

**FINANCIAL AID GUIDANCE MEMO**

REFERENCE: **FA 26-014**  
TOPIC: **NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP)  
AWARD AND CERTIFICATION PROCESS**  
AUTHOR: **LISA REED, PROGRAM MANAGER**  
DATE: **19 AUGUST 2025**  
RELEVANT STATUTE: **OHIO REVISED CODE, SECTION 3333.23**

Following are some important reminders from prior guidance memos, which can be found at:

<https://highered.ohio.gov/educators/financial-aid/sgs-guidance-memos>.

**Ohio Administrative Code**

Throughout Ohio Revised Code, there are several references to the Chancellor establishing rules for various aspects of the program. These rules are the Ohio Administrative Code. The NEALP Administrative Code can be found at: <https://codes.ohio.gov/ohio-administrative-code/rule-3333-1-22>.

**Award Amounts**

**For LPN Certificate applicants; the 2025-2026 maximum annual award amount is \$1,002.**

**For RN - Grad degree applicants; the 2025-2026 maximum annual award amount is \$1,800.**

**For MNE (nurse instructor) applicants; the 2025-2026 maximum annual award amount is \$7,000.**

**Eligible Programs**

NEALP will make awards for the 2025-2026 academic year to Associate's Degree, RN; Bachelor's Degree, RN (including students in a RN to BSN completion program); Certificate of Practical Nurse, LPN; Diploma, RN; Graduate Degree in Nursing, and the Masters of Nursing Educators (MNE), which includes students enrolled in a graduate program other than nursing education, such as public policy or healthcare administration, for whom we have a letter of intent to teach on file in our office. An "approved nurse education program" shall mean a pre-licensure nurse education program offered by an institution which is approved by the Ohio Board of Nursing, or a post-licensure nurse education program offered by an institution holding a certificate of authorization issued by the chancellor.

**Student Eligibility**

LPN - Grad nursing degree programs (LPN, DRN, ARN, BRN, GDN)

- Be an Ohio resident as described in the Ohio Student Residency Administrative Rule, found at: <https://codes.ohio.gov/ohio-administrative-code/rule-3333-1-10>.
- Be a U.S. citizen or a permanent resident.
- Be enrolled in an approved nurse education program in an Ohio college, university, hospital, or vocational school.

- Be enrolled at least half-time each term, which is defined as an academic course load that is at least one-half of the normal full-time course load, as determined by the institution.
- Must not be in default or owe a refund to any federal financial aid program, and
- Maintain an academic record which places the student in good academic standing within the institution.

#### MNE degree program

- Be an Ohio resident as described in the Ohio Student Residency Administrative Rule, found at: <https://codes.ohio.gov/ohio-administrative-code/rule-3333-1-10>.
- Be a U.S. citizen or a permanent resident.
- Be a registered nurse in Ohio.
- Be enrolled in or accepted for enrollment in an approved master's degree nurse education program.
- Be enrolled at least half-time each term, which is defined as an academic course load that is at least one-half of the normal full-time course load, as determined by the institution.
- Must not be in default or owe a refund to any federal financial aid program.
- Maintain an academic record which places the student in good academic standing within the institution, and
- Provide a letter of intent to the Ohio Department of Higher Education of plan to serve as a nursing instructor upon graduation and will teach within the state of Ohio for no less than four (4) years following graduation.

#### **Utilization**

Students may receive NEALP for a maximum of 15 quarters or 10 semesters and/or the total aggregate loan amount of \$30,000 of NEALP funding. Students must be enrolled at least half-time to receive NEALP benefits in any given term of study. NEALP funding is only available for fall, winter (if applicable), and spring terms. NEALP is NOT available for the summer term.

#### **Selective Service**

Ohio Revised Code (ORC) section 3345.32 requires compliance with the selective service law for a student to be eligible for any of Ohio's state grants and scholarships, subsidy, and in-state tuition. ORC 3345.32 *Student Noncompliance with Selective Service* can be found here: <https://codes.ohio.gov/ohio-revised-code/section-3345.32>.

As such, ODHE still requires that students comply with selective service registration before funds are requested for the term, and documentation maintained as part of the audit process. If a student falls into one of the exceptions according to ORC for selective service, the documentation for this exception must be provided to ODHE in the case of an audit. For birthdays that fall after the FAFSA filing and before a term start date, an institution is required to check registration prior to requesting any state aid for a term after the 18<sup>th</sup> birthday.

If Ohio legislation is changed, ODHE will inform the campuses.

#### **NEALP File Documentation**

The NEALP file submission formats and reports can be found at: <https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-financial-aid/hei-nealp>.

### **\*New\*** Academic Calendar and Extension Requests

A specific submission window is available to each institution during each term. At the beginning of each term, HEI financial aid data reporters and financial aid contacts are sent an e-mail reminding them of the dates of the submission window. The submission window is based on the individual academic calendar submitted by each campus. **Effective for the 2025-2026 academic year and beyond, the submission window will open 15 days after the first day of any given term and close 45 days after the submission window opens.**

ODHE will honor extensions beyond term window submission deadlines in the current academic year for circumstances that are generally beyond the control of the institutions. For a list of these exceptions and the full guidance, please see the HEI Submission and Extension Requests guidance memo found here: <https://dam.assets.ohio.gov/image/upload/highered.ohio.gov/sgs/guidance-memos/FA26-002.pdf>.

The Academic Calendar and Extension Request is available in HEI at: <https://hei.ohiohighered.org/> under the Institution Management tab.

### **Awarding Process**

The NEALP Eligibility Query is now available and is located in HEI under Reports – NEALP Reports – Eligibility Query, academic year 2025-2026. This query provides a roster of eligible applicants that have been awarded NEALP for the 2025-2026 academic year.

### **Certification**

Those institutions with NEALP recipients will need to access and submit the NEALP Certification “NT” file to request payment on behalf of their eligible students. An institution’s academic calendar must be set in the HEI system to access these files. Please keep in mind that schools must wait a **minimum** of 15 days after the start of the term before funds can be requested.

### **\*New\*** Consortiums

The combined number of credits under a financial aid consortium can be counted toward determining a student’s eligibility for NEALP if the institution is an approved Ohio Institution. For example, a student enrolled in 3 credits at their ‘home’ school and 3 credits at their ‘visiting’ school would be eligible for an award. This applies to consortium agreements with community colleges as well.

### **\*New\*** Study Abroad

The home school needs to maintain documentation showing course(s) being taken, and student charges at the study abroad institution (if not recorded on transcript and account statement). The total charges must not be more than the cost of attending the home institution during that term. In keeping with federal guidelines, the home school must keep this documentation in the event of an audit.

### **Posting of Funds**

In alignment with federal policy, the institution should apply the funds requested as soon as administratively feasible, but no later than three business days following the date the institution received those funds.

### **Transfer of Institution**

Awarded NEALP students have the option to switch institutions during the academic year by contacting ODHE via email to request a transfer. Students may only receive one disbursement of NEALP per term and must adhere to the term and annual award amount maximums. This may result in a student receiving less than the posted annual award amount when switching to an institution with a different term type (quarter or semester).

When an institution transfer request is received from the student, the NEALP program manager will contact both institutions. The initial institution will have the option to submit for outstanding disbursements and/or refunds before the transfer is processed. Once confirmation is received, the student will be removed from the initial institution's Eligibility Query and will then populate on the new institution's Verification Query for the transferring institution to submit a NEALP "NV" verification file. Once the NEALP "NV" verification file has been received the student will then populate on the new institution's Eligibility Query.

### **Refunds**

If a student withdraws from the nursing program completely or drops to less than half-time enrollment during an academic term, a refund may be necessary. Institutions are required to follow the NEALP refund policy calculation to determine if a refund is owed. See FA 26-014A <https://highered.ohio.gov/educators/financial-aid/sgs-guidance-memos> for the complete guidance and calculator.

Refunds and/or adjustments need to be submitted in the HEI File Submission through the NEALP "NA" Adjustment file. When a NA file is submitted during an academic year, the refund will be captured from the next NEALP disbursement. If no further disbursements will be made for the academic year, a refund check must be submitted to our office within 30 days of submitting the refund file. If after 45 days the refund check is not submitted, the amount owed plus interest, and any additional fees may be turned over to the Ohio Attorney General's Office for collection.

***Financial aid personnel should direct questions to the NEALP Program Manager, Lisa Reed, 614.466.3561, [lreed@highered.ohio.gov](mailto:lreed@highered.ohio.gov).***