ISAC's
Budget Reporting
Process

User Guide

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ISAC's Budget Reporting Process

In accordance with ISAC Administrative Rules [General Provisions, Section 2700.30 f)], postsecondary institutions participating in ISAC gift assistance programs are required to annually report tuition and fee charges to ISAC on or before June 1 preceding each academic year.

This tuition and fee information must be reported for the Monetary Award Program (MAP), the Illinois Veteran Grant (IVG), and the Illinois National Guard (ING) Grant. Colleges that do not participate in the IVG and ING Grant programs will only need to report tuition and fee charges for MAP.

For MAP, colleges are asked to provide their **main tuition and fee rates**, defined as:
*   A school's in-state or in-district (if applicable) tuition and mandatory fees for full-time, freshman undergraduate students for the regular school year.
    *   For budget collection purposes, the main rate is intended to be the rate that is typically faced by the majority of students.

    Please note: Budget data provided for a school's main MAP code prior to Fiscal Year (FY) 2022 was the highest possible tuition and fee rate per term. Beginning with FY22 data, institutions are now asked to provide their main tuition and fee rates for their main MAP code. Colleges that may have differential tuition and fee rates for certain programs that are substantially higher than a school's main rate may also include a differential rate in their budget data that will allow schools to determine MAP eligibility and submit claims based on a differential rate, if applicable. Colleges with existing differential rates should continue to provide data for each differential code for each budget year. If your institution would like to add a differential budget code (or have an existing one removed), please contact ISAC's School Services Department during the budget collection process.

Fees 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, and 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.

School budget data is submitted using ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org, and the data must be certified by the financial aid director at the institution to complete the process.

ISAC's 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.

Tuition Refund Policy

Additionally, Section 2700.30 d) of the General Provisions requires postsecondary institutions that participate in ISAC gift assistance programs to annually submit a copy of their tuition refund policy to ISAC, and 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.

Accessing the Budget Reporting System

The Budget Reporting system is available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org.

The GAP Access Primary Administrator, which is always the financial aid director (or acting director) at the institution, is the only individual 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 school user access for GAP Access, refer to the GAP Access User Guides or contact the School Services Department for assistance.
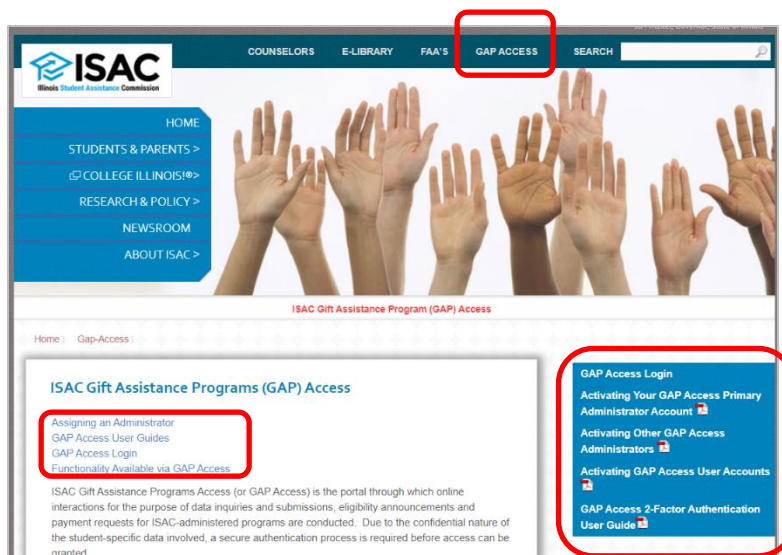
Quick links to ISAC contact information, the FAA section of ISAC's website and program information can be found at the bottom of the Budget Reporting system screens, as seen below:

Also, please note that the system will time out after prolonged inactivity. A warning message will appear to allow you to save your data:

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.
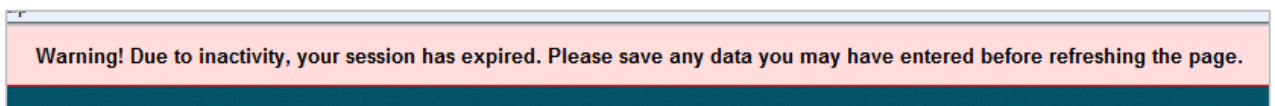
Accessing the Budget System

- Log in to the GAP Access system.
- Select the School tab once you've successfully logged in.
  - The School: Details screen will display.
- Select the School Budget tab (next to the School Demographics tab).
  - A message will display if a user does not have Demo or Budget privileges.
  - Contact the GAP Access Primary Administrator at your institution to gain access to the Budget screens.
- See the GAP Access User Guides at isac.org/gap-access/ for more information on user access.

- To begin, select the Budget tab to display the School: Budget screen.
- Your school's name & federal school code will display at the top of the screen.

System Navigation

- Use the Tab key to navigate from one field to the next.
- Click on the program names (MAP, IVG, ING) 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.
- Corrections to data can be made until the budget has been certified.
- 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.
- Save regularly.

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.

Budget Entry

Administration | School | Programs

School: Budget
Gift Assistance Budget Instructions

School Demographics   **School Budget**

- **Dates**

Year | Regular School Year Start Date | End Date
2023-2024 ▼ | Go | 08/16/2023 | - | 06/05/2024

- **Upload Refund Policy**

+ Upload File

Document History

Document Type	Document Received Date	Status
Sample-CBHCP-Application.pdf	Wed Mar 22 11:41:24 CDT 2023	Queue
SWSP_Application_Form.pdf	Wed Mar 22 11:42:04 CDT 2023	Queue
2223-DEWSP-Draft Application v1.28.pdf	Wed Mar 22 12:17:40 CDT 2023	Completed

MAP   IVG   ING   2023-2024

MAP CODE
.-- ▼ | Go

☐ Select Academic Year and enter 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.

☐ Certify when all data has been entered for all required programs.

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

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	03/03/2023	03/29/2023
Spring Term	04/01/2023	04/27/2023

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 S 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.
2. This ED PPA expires: 03/29/2023
3. Has your institution undergone a name or ownership change in the last 12 months?
   ● Yes
   ○ No

Certify

Budget for this school is not certified.   Certify

- **Dates**

Year | Regular School Year Start Date | End Date
2023-2024 ▼ | Go | | - |
2023-2024
2022-2023
2021-2022
...fund Policy

- The year defaults to the 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.
- 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.

Budget Entry

- Upload your school's refund policy by selecting the Upload File button and then navigating to the document on your school system.
    - Once uploaded, you will see the file information in the Document History section.
    - The budget cannot be certified unless the required refund policy has been uploaded.

Budget Entry

Institutions must respond to three general questions before beginning the process of submitting budget data for the gift assistance programs:

1. Check the box to confirm that your institution has a valid Program Participation Agreement (PPA) with ED.
    - Blank is a valid response if you do not have a valid PPA.
2. Provide the date that the ED PPA expires; enter in mm/dd/yyyy format.
3. Indicate if your institution has had a name or ownership change in the last 12 months.
    - One of the options must be selected to continue.

Gift Assistance Programs Budget Entry

- Schools will only see program tabs for the ISAC gift assistance programs for which they are required to provide budget data.
- If a school participates in MAP only, the MAP tab is the only one that will display.
- If a school has multiple budget codes for a program, **budget data must be entered for each program code.**
- Using the drop down box under MAP Code you will find your school's main MAP code, as well as a list of any differential MAP codes assigned to your school
- Not all schools will have a differential code.
- If your institution would like to add a differential budget code (or have an existing one removed), please contact ISAC's School Services Department during the budget collection process.

Monetary Award Program (MAP)

- To begin the reporting process for MAP, enter the fall and spring term start and end dates.
  - These should correspond with the dates reported earlier for the regular school year (at the top of the Budget screen).
  - For MAP, the purpose of these term dates is to:
    - 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.

- 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, budget 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.

Monetary Award Program (MAP)

Navigate to the Mandatory Fees tab and report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term.

ISAC's Mandatory Fees definition was recently revised, with the new definition becoming effective July 1, 2022. The purpose of the revision was to help address situations where fees associated with online learning are not charged to each and every full-time student and MAP was not able to cover those fees for online-only students.

Here is ISAC's current definition of Mandatory Fees, which can also be found in the General Provisions part of ISAC administrative rules:

- **"Mandatory Fees"** -- The charges assessed by an institution <u>that are required to deliver educational services to students </u>for each term, <u>regardless if a student is attending either on campus or through distance education</u>. Application, graduation, laboratory, breakage, add/drop fees, and program administration fees for out-of-state or foreign study are specifically excluded. For the 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.

Examples of Mandatory Fees

- Fees reported to ISAC do not have to have the exact same fee name as those noted below in order to be considered an eligible mandatory fee, however, it's 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

Monetary Award Program (MAP)

- Navigate to the Tuition Charges tab and report the main per-term tuition rate (in-district, in-state only) based on 16 semester hours or 12 quarter hours per term.
  - For budget collection purposes, the main rate is intended to be the rate that is typically faced by the majority of students.
- Click on the Calculate button to calculate the maximum charge for the regular school year.
- The Mandatory Fees are system-calculated based on entry on the Mandatory Fees page.
- The Total Tuition and Mandatory Fees columns are system generated based on previous entry.
- If these figures are incorrect, review the entry of Mandatory Fees reported on the previous page and/or Tuition on this page.

- Navigate to the Room & Board tab and report the combined average room and board rate for the regular school year based on full occupancy.
- The room and board costs reported here are not used as part of MAP award processing.
- The average of room and board figures reported in the budget process, however, are used for various purposes to characterize the cost of attendance at Illinois schools.

Monetary Award Program (MAP)

The On-Campus Mandatory Fees tab is a new screen that's been added, beginning with the 2023-24 budget reporting year. The purpose of this tab is to collect **on-campus only mandatory fees.**

The fees reported on this screen should be the mandatory fees typically faced by students in a **traditional 16-hour on-campus, non-distance education enrollment.**

The amounts reported on this tab may be similar or identical to the overall Mandatory Fees reported on Tab 2.

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.

Click the Calculate button to calculate the maximum charge for the school year.

Illinois Veteran Grant (IVG)

- To report IVG budget data, select the IVG program tab.
  - If your school has more than one IVG code, select a code, click on the Go button and complete all required screens.
    - Repeat for additional approved codes.
    - If an unapproved code is selected, an error message will display.

- Report the data requested for each approved IVG code in each of the four tabs, starting with the term dates for summer, fall and spring terms.
  - The summer term leads the academic year for the IVG program.

- Be sure to report the correct tuition and fees when entering summer term budget data.
  - 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 (for which you are providing budget data).
  - If tuition & 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 the upcoming year.
  - If an institution's revised rates start with the summer term, report the new budget rates for all terms.

MAP	IVG	ING	2023-2024

IVG CODE
102 ⌄ Go

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

Enter your IVG academic year term dates.

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

Illinois Veteran Grant (IVG)

- To report tuition charges, navigate to the Tuition Charges tab and report in-district and out-of-district tuition charges for each term.
- Amounts reported in this section will be used to determine the maximum allowable amount for claim processing.
- Report the hourly tuition charge for the:
  - In-district or in-state rate, whichever is the highest amount for each term.
  - Out-of-district or out-of-state rate (if applicable), whichever is the highest amount for each term.
- The system will calculate the difference between the base in-district and out-of-district rate for each term and display that amount.
  - If the calculated difference is incorrect, verify that the correct amounts were reported in previous fields.
    - For example: An out-of-district base rate of $200/hour and in-district base rate of $150/hour yields a difference of $50/hour.

- If a college reports both an hourly tuition rate and a flat rate, you will need to choose which option to use for the entire 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 hours enrolled.
    - A flat rate refers to tuition or fee rates that are fixed.

Illinois Veteran Grant (IVG)

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 -	$	$	$

- If you have other tuition rates for IVG-eligible programs (e.g., online courses) or program-specific flat rates they should be listed in the Additional IVG Rates section.
  - If additional tuition rates are used, report the highest amount for each term.
  - If a flat rate is used, report the highest amount for each term.

MAP **IVG** ING 2023-2024

IVG CODE
102 ☐ 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 hours that the fees can be based on; the limitation 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 re

Type of Fee	Summer term	Fall term	Spri
Activity	$ 0.00	$ 0.00	$ 0
Bonds	$ 0.00	$ 0.00	$ 0
Facility Operations	$ 0.00	$ 0.00	$ 0
Grants	$ 0.00	$ 0.00	$ 0
Health	$ 0.00	$ 0.00	$ 0
Instructional support	$ 0.00	$ 0.00	$ 0
Registration	$ 0.00	$ 0.00	$ 0
Student Services	$ 0.00	$ 0.00	$ 0
Technology	$ 0.00	$ 0.00	$ 0
Transportation	$ 0.00	$ 0.00	$ 0
Other	$ 0.00	$ 0.00	$ 0
TOTAL MANDATORY FEES	$ 0.00	$ 0.00	$ 0.0

- **Be sure to 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.
  - This limitation is based on what the school reports on this screen.
    - The system maximum is 99.
  - 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.

Illinois Veteran Grant (IVG)

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)	$	$	$

- Report the highest total tuition amount that you will claim for IVG in-district charges for each term for any one student.
  - If both hourly and flat rate tuition amounts are reported on the Tuition Charges screen (tab 2), the institution should determine which is the highest tuition between rate types and report that amount for each term.

- Then select one of the derivation options for each term using the radio buttons.
- The Mandatory Fees reported on the Fee Rates screen are carried over to this screen and the maximum potential amounts will be based on the credit hours reported there.
- Additionally, a calculated hourly difference between the base in-district and base out-of-district tuition reported will be displayed (based on the maximum credit hours reported on the Fee Rates screen).

Tuition, Mandatory Fees, and Allowable Fees	Summer term
Tuition	Enter Amount: 0.00
	Indicate derivation of amount above (select on below):
Derivation 1) Base IVG in-district hourly rate times the credit hour base from above	○ 1
Derivation 2) Program specific hourly rate times the credit hour base from above	○ 2
Derivation 3) A program specific flat rate from step 2 Tuition Charges	○ 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)	$

- The amount in the Total (max $ claim per student) field is the sum total of all values in this tab.
- This amount will be used to determine the maximum amount expected for each term for any one student for claim processing.
- If this does not appear to be sufficient to cover all potential claims, you may make corrections/adjustments to previously-entered data as needed.

Illinois National Guard (ING) Grant

- To report ING budget data, select the ING program tab.
  - If your school has more than one ING code, select a code, click on the Go button and complete all required screens.
  - Repeat for additional approved codes.
  - If an unapproved code is selected, an error message will display.
- Report the data requested for each approved ING code in each of the four tabs, starting with the term dates for fall, spring and summer terms.
  - The fall term leads the academic year for the ING Program.
  - Summer term tuition & fee rates reported depends on whether the term is a trailer or a leader of the school's academic year.

- If an institution will have revised rates for the upcoming fall term, report new budget rates for all terms.
- If an institution will have revised rates starting with a summer term, the school should report charges as follows:
  - Fall - report upcoming year charges
  - Spring – report upcoming year charges
  - Summer - report subsequent, future year charges

- If the college reports both an hourly tuition rate and a flat rate, you will need to choose which option to use for the entire 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 hours enrolled.
  - A flat rate refers to tuition or fee rates that are fixed.

Illinois National Guard (ING) Grant

- The amounts reported in the Tuition Charges section will be used to determine the maximum allowable amount for claim processing.
- Report the hourly tuition charge for the:
  – In-district or in-state rate, whichever is the highest amount for each term.
  – Out-of-district or out-of-state rate (if applicable), whichever is the highest amount for each term.
- The system will calculate the difference between the base in-district and out-of-district for each term and display that amount.
  – If the calculated difference is incorrect, verify that the correct amounts were reported in previous fields.
  – For example: An out-of-district base rate of $200/hour and in-district base rate of $150/hour yields a difference of $50/hour.

- If a flat tuition rate is used, report the highest flat rate for each term.

Illinois National Guard (ING) Grant

- Navigate to the Fee Rates tab and report applicable hourly and/or flat fees.
  - An hourly rate refers to charges that are based on the number of semester/quarter credit hours in which a student is enrolled.
  - A flat rate refers to tuition or fee rates that are fixed.
- The fees will be used to determine the maximum amount for claim processing.
- Fee types covered by the ING Grant are: registration, graduation, general activity, matriculation and term fees.
- If the name of a fee at your institution does not match the category descriptions provided in GAP Access, but it could be considered an ING-eligible fee*, report it in the fee category that most closely defines the type of fee.
  - For example, an hourly Technology Fee could be reported in the Term Fee category.
  - Schools are encouraged to maintain internal documentation to support/explain all data provided to ISAC in the budget reporting system.

> ***** 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.

Illinois National Guard (ING) Grant

- 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.
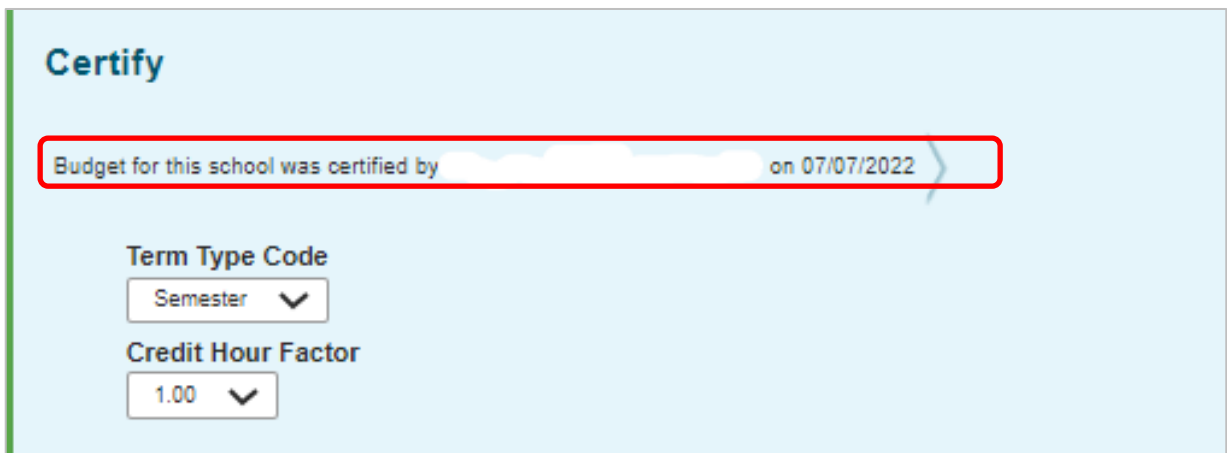- The Total Highest Hourly Tuition & Fee Amount is calculated by the system.
- Report the highest in-district and out-of-district ING amount expected to be claimed for each term for any one student in the Highest Claim Amount Expected field.
    - If both hourly and flat rate tuition amounts are reported in Tab 2, the institution should determine which is the highest tuition between the rate types and report that amount for each term.
- Keep in mind that any claim submitted for a student in excess of the maximum amounts reported on this screen will be reduced to this maximum amount.

Certifying the School 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.

Certify

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

Term Type Code
Semester ∨

Credit Hour Factor
1.00 ∨