

State Scholarship and Grants Programs Compliance Review Reporting Timeline

Reporting correspondence between the institution and the Compliance Team is as follows:

- The institution may submit documentation ten (**10**) business days after the Exit Interview to clear any missing documentation finding. The institution should use the Missing Documentation Guide to assist with providing documentation to clear the missing documentation finding. If the institution is able to submit the missing documentation within the ten (**10**) business day period, the finding will be cleared and will not be included as a finding in the Deficiency or Final Report. Documentation submitted after the ten (**10**) day business period will not be accepted and the findings will remain on the Deficiency and Final Report even if the monetary liability has been eliminated.
- A Deficiency Report regarding the Compliance Review findings will be issued to the institutional officers forty-five (**45**) days from the completion date of the on-site review.
- Your institution has forty-five (45) days to respond to the Deficiency Report. All supporting documentation must be submitted to the Compliance Team with the written response.
- The Compliance Team will review the institution's Deficiency Report response and issue a Final Report to the institution's president thirty (**30**) days after the institution's Deficiency Report response due date. All supporting documentation must be submitted to the Compliance Team with the written response.
- Your institution has thirty (30) days from the date of the Final Report to respond to the Final Report.
- The institution's Final Report response will be reviewed by the Compliance Team within thirty (30) days of receipt of the institution's Final Report response. Once all findings are closed and all requested information has been received by the Compliance Team, a remittance device to remit the monetary liabilities will be emailed to the institutional officers and president.
- If there are findings that remain open after the school submits its Final Report response, a Follow-Up to the Final Report Letter will be issued. The institution will have 15 days to respond to the Follow-Up to the Final Report Letter.
- In the event the institution does not concur with any remaining findings on the Follow-Up to the Final Report Letter, and no further documentation can be provided regarding the disputed findings, the institution may appeal the Compliance Team's determination, as described in the Follow-Up to the Final Report Letter. The remittance for any liability for a finding under appeal may be suspended until a final decision is made through the appeal process.
- When the institution has satisfactorily responded to all of the findings from the Compliance Review and taken all appropriate actions, the review will be closed and a closure letter issued to the institution's president.