Rev. 4/14

Ohio | Department of Education

# INSTRUCTIONS FOR PREPARING THE FUNDING APPLICATION FOR POST-SECONDARY ENROLLMENT OPTION "B" PROGRAM

**Section I**

1. Complete directory information in this section. The entire street address must be supplied. For non-chartered non-tax supported schools (commonly referred to as "08" schools), enter 136846 in the IRN field. **Chartered nonpublic schools must use their assigned IRN.**

2. Any forms with missing data and/or signatures will not be approved.

**Section II**

1. Enter the total semester hours requested. Summer semester hours requested are not permitted.

2. The student, parent, nonpublic school administrator and the postsecondary school official must provide his/her signature and the date in the space provided. Signatures in pencil will not be accepted. All signatures must be present or the application will be rejected. Read carefully the certification before signing the application.

3. Language on the application must be accepted in its entirety to participate. No alterations to the required language will be accepted. Applications containing alterations to any part of the form will not be approved.

4. For the college official seal/stamp, it must be a raised, embossed stamp with the college's official seal or a stamped in ink college seal. Date stamps and received stamps are not acceptable to indicate acceptance by the college. Applications with seals which do not meet this standard will not be accepted.

Applications must be postmarked between May 15 and June 15. Applications postmarked after June 15 will not be accepted by the Department. Fax, e-mail, or hand-delivered applications will not be accepted. Forms faxed to the college or to the high school then mailed to the Department will not be accepted. Any forms with missing data and/or signatures will not be approved.

Mail the original form to:

Ohio Department of Education
Office of Finance Program Services
Attn: Wendy Cantrell
25 South Front Street, MS 308
Columbus, OH 43215-4183