enrollment year
- previous program of study
- census date
- credential level

The **Current Program of Study** field should capture the major or program of study that the student is intending to pursue at your institution. Please note that the menu is categorical, not specific. If a student is intending to pursue nursing, for example, you would select “Medical”.

The **Previous Program of Study** field should capture the major or program of study that the student was pursuing at the last institution they attended. The menu is the same as the Current Program of Study menu.

Submitting Student Applications cont'd

All eight of the acknowledgment items need to be confirmed and checked.

Acknowledgments

To my understanding, the re-enrollee

- ☐ has completed the FAFSA and applied for any federal and state need-based grants and/or scholarships to which they would be entitled.
- ☐ is a resident of Ohio.
- ☐ does not have a bachelor's degree from any accredited institution of higher education.
- ☐ disenrolled from a qualifying institution and did not transfer to another institution of higher education in the two semesters (8 months for institutions that do not use a semester system) immediately following the disenrollment
- ☐ is re-enrolling no more than five years after disenrollment from the qualifying institution.
- ☐ was in good academic standing with no record of disciplinary issues (including suspension or expulsion) at the time of disenrollment.
- ☐ is not enrolled in the College Credit Plus program.
- ☐ is pursuing a credential or degree beyond that which they already possess. (i.e.: if the student possesses an associate's degree, they are pursuing a bachelor's degree)



Submitting Student Applications cont'd

Once everything has been entered and confirmed, click on **Add Application**.



Second Chance Grant Program - Application Entry

Cancel

Add Application

* Institution Code

-- Select Institution Code --

* Current Program of Study

-- select PROGRAM --

* Student Identifier (SSID/SSN)

* Previous Institution Code

* Previous Enrollment Month

-- Select MONTH --

* Previous Enrollment Year

-- Select YEAR --

* Previous Program of Study

-- select PROGRAM --

* Census Date

* Credential Level

-- Select Credential Level --

The level of credential being sought by the re-enrollee

Acknowledgments

To my understanding, the re-enrollee


☐





has completed the FAFSA and applied for any federal and state need-based grants and/or scholarships to which they would be entitled.

Submitting Student Applications cont'd

After the application has been added, it will appear in the list on the application management page with any other saved applications. A system-generated email will also be delivered to your email address for your records.

Clicking the pencil icon will allow an application to be edited.



<div><input type="text" value="Q"/> <input type="button" value="Go"/> <input type="button" value="Actions"/> <input type="button" value="Add New Application"/></div>										
	Institution Code ↑	Student Identifier	Previous Institution Code	Previous Enrollment Month	Previous Enrollment Year	Census Date	Credential Level	Census Enrollment Verified	Application Status	Date Entered
	DEMO	XXXXXXXX	OHSU	September	2017	02/23/2022	Bachelor's degree	No	Application Received	10/21/2021 02:49:23 PM
	DEMO	XXXXXXXX	COTC	March	2019	01/01/2022	Bachelor's degree	No	Application Received	10/21/2021 01:50:43 PM
	DEMO	XXXXXXXX	BLTC	April	2018	01/01/2022	Associate's degree	No	Application Received	10/21/2021 02:07:48 PM
	DEMO	XXXXXXXX	CNTL	February	2018	01/01/2022	Certificate	No	Application Received	10/21/2021 02:41:08 PM

What is a Census Date?

The census date is the point in an academic term when a student's enrollment is verified for financial aid purposes.

Institutions must verify applicants' enrollment through the online portal within two weeks of the census date.

The census date is for the individual applicant and should reflect that applicant's first term of attendance.

- For many students this will be the start of a traditional academic term, but if students will be taking their first course(s) in an alternate term (such as courses that begin in the second half of the semester), the census date recorded should be for that alternate term.
- For institutions that do not use a traditional academic term (semesters or quarters), census date (for financial aid purposes) is calculated as the point in which 20% of the course or program has been completed.

How to Calculate a Census Date

Step #	Explanation	Example
1	Determine how many days there are between the Start Date and the End Date, by subtracting the Start Date from the End Date.	Start Date: February 1, 2021 End Date: May 11, 2021 End Date - Start Date = 99 days
2	How many days does this cover on a calendar? (One more day than shown in Step 1 because you have to include the Start Date as well).	100 days
3	In order to reflect the correct number of days, the formula adds one day to the difference in Step 1.	$11/05/2021 - 1/02/2021 + 1 = \mathbf{100 \text{ days}}$
4	Then find the number of day that is 20% of the way through the unit.	20% of 100 days = 20th day
5	Determine the Census Day (taking into account workdays).	Day 1 = February 1, 2021 Census Day = February 21, 2021 - but as this is a Sunday, it is changed to February 22, 2021, a Monday.

Enrollment Verification

When an application has reached its census date, an email is generated and sent to the institution's designated Second Chance Grant contact stating that one or more applications are ready for enrollment verification.

The institutional contact will need to log in to the HEI portal to verify enrollment by:

- Clicking on the pencil icon on the student's application to edit the application
- Check the box at the bottom of the acknowledgments section
- Click apply changes

Acknowledgments

To my understanding, the re-enrollee

- ☒ has completed the FAFSA and applied for any federal and state need-based grants and/or scholarships to which they would be entitled.
- ☒ is not a recipient of one of the following state-supported scholarships: Choose Ohio First Scholarship, Ohio Safety Officers College Memorial Fund, War Orphans and Severely Disabled Veterans' Scholarship Program, or Ohio National Guard Scholarship.
- ☒ is a resident of Ohio.
- ☒ does not have a bachelor's degree from any accredited institution of higher education.
- ☒ disenrolled from a qualifying institution and did not transfer to another institution of higher education in the two semesters (8 months for institutions that do not use a semester system) immediately following the disenrollment
- ☒ is re-enrolling no more than five years after disenrollment from the qualifying institution.
- ☒ was in good academic standing with no record of disciplinary issues (including suspension or expulsion) at the time of disenrollment.
- ☒ is not enrolled in the College Credit Plus program.
- ☒ is pursuing a credential or degree beyond that which they already possess. (i.e.: if the student possesses an associate's degree, they are pursuing a bachelor's degree)
- ☐ has been verified as having been enrolled as of the indicated census date.

Disbursement of Funds

After the enrollment has been verified, ODHE will process the payment and disburse the funds to the institution.

The funds are disbursed from ODHE's subsidy system.

The funds will come from the State of Ohio and will reference BOR01 which is ODHE's business unit.

Please notify your accounting department or treasurer of the amount you will be receiving ($\$3,000 \times$ number of verified applications) to help match up the payment.

Return of Funds

It is possible that an applicant may withdraw from your institution after enrollment has been verified.

If this occurs, funds may need to be returned to ODHE, depending on the timing of the withdrawal.

1. If the student drops before your 100% refund withdrawal date (presumably before financial aid has been disbursed), then the institution should email secondchancegrant@highered.ohio.gov informing ODHE of the situation and referencing the student's application date/time stamp as the identifier and return the funds.
2. If the student drops after financial aid awards have been applied to the bill and refunds issued, then funds do not need to be returned.

To return funds, first alert us through email secondchancegrant@highered.ohio.gov referencing the student's application date/time stamp.

You can then send a check or make an ACH payment if you have it set up. The check should be payable to Treasurer, State of Ohio and mailed to the address below.

Ohio Department of Higher Education
Attn: Dawn Gatterdam
25 South Front Street, 7th Floor
Columbus, OH 43215.

Voiding/Deleting Student Applications

If an application has not had enrollment verified within 10 business days of the census date, the application will be voided.

After 30 days, all voided applications will be deleted from the application portal.

If an application needs deleted, please email secondchancegrant@highered.ohio.gov and reference the Date Entered column.

You must include the timestamp of the application that needs deleted.

Do not send protected PPI such as SSN/SSID via email.

Annual Reporting

When you click on the pencil icon to edit an application, you will notice an Annual Reporting section.

This section will need to be completed and/or updated at the beginning of each calendar year starting in January 2024. An email will be sent in December reminding you to update this information for your applicants.

The default setting for Remaining Second Chance Grant Fund is set to \$0.00. If your applicant has used the full \$3,000, you do not need to do anything. If they have used only a portion of the \$3,000, please record the remainder here.

The Current Registration Status will need to be updated for each applicant. Once an applicant has been assigned a status of either “Degree/Credential Earned” or “Withdrawn/Stopped Out”, they will not need to be updated again. Please note, however, that if an applicant has a status of “Still Enrolled”, you may need to change that status from one year to the next (for example, an applicant may have a status of “Still Enrolled” in 2023 but need to be updated to “Degree/Credential Earned” in 2024).

Annual Reporting

Notice **This section is not required until instructed via email by the Second Chance Grant administrator during the annual reporting period.**

Remaining Second Chance Grant Funds

Current Registration Status

Note: If a student is on a break for one term (e.g.: summer break) but has indicated that they will return, choose “Still Enrolled.”

Additional Questions?

Please send to secondchancegrant@highered.ohio.gov



**Department of
Higher Education**

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Columbus, Ohio 43215 U.S.A.

614 | 466-6000
highered.ohio.gov