ISAC Budget Reporting Process
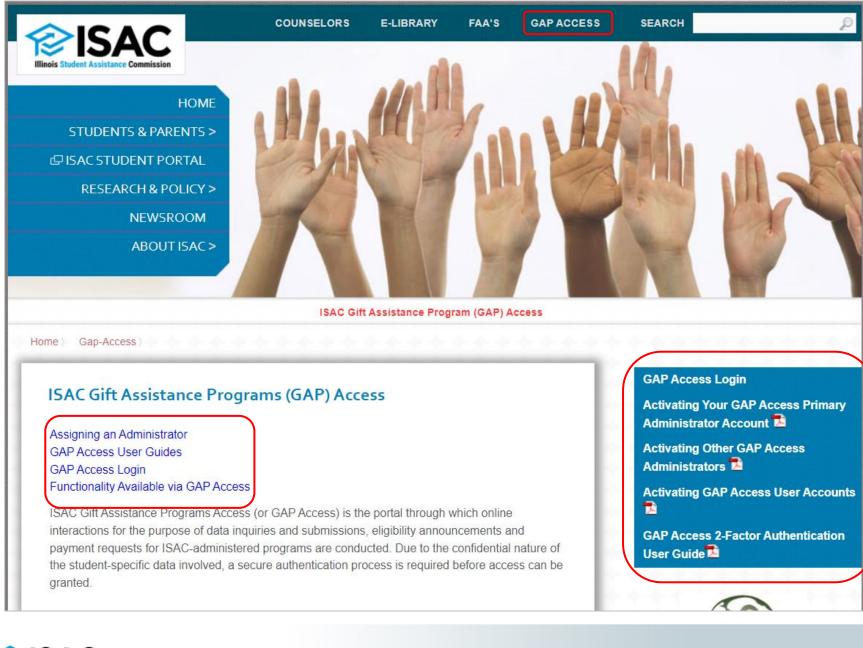
April 9, 2024

ISAC Budget Reporting Process

- Pursuant to ISAC administrative rules, postsecondary institutions participating in ISAC gift assistance programs must annually report tuition and fee charges to ISAC on or before June 1 preceding each academic year.

  - All MAP-approved schools must report budget data information for the Monetary Award Program (MAP)

  - All public institutions data must report date for the Illinois Veteran Grant (IVG) and Illinois National Guard (ING) Grant programs

- Budget data is reported in ISAC's Gift Assistance Programs (GAP) Access portal and must by certified by the financial aid director at the institution.

- The Fiscal Year (FY) 2025 budget reporting process for the 2024-25 award year **began on April 1, 2024** and **data is due by June 1, 2024.**

Accessing the Budget Reporting System

- The GAP Access Primary Administrator, which is always the financial aid director (or acting director) at the institution, is the only person given Budget Confirm access by ISAC and is the only school user who can certify the budget information once all data has been entered.

- However, other school administrators may be provided with program privileges in the Budget system by the Primary Administrator to assist with the budget reporting process, giving them either Budget Update or Budget View privileges.

- For more information on user access for GAP Access:
  - Refer to GAP Access User Guides at: www.isac.org/gap-access/#guide, or
  - Contact School Services at isac.schoolservices@illinois.gov

ISAC

Budget Reporting Process

- Budget submission deadline
  - If an institution's annual budget will not be final **by the June 1** deadline, the budget reporting process must be submitted with estimated data by June 1, along with an email from the financial aid director to ISAC's School Services Department, providing the approximate date by which the final budget will be submitted.
  - All data must be provided (or updated) before payment processing begins in August.

- Tuition refund policy
  - Section 2700.30 d) of the General Provisions rules requires postsecondary institutions that participate in ISAC gift assistance programs to annually submit a copy of their tuition refund policy to ISAC.
  - This is done as part of the annual budget reporting process.
  - The institution's refund policy must be uploaded and submitted with the budget data, and the budget cannot be certified and submitted without it.
  - An institution's submission of their policy is not to be considered ISAC's approval of the policy.

ISAC

Budget Reporting Process

- Fee data reported must match the specific fee charges allowed for the gift assistance program that may finance the fee.

- ISAC definitions for tuition and fees may be found in the General Provisions section of ISAC's Administrative Rules, and additional guidance may be found in the rules for each respective program.

- Failure to report any cost changes to the previous year by the June 1 deadline will cause the prior year's charges to be used as part of the calculation process for gift assistance benefits.

- Failure to report the assessment of a fee charge by the deadline will result in that fee charge being ineligible for payment under ISAC gift assistance programs.

Budget Reporting Process

- Beginning with the 2022-23 award year (Fiscal Year 2023), a change was made to the budget data collection process, asking colleges to begin providing their **main rate** when reporting tuition and fees

- The main rate is generally defined as:
  - a school's in-state or in-district (if applicable), tuition and mandatory fees for full-time, freshmen undergraduate students for the regular school year

- This was a shift from previous budget data collection guidance, which collected the highest possible rate.

- The **main rate** is the rate that is typically faced by the majority of students.

- And, a new definition of mandatory fees went into effect July 1, 2022.

ISAC

FY2025 Budget Reporting (2024-25 Award Year)

- **Reporting tuition**
  - Colleges should continue to provide a **main rate**, generally defined as:
    - a school's in-state or in-district (if applicable), tuition and mandatory fees for full-time, freshmen undergraduate students for the regular school year

- **Reporting fees**
  - For MAP & IVG, provide **mandatory fee** information
    - Mandatory fees are defined as: the charges assessed by an institution that are required to deliver educational services to students for each term, regardless if the student is attending on campus or through distance education. Application, graduation, laboratory, breakage, add/drop fees, and program administrative fees for out-of-state or foreign study are specifically excluded. For the purpose of ISAC rules, tuition is not a mandatory fee.

  - For the ING Grant, data should be provided for **"certain fees"**
    - Fees specifically included in statute are: Registration, Graduation, General Activity, Matriculation, Term

- **Budget codes**
  - Tuition and fee data must be provided for all budget codes

ISAC

Reporting Differential Rates for MAP

- For **FY22**, ISAC adjusted tuition data to the main tuition rate for purposes of the FY23 MAP recompute formula.
  - Colleges were then provided with an opportunity to provide differential rates for FY22 for a higher cost program(s) of study that assesses higher charges (above the main rate)
    - These higher rates were reported under differential MAP budget codes

- For the **FY25** budget data collection process, colleges are asked to continue providing differential rate data in addition to the main rate data being provided for their main MAP code

- Schools that would like to add a differential budget code for FY25 may do so by contacting the School Services Department

School Year & Term Dates

- Keep ISAC definitions in mind when reporting school year and term dates
  - For MAP:
    - Schools cannot request payment more than 10 days prior to the start of the term
    - System looks at the start date in the budget and won't process payment requests until the 10-day point
    - Start of a spring term date cannot be after April 15
      - MAP cannot pay for summer terms/sessions

- For non-traditional terms/sessions
  - Report J-sessions, winter modules, short sessions, etc. that may be eligible for ISAC program benefits within dates reported for a term
  - Schools may determine which term to attribute the sessions to
  - Be sure to request benefits for these sessions within the term that they are attributed to in your ISAC budget data
  - When requesting payment, schools should claim benefits consistently for all students in those terms

ISAC

ISAC School Year & Term Definitions

- From General Provisions

  - "Academic Year" – In relation to scholarship and grant programs, a 12 month period of time, normally from August or September of any year through August or September of the ensuing year. In relation to the Federal Family Education Loan Program, academic year is defined at section 481(d)(2) of the Higher Education Act of 1965, as amended (HEA), and at 34 CFR 668.3.

  - "Regular School Year" – An 8 to 9 month period of time that includes 2 semester terms or 3 quarter terms. The regular school year excludes summer terms. Terms that begin after April 15 and end before September 16 are considered summer terms.

  - "Term" – A unit of time for student attendance, including, but not limited to, a quarter or semester.

ISAC

The Budget Reporting System

- Once you've logged in to the GAP Access system, select the School tab
- The School Budget tab is next to the School Demographics tab
  - A message will display if a user does not have Budget privileges

The Budget Reporting System

- Use the Tab key to navigate from one field to the next.
- Click on the program names to navigate to another program budget.
- Click on the budget category tabs to advance to another page within a program.
- Select program codes from the drop-down menu, and then click on the Go button to navigate to the budget associated with that code.

- The year defaults to the current budget year being requested in the Year drop-down box.
  - To view a different award year, select from the drop-down box and click the Go button.
- Use the Adobe PDF icon (upper right corner) to generate a PDF file of a page.
- Use the print button (upper right corner) to print each page for your records.
- System will time out after a period of inactivity.

ISAC

The Budget Reporting System

- System calculations
  - All calculations will be rounded to two decimal places if more than two numbers are reported after the decimal in any dollar field.
  - The system calculates the totals and carries them forward to the next screen on several program entry pages.
  - If the calculated amounts are not accurate, return to the prior page(s) and correct the amounts and save any corrections.

- Corrections to data can be made until the budget has been certified

- Report the dates for the regular school year in the Start Date and End Date fields
  - The regular school year dates reported here will display on all of the budget pages.
  - Keep in mind module or non-term classes when reporting dates
    - You can adjust dates to accommodate those as needed

- Save regularly

ISAC

Year

Regular School Year Start Date | End Date

[2024-2025 ▼] [Go] > [____📅] - [____📅]

▼ **Upload Refund Policy**

[+ Upload File]

Document History

Document Type	Document Received Date	Status
No records found.		

[**MAP**] [IVG] [ING] [____] 2024-2025

MAP CODE

[065 ▼] [Go]

| **1** Academic Year Term Dates | **2** Mandatory Fees | **3** Tuition Charges | **4** Room & Board |

Tuition and fee information is for the regular school year, which, for MAP, does not include summer term:

Regular School Year Term Dates	Start Date	End Date
Fall Term	[____📅]	[____📅]
Spring Term	[____📅]	[____📅]

General Institutional Information

If you would like to change the format for which awards are paid at your institution as either a cents or no cents format, please contact ISAC School Services Department to discuss next steps on how to make the change. This must be done prior to the start of the payment claim process for the upcoming award year.

1. ☐ **Please check this box to confirm that this institution has a valid Program Participation Agreement (PPA) with the U.S. Department of Education (ED).**

2. **This ED PPA expires:** [____📅]

3. **Has your institution undergone a name or ownership change in the last 12 months?**
   ○

[**Save**]

Callout box:

- Select the Academic Year and enter School Year dates

- Upload Refund Policy

- Navigate to each program for which your school must provide budget data

- Provide start and end dates for each term

- Complete general institutional information

- Be sure to save the data

- Under General Institutional Information, question 1 & 2 must have a valid response. If you don't have a valid PPA with ED, blank is a valid response.
- If question 1 is selected and/or a date is reported for question 2 then all three questions must be answered before a budget can be certified.
- For question 3 –This is a Yes or No answer and a response is required before the budget can be certified.

MAP   IVG   ING   MTI   2024-2025

MAP CODE

065 ▾   Go

1 Academic Year Term Dates   **2** Mandatory Fees   **3** Tuition Charges   **4** Room & E

Tuition and fee information is for the regular school year, which, for MAP, does not include summer term:

Regular School Year Term Dates	Start Date	End Date
Fall Term		
Spring Term		

General Institutional Information

If you would like to change the format for which awards are paid at your institution as either a cents or no cents format, please contact ISAC School Services Department to discuss next steps on how to make the change. This must be done prior to the start of the payment claim process for the upcoming award year.

1. ☐ **Please check this box to confirm that this institution has a valid Program Participation Agreement (PPA) with the U.S. Department of Education (ED).**

2. **This ED PPA expires:** [_____]

3. **Has your institution undergone a name or ownership change in the last 12 months?**

   ○
   Yes

   ○
   No

ISAC

16

- When entering budget information for multiple program codes use the drop down box to select the proper code and click the "Go" button to change to a different code.

- This applies for all additional codes for each program.

- Once you select the program code you want, you can add your budget information for that code.

- Data must be provided for each active code in the list for each program.

MAP Budget Reporting

- Select the MAP code from the drop-down menu and click on the Go button.
  - If a school has more than one approved MAP code, data must be reported on all five tabs for each approved code.
  - If an unapproved code is selected, an error message displays in red at the top of the screen.
- To begin the reporting process, enter the start and end dates for each term
  - These should correspond with the dates reported for the regular school year
  - For MAP, the purpose of these term dates is to:
    - Determine when payment requests submitted for a term may be processed
      - According to MAP rules, institutions may submit their payment requests beginning 10 days prior to the start of classes for the term for which they are requesting payment
    - Identify the date by which an independent student must have resided in Illinois in order to receive a MAP grant.
    - Provide the data needed regarding the year-end refund return process.

MAP Mandatory Fees

The fee table lists 10 general fee categories. Using these fee categories as a guide, enter the TOTAL per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term, regardless if a student is attending either on-campus or through distance education. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.

If a school has a one-time annual fee, it should be included in the appropriate field in the Maximum column after the calculation has been applied, then click on the Calculate button again.
- For example, if an institution applies a technology fee of $1,000 per year, add $1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	$ 0.00		$ 0.00
Bonds	$ 0.00		$ 0.00
Facility Operations	$ 0.00		$ 0.00
Grants	$ 0.00		$ 0.00
Health	$ 0.00		$ 0.00
Instructional Support	$ 0.00		$ 0.00
Registration	$ 0.00		$ 0.00
Student Services	$ 0.00		$ 0.00
Technology	$ 0.00		$ 0.00
Transportation	$ 0.00		$ 0.00
Other	$ 0.00		$ 0.00
TOTAL MANDATORY FEES	$ 0.00	Calculate	$ 0.00

Mandatory Fees Examples

- Fees reported to ISAC do not have to have the exact same fee name at the institution as those listed on the budget screens in order to be considered an eligible mandatory fee. However, it is recommended that they be reported in a category that most closely matches up to the ISAC terminology.

- It's also important to maintain internal documentation regarding the purpose of each fee reported, particularly for fees that are not clearly defined by its name or that include a broad range of charges under one fee name.

Category	Examples of Fees
Activity	Fitness Center, Recreation Center, General Activities, Gym
Bonds	
Facility Operations	Sports Facility, Event Arena, Concerts, Dormitory Service, Library, Student Union, Campus Improvements, General Facilities Maintenance, Facilities Upgrades
Grants	Grant-In-Aid, Talent Grant
Health	Health Insurance, Health Clinic, Health Services, Visits with Doctors and/or Nurses, Health Maintenance Organization, Pharmacy
Instructional Support	Book Store ID, Copying, Instructional Materials, Publications, Textbook Rental
Registration	
Student Services	Student Support, Career Services, Placement Office, Student Senate, Leadership Events, General Fee, Student Attorney, Comprehensive
Technology	Internet, Computer Technology, Distance Learning, Electronic Music Center, Media Resources
Transportation	Parking, Shuttle Bus, Transit, Student Passes

ISAC

MAP Tuition Charges

MAP CODE

`065` ⌄   **Go**

| 1 Academic Year Term Dates | 2 Mandatory Fees | **3 Tuition Charges** | 4 Room & Board | 5 On-Campus Mandatory Fees |

For the school's main MAP code, enter the in-district, in-state main tuition rate for full-time, freshmen undergraduate students for the Regular School Year, based on 16 credit hours per term. The main rate is the one typically faced by the majority of students.

Differential tuition rates that are not faced by the majority of students (and are typically higher) may be reported under "differential" MAP codes. A school may have one or multiple differential codes under which a rate other than the main tuition rate may be reported and on which MAP could be claimed for payment purposes.

Mandatory fees reported for the MAP code in Step 2 will be transferred to the tuition screen.

Tuition and fees based on 16 hours per term	Per Term based on 16 hours per term	Multiply by 2 unless the fee is a flat fee or a one term only charge	Maximum charge for a two term regular school year (32 hours)
Tuition (In-district, in-state only)	$ [ ]		$ [ ]
Mandatory fees Transferred from Step 2	$ 0.00		$ 0.00
TOTAL TUITION AND MANDATORY FEES	$ 0.00	Calculate ⟩	$ 0.00

ISAC

MAP Room & Board

MAP   IVG   ING   MTI   2024-2025

MAP CODE

065 ▾   Go

1 Academic Year Term Dates   **2** Mandatory Fees   **3** Tuition Charges   **4** **Room & Board**   **5** On-Campus Mandatory Fees

A single cost of living allowance, estimated at $5,200.00, will be part of the start-up formula for the Monetary Award Program. Actual room and board costs are not used as part of award processing. However, an average of the room and board costs by sector are used for various purposes to characterize the cost of attendance at Illinois schools.

If dormitory facilities are available for more than 20% of the school's students, indicate the combined average Room and Board Rate for the Regular School Year based on full occupancy.

Combined Avg Room & Board Rate

$ 0.00

MAP On-Campus Mandatory Fees

| 1 Academic Year Term Dates | 2 Mandatory Fees | 3 Tuition Charges | 4 Room & Board | 5 On-Campus Mandatory Fees |

The purpose of this tab is to collect **on-campus only mandatory fees.** Please report the mandatory fees typically faced by students in a **traditional 16-hour on-campus, non-distance education enrollment.**

Enter the TOTAL per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term. The fee table below lists the same 11 general fee categories reported on Tab 2 and the figures reported here may be similar or identical to the overall Mandatory Fees figures reported on Tab 2, however, the fees reported on this screen should represent a mandatory fee package typically faced by a traditional on-campus student. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.

One-time annual fees should be included in the appropriate field in the Maximum column after the calculation has been applied. - For example, if an institution applies a technology fee of $1,000 per year, add $1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	$ 0.00		$ 0.00
Bonds	$ 0.00		$ 0.00
Facility Operations	$ 0.00		$ 0.00
Grants	$ 0.00		$ 0.00
Health	$ 0.00		$ 0.00
Instructional Support	$ 0.00		$ 0.00
Registration	$ 0.00		$ 0.00
Student Services	$ 0.00		$ 0.00
Technology	$ 0.00		$ 0.00
Transportation	$ 0.00		$ 0.00
Other	$ 0.00		$ 0.00
TOTAL ON CAMPUS MANDATORY FEES $ 0.00		Calculate	$ 0.00

MAP On-Campus Mandatory Fees – Tab 5

- The purpose of this tab is to calculate a fee package that is typically faced by a traditional on-campus student

- Instructions on the screen ask schools to report the mandatory fees typically faced by students in a traditional 16-hour on-campus, non-distance education enrollment:

  - Enter the **TOTAL** per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term. The fee table below lists the same 11 general fee categories reported on Tab 2 and the figures reported here may be similar or identical to the overall Mandatory Fees figures reported on Tab 2, however, the fees reported on this screen should represent a mandatory fee package typically faced by a traditional on-campus student. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours.

- This additional data is being collected for the purpose of calculating a mean-weighted tuition and fee rate faced by a typical on-campus student, which ISAC uses and provides to other state partners for a variety of purposes.

ISAC

Cents vs. No Cents for MAP

- Calculated MAP awards may be split evenly between terms (cents option) or be split by whole dollar amounts (no cents option), depending on the school's preference that's been previously reported to ISAC
  - For example, if a semester school has elected to use the "cents" option, an annual award of $7,051.00 is split evenly between terms as an award of $3,525.50.
  - If the school chooses to use the "no cents" option, the annual award of $7,051.00 would be $3,525.00 for the first term and $3,526.00 for the second term.
  - For a quarter school using the "cents" option, an annual award of $7,051.00 is split between the terms as $2,350.33, $2,350.33, and $2,350.34.
  - If the quarter school chooses to use the "no cents" option, the annual award of $7,051.00 would be split as $2,350.00, $2,350.00, and $2,351.00.

- If your school is interested in switching to the "no cents" option or vice versa, this can be done during the budget collection process

- To change your option, please contact School Services for assistance
  - Any revisions to the cents/no cents option must be done prior to the start of the payment claim process for the upcoming award year

ISAC

IVG Budget Process

- If a school has more than one IVG code, use the IVG drop down to select the appropriate code.
  - Budget information must be reported for all codes.

- The term dates for IVG starts with the summer term then, fall and spring.
  - The summer term leads the academic year.
  - The summer term tuition & fee rates reported depends on whether the term is a trailer of the current academic year or a leader of the upcoming academic year.

- If tuition and fee rates are changing, but do not change until the fall term, report charges as follows:
  - Summer -- report current charges
  - Fall -- report charges for upcoming year
  - Spring -- report charges for upcoming year

- If tuition and fee rate changes start with the summer term, report the new budget rate for all terms.
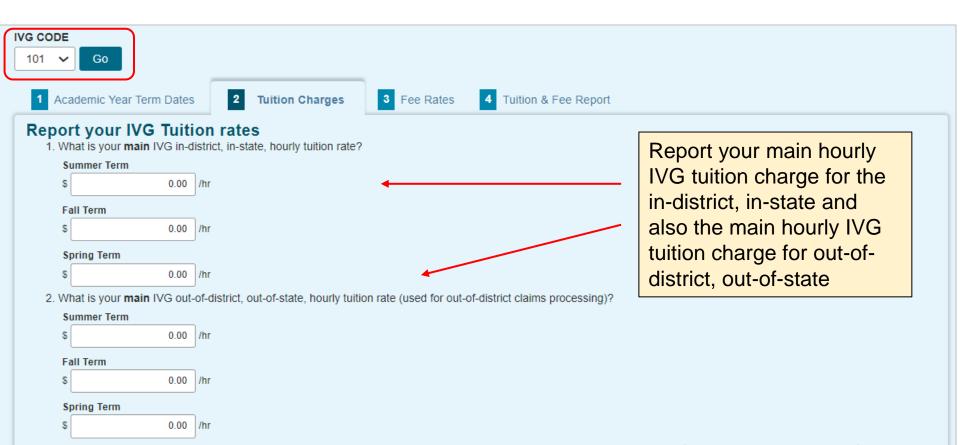
ISAC

IVG Budget Process

IVG Tuition Charges

IVG CODE

[101 ▼] [Go]

| 1 | Academic Year Term Dates | 2 | **Tuition Charges** | 3 | Fee Rates | 4 | Tuition & Fee Report |

Report your IVG Tuition rates

1. What is your **main** IVG in-district, in-state, hourly tuition rate?

Summer Term
$ [0.00] /hr

Fall Term
$ [0.00] /hr

Spring Term
$ [0.00] /hr

2. What is your **main** IVG out-of-district, out-of-state, hourly tuition rate (used for out-of-district claims processing)?

Summer Term
$ [0.00] /hr

Fall Term
$ [0.00] /hr

Spring Term
$ [0.00] /hr

3. The Calculated difference between the **main** in-district and **main** out-of-district rates. (Example: An out-of-district main rate of $200/hr and in-district main rate of $150/hr yields a difference of $50/hr.)

Summer Term
$0.00 /hr

Fall Term
$0.00 /hr

Spring Term
$0.00 /hr

4. If you have other hourly tuition rates for other IVG eligible programs (i.e., online courses) or (program specific flat rates) they should be listed in #1 below.

> Report your main hourly IVG tuition charge for the in-district, in-state and also the main hourly IVG tuition charge for out-of-district, out-of-state

IVG Tuition Charges

4. If you have other hourly tuition rates for other IVG eligible programs (i.e., online courses) or (program specific flat rates) they should be listed in #1 below.

Additional IVG Rates

1. **Hourly Tuition rates (please report your most common hourly rates)?**

Program Titles	Summer term hourly Tuition rate	Fall term hourly Tuition rate	Spring term hourly Tuition rate
Rate 1 -	$	$	$
Rate 2 -	$	$	$
Rate 3 -	$	$	$
Rate 4 -	$	$	$
Rate 5 -	$	$	$

2. **Flat Rate Tuition (please report your highest flat rates)**

Flat Rate Tuition/Program	Summer term	Fall term	Spring term
Rate -	$	$	$

ISAC

IVG Mandatory Fees

IVG CODE
[101 ▾] [Go]

| 1 Academic Year Term Dates | 2 Tuition Charges | **3 Fee Rates** | 4 Tuition & Fee Report |

How many credit hours are these fees based on?
Report the maximum number of credit hours that could be claimed for each term. ISAC does not place a limit on the number of credit h... is based on what the school reports here.

| Summer Term | Fall Term | Spring Term |
| [____] Hours | [____] Hours | [____] Hours |

Mandatory fees (must be the same mandatory fee types reported in Step 2 of the M...

Type of Fee	Summer term	Fall term	Spring term
Activity	$ 0.00	$ 0.00	$ 0.00
Bonds	$ 0.00	$ 0.00	$ 0.00
Facility Operations	$ 0.00	$ 0.00	$ 0.00
Grants	$ 0.00	$ 0.00	$ 0.00
Health	$ 0.00	$ 0.00	$ 0.00
Instructional support	$ 0.00	$ 0.00	$ 0.00
Registration	$ 0.00	$ 0.00	$ 0.00
Student Services	$ 0.00	$ 0.00	$ 0.00
Technology	$ 0.00	$ 0.00	$ 0.00
Transportation	$ 0.00	$ 0.00	$ 0.00
Other	$ 0.00	$ 0.00	$ 0.00
TOTAL MANDATORY FEES	$ 0.00	$ 0.00	$ 0.00

- **Report the maximum number of credit hours that could be claimed for each term.**
  - These credit hours will be used as part of the calculation of maximum amounts.

- ISAC does not place a limit on the number of credit hours that the fees can be based on.
  - o This limitation is based on what the school reports on this screen.
  - o The system maximum is 99.
  - o Any claims submitted for hours greater than what the school reports here will be adjusted to the maximum reported on this screen.

- Mandatory fees reported for IVG must be the same as those reported for MAP.

IVG Tuition & Fee Report

IVG CODE

101 ⌄ [Go]

| 1 Academic Year Term Dates | 2 Tuition Charges | 3 Fee Rates | **4 Tuition & Fee Report** |

Highest tuition & fees: Report the highest total tuition that could be claimed for IVG in-district payment purposes for each term. **Enter only one tuition amount for each term.** The credit hours & Mandatory Fees will carry over from IVG Step 3, and the total will be automatically calculated based on the hours reported in Step 3 and the Derivation selected below.

Tuition, Mandatory Fees, and Allowable Fees	Summer term	Fall term	Spring term
Tuition	Enter Amount: 0.00	Enter Amount: 0.00	Enter Amount: 0.00
	Indicate derivation of amount above (select one below):	Indicate derivation of amount above (select one below):	Indicate derivation of amount above (select one below):
Derivation 1) Base IVG in-district hourly rate times the credit hour base from above	○ 1	○ 1	○ 1
Derivation 2) Program specific hourly rate times the credit hour base from above	○ 2	○ 2	○ 2
Derivation 3) A program specific flat rate from **step 2 Tuition Charges**	○ 3	○ 3	○ 3
Mandatory fees from step 3 (Fee Rates)	$0.00	$0.00	$0.00
Calculated difference between the base in-district and base out-of-district	$	$	$
TOTAL (max $ claim per student)	$	$	$

ISAC

IVG Tuition & Fee Report

IVG CODE

[001 ▼] [Go]

| 1 Academic Year Term Dates | 2 Tuition Charges | 3 Fee Rates | **4 Tuition & Fee Report** |

Highest tuition & fees: Report the highest total tuition that could be claimed for IVG in-district payment purposes for each term. **Enter only one tuition amount for each term.** The credit hours & Mandatory Fees will carry over from IVG Step 3, and the total will be automatically calculated based on the hours reported in Step 3 and the Derivation selected below.

Tuition, Mandatory Fees, and Allowable Fees	Summer term	Fall term	Spring term
Tuition	Enter Amount: [0.00]	Enter Amount: [0.00]	Enter Amount: [0.00]
	Indicate derivation of amount above (select one below):	Indicate derivation of amount above (select one below):	Indicate derivation of amount above (select one below):
Derivation 1) Base IVG in-district hourly rate times the credit hour base from above	○ 1	○ 1	○ 1
Derivation 2) Program specific hourly rate times the credit hour base from above	○ 2	○ 2	○ 2
Derivation 3) A program specific flat rate from step 2 Tuition Charges	○ 3	○ 3	○ 3
Mandatory fees from step 3 (Fee Rates)	$0.00	$0.00	$0.00
Calculated difference between the base in-district and base out-of-district	$	$	$
TOTAL (max $ claim per student)	$	$	$

Tuition, Mandatory Fees, and Allowable Fees	Summer term
Tuition	Enter Amount: [0.00]
	Indicate derivation of amount above (select below):
Derivation 1) Base IVG in-district hourly rate times the credit hour base from above **Derivation 2)** Program specific hourly rate times the credit hour base from above **Derivation 3)** A program specific flat rate from **step 2 Tuition Charges**	○ 1 ○ 2 ○ 3
Mandatory fees from step 3 (Fee Rates)	$0.00
Calculated difference between the base in-district and base out-of-district	$
TOTAL (max $ claim per student)	$

- Report the highest total tuition that could be claimed for IVG in-district payment purposes for each term.

- Enter only one tuition amount for each term.

- The credit hours & Mandatory Fess will carry over from IVG Step 3 and the total will be automatically calculated based on the hours reported in Step 3 and the Derivation selected.

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ING Grant Budget Process

- If a school has more than one ING code, use the ING drop down to select the appropriate code.
  - Budget information must be reported for all codes.

- The term dates for ING starts with the fall term, then spring and summer.
  - Summer term tuition and fee rates reported depends on whether the term is a trailer or a leader of the college's academic year.

- If tuition and fee rates are changing starting with the college's fall term, report the new charges for all terms.

- If tuition and fee rates changes start in the summer, report charges as follows:
  - Fall -- report upcoming year charges
  - Spring -- report upcoming year changes
  - Summer -- report subsequent, future year charges

- If the college reports both hourly tuition rate and a flat rate, the school will need to choose which option to use for the academic year.
  - For example, claims cannot be submitted as hourly for fall term and then flat rate for spring term.
  - An hourly rate refers to schools that charge students based on the number of semester quarter credit hour enrolled.
  - A flat rate refers to tuition or fee rates that are fixed.

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ING CODE

[065 ⌄] [Go]

1 Academic Year Term Dates	**2** Tuition Charges	**3** Fee Rates	**4** Tuition & Fee Report

Enter your ING academic year term dates.

Academic Year Term Dates	Start Date	End Date
Fall Term		
Spring Term		
Summer Term		

General Institutional Information

1. ☐ **Please check this box to confirm that this institution has a valid Program Participation Agreement (PPA) with the U.S. Department of Education (ED).**

2. **This ED PPA expires:** [   ]

3. **Has your institution undergone a name or ownership change in the last 12 months?**

   ○

   Yes

   ○

   No

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ING Grant Tuition Charges

ING CODE

[065 ▾] [Go]

| 1 Academic Year Term Dates | **2 Tuition Charges** | 3 Fee Rates | 4 Tuition & Fee Report |

Report your ING Tuition rates

1. What is your **main** ING in-district, in-state, hourly tuition rate?

Fall Term
$ [0.00] /hr

Spring Term
$ [0.00] /hr

Summer Term
$ [0.00] /hr

2. What is your **main** ING out-of-district, out-of-state, hourly tuition rate?

Fall Term
$ [0.00] /hr

Spring Term
$ [0.00] /hr

Summer Term
$ [0.00] /hr

3. The calculated difference between the **main** in-district and **main** out-of-district rates? (Example: An out-of-district main rate of $200/hr and in-district main rate of $150/hr yields a difference of $50/hr.)

Fall Term
$ 0.00 /hr

Spring Term
$ 0.00 /hr

Summer Term
$ 0.00 /hr

4. If you have flat rate tuition for ING-Eligible programs, report your highest flat rates for each term below.

Flat Rate Tuition (please report your highest flat rates)

Flat Rate Tuition	Fall term	Spring term	Summer term
Rate -	$ [ ]	$ [ ]	$ [ ]

> Report your main hourly ING tuition charges for the in-District, in-State and the main hourly ING tuition charge for out-of-district, out-of-state

ING Grant Fee Rates

ING CODE

[065 ⌄] [Go]

| 1 Academic Year Term Dates | 2 Tuition Charges | 3 **Fee Rates** | 4 Tuition & Fee Report |

Report your ING hourly fees (if applicable)

Type of Fee	Fall term	Spring term	Summer term
Registration	$ 0.00	$ 0.00	$ 0.00
Graduation	$ 0.00	$ 0.00	$ 0.00
General Activity	$ 0.00	$ 0.00	$ 0.00
Matriculation	$ 0.00	$ 0.00	$ 0.00
Term	$ 0.00	$ 0.00	$ 0.00
TOTAL HOURLY FEES	$ 0.00	$ 0.00	$ 0.00

Report your ING flat fees (if applicable)

Type of Fee	Fall term	Spring term	Summer term
Registration	$ 0.00	$ 0.00	$ 0.00
Graduation	$ 0.00	$ 0.00	$ 0.00
General Activity	$ 0.00	$ 0.00	$ 0.00
Matriculation	$ 0.00	$ 0.00	$ 0.00
Term	$ 0.00	$ 0.00	$ 0.00
TOTAL FLAT FEES	$ 0.00	$ 0.00	$ 0.00

Fees that cannot be covered by the ING Grant (per statute) include: book rental, service, laboratory, supply, union building fees, hospital and medical insurance fees, and any fees established for the operation and maintenance of buildings, the income of which is pledged to the payment of interest and principal on bonds issued by the governing board of any university or community college.

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ING Grant Tuition and Fee Report

ING CODE
[065 ▼] [Go]

| 1 Academic Year Term Dates | 2 Tuition Charges | 3 Fee Rates | **4 Tuition & Fee Report** |

Hourly Tuition & Fees - report the highest hourly rates

Hourly Tuition & Fees	Fall term	Spring term	Summer term
Rate 1	$	$	$
Total hourly fees from step 3	$ 0.00	$ 0.00	$ 0.00
TOTAL HIGHEST HOURLY TUITION & FEE AMOUNT (for any one student)	$ 0.00	$ 0.00	$ 0.00

Report the highest in-district and out-of-district ING amount expected to be claimed for each term for any one student. This amount will be used to determine the maximum amount for claims processing.

Highest Payment Request	Fall term	Spring term	Summer term
Highest Claim Amount Expected (for any one student)	$	$	$

- Report the highest hourly tuition amount of in-district and out-of-district for each term that will be claimed for ING for any one student.

- Fee rates reported in Tab 3 display in the Tuition & Fee Report Tab 4.

- The Total Highest Hourly Tuition & Fee Amount is calculated by the system.

- Amount Expected field
  - If both hourly and flat rate tuition amounts are reported in Tab 2, the institution should determine which is the highest tuition between the rate types and report that amount for each term.

- Report the highest in-district and out-of-district ING amount expected to be claimed for each term for any one student in the Highest Claim.

Certifying the Budget

- After all budget information for all approved codes for each programs has been entered, saved and confirmed, the institution's Financial Aid Director must certify the information.
    - The Certify button will only appear for the user who has Budget Confirm privileges.
    - The Financial Aid Director is also the school's GAP Primary Administrator.

- The budget cannot be certified unless the required refund policy document has been uploaded.

- To complete the process, select the Certify button (which can be done on any page).
    - A message and the user ID will display when the budget is successfully certified.
    - Certification needs to be done only one time.
    - An error message will display if information for an approved budget code is missing.
    - Once the budget has been certified, the Certify button will no longer be accessible, and messaging will show who certified the budget and the date it was completed.

- To make corrections after a budget has been certified, contact ISAC's School Services Department.

Certifying the Budget

Certify

Budget for this school is not certified.

Term Type Code

Semester ⌄

Credit Hour Factor

1.00 ⌄

Certify

Budget for this school was certified by _____ on 07/07/2022

ISAC

39

Deceased, Disabled, and MIA/POW Veterans' Dependents Scholarship Program

- The budget reporting process for the Deceased, Disabled, and MIA/POW Veterans' Dependents Scholarship is administered by the Illinois Department of Veterans' Affairs (IDVA)

- Communication about when the data reporting starts will be provided by IDVA

- The data reported is similar to the IVG program

- Schools report tuition and mandatory fees
  - The definition of mandatory fees is the same as ISAC's definition of mandatory fees, except that Health Fees are not considered mandatory fees for the MIA/POW program

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MIA/POW 2023-2024

MIA/POW Code

[301 ▾] [Go]

| 1 Academic Year Term Dates | 2 Tuition Charges | 3 Fee Rates | 4 Tuition & Fee Report |

How many credit hours are these fees based on?

1-Fall Term   **2-Spring Term**   **3-Summer Term**

[18.0] Hours   [18.0] Hours   [18.0] Hours

Mandatory fees (must be the same general fee types as the Step 2 MIA/POW A fee types)

Type of Fee	Summer term	Fall term	Spring term
Activity	$ 20.00	$ 20.00	$ 20.00
Bonds	$ 30.00	$ 30.00	$ 30.00
Facility Operations	$ 40.00	$ 40.00	$ 40.00
Grants	$ 50.00	$ 50.00	$ 50.00
Health	$		
Instructional support	$ 60.00	$ 60.00	$ 60.00
Registration	$ 70.00	$ 70.00	$ 70.00
Student Services	$ 80.00	$ 80.00	$ 80.00
Technology	$ 90.00	$ 90.00	$ 90.00
Transportation	$ 100.00	$ 100.00	$ 100.00
Other	$ 113.00	$ 113.00	$ 113.00
TOTAL MANDATORY FEES	$ 653.00	$ 653.00	$ 653.00

Because the Health fee is not considered a mandatory fee for the MIA/POW program, data will not be collected in this field and will not be included in the total amount.

[View History]   [Save]

Questions

ISAC Contact Information for School Partners

School Services Contact Information
E-mail: **isac.schoolservices@illinois.gov**
Phone: 866-247-2172
Fax: 847-831-8549

Partner Services Staff
Stephanie Claudio, Stephanie.Claudio@illinois.gov
Kim Eck, Kimberly.Eck@illinois.gov
Daniela Rios, Daniela.Rios@illinois.gov
Sherry Schonauer, Sherry.Schonauer@illinois.gov