State Scholarship and Grants Programs Compliance Review Reporting Timeline

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

- Once the files sent by the institution are received via ShareFile, a Compliance Team member will download and organize the files. If any missing documents are noted at that time, the institution will be contacted. If any additional information is needed while reviewing the student files, the institution will be contacted. The institution will be provided ShareFile upload links throughout the CRRE Process, specifically for the initial transfer of documents and report responses. Additional upload links may be provided if any additional information is requested during the CRRE process.

- A Deficiency Report regarding the Compliance Review findings will be issued via Sharefile 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. The institution should indicate a "Concur" or "Not Concur" on the Deficiency Report. All supporting documentation and the Deficiency Report response must be submitted via Sharefile to the Compliance Team.

- The Compliance Team will review the institution's Deficiency Report response and issue a Final Report to the institution's president and institutional officers via Sharefile thirty (**30**) days after the institution's Deficiency Report response due date.

- Your institution has thirty (**30**) days from the date of the Final Report to respond to the Final Report. All supporting documentation must be submitted via Sharefile to the Compliance Team with the written response.

- 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 sent via Sharefile 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.