



Nursing Education Scholarships (NES) Program

2023-24

User Guide



Overview of the NES Administration Process

Application Process

The Nursing Education Scholarships (NES) application must be submitted each academic year, regardless of whether a recipient may have received previous awards (renewals). The application must be completed online via the Program Applications & Status Checks area of the ISAC Student Portal at: <https://studentportal.isac.org/>.

To be considered for the 2023-24 academic year, the NES Application/Grant Agreement/Promissory Note must have been submitted to ISAC on or before April 30, 2023.

Applicants who may have submit an unsigned application prior to the April 30, 2023, deadline date were sent a notification of incomplete application and informed that they must submit their signed Application/Promissory Note/Grant Agreement to ISAC no later than May 31, 2023, in order to be considered for an award.

For more information on NES eligibility information:

- <https://www.isac.org/isac-gift-assistance-programs/NES/NES-eligibility.html>

Certification

The next step in the process is for colleges to complete the Certification process for each applicant listed in GAP Access. A Certification record is created in the NES system after the online application process has been completed and certification functionality becomes available to colleges for the academic year.

All Certifications available in the system must be completed regardless of whether the school certifies a student as eligible or ineligible.

The only way an applicant can be considered for an award and/or receive a NES notification letter is if the applicant's Certification has been completed by the college in GAP Access.

Certification is completed by selecting the Certification tab in the NES system. Only records that need to be certified display on the Certification List: View screen. Once certified, the applicant status information will be updated on the Student List Eligibility: View screen.

A complete application and a complete and eligible certification record are required for consideration for an award.

Overview of the NES Administration Process

Award Determination

After colleges have completed Certification process, the award determination process can begin. The number of scholarship awards is based on the number of eligible applicants and the state's appropriation for the program.

All timely applicants whose schools have certified their eligibility by the requested ISAC receipt date are included in each academic year's awarding process.

When appropriated funds for this program are insufficient to provide scholarships for all qualified applicants during any fiscal year, available funds will be awarded to qualified students who based on priority order defined in the program rules.

Based on the eligibility certification data submitted by the college and the priority factors, ISAC proceeds with the awarding process and sends the appropriate notification to each applicant.

Payment Request and Disbursement

The payment request process is completed in the NES system in ISAC's GAP Access portal. Only students who have been awarded will appear on the Student Payment List: View screen and claims may be submitted for individual students by term.

For each awarded student schools can request a Tuition and Fees amount, and a Living Allowance amount can be requested for students who are considered to be enrolled full-time by the institution.

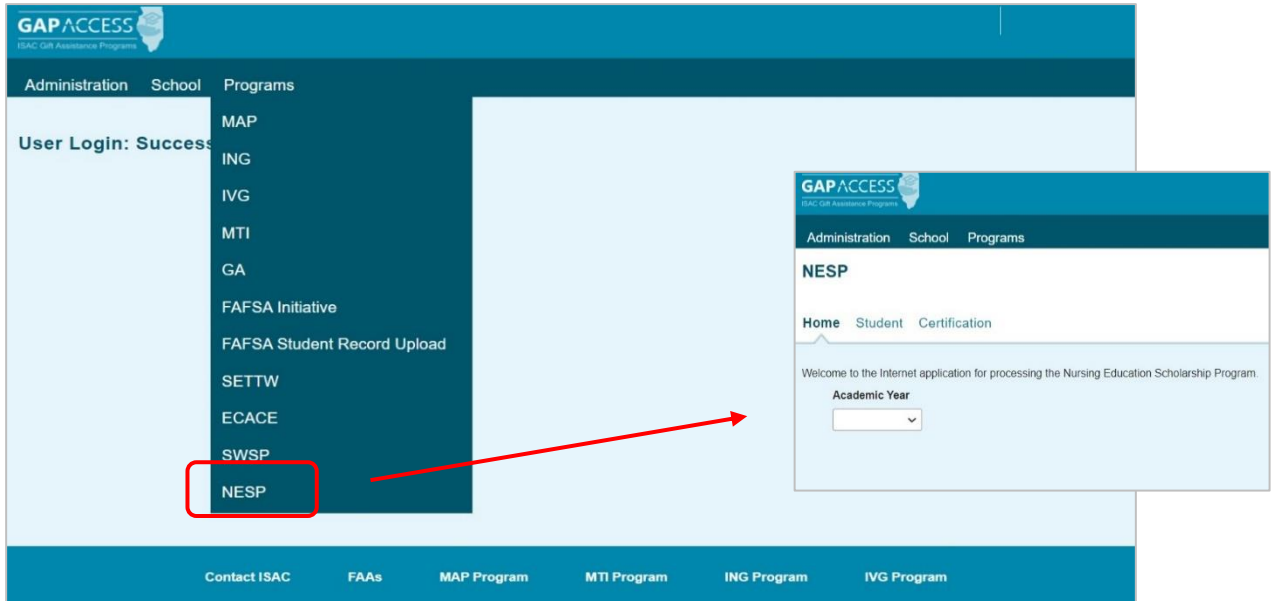
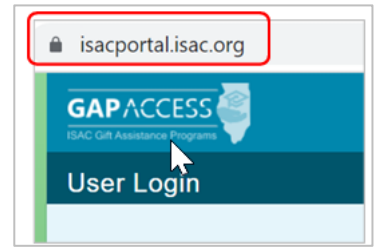
Funds for payment requests submitted via the NES system are delivered to the college in a lump sum (either electronically or as a check, depending on how the college has set up their payments), so that colleges may credit funds to students' accounts accordingly.

ISAC's Payment Offset and Reconciliation procedures apply to NES payment processing, meaning that any cancellations/adjustments to payment requests should be made in the NES system throughout the award year, which will offset additional payments to the college during the year. Refund checks should not be sent throughout the award year. Funds should only be returned after a final reconciliation has been completed at the end of the award year.

Access and Navigation

The system to administer the Nursing Education Scholarships (NES) Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>.

All users need a valid GAP Access ID and password to access the system. Once a school user has successfully logged in to GAP Access, the NES information can be accessed by selecting the program from the list under the **Programs** tab.



ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each program in the system.

Program functions are contingent upon each user's program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- "None" does not allow any access to NES records.
- "Update" grants the ability to both edit and view NES records.
- "View" grants view only access to NES data (no editing ability).

Visit www.isac.org/gap-access/ for more information on using GAP Access, including guidance on activating and updating user accounts.

Please note that the GAP Access system will time out after prolonged inactivity. The following 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.



NES Student List Eligibility: View Screen

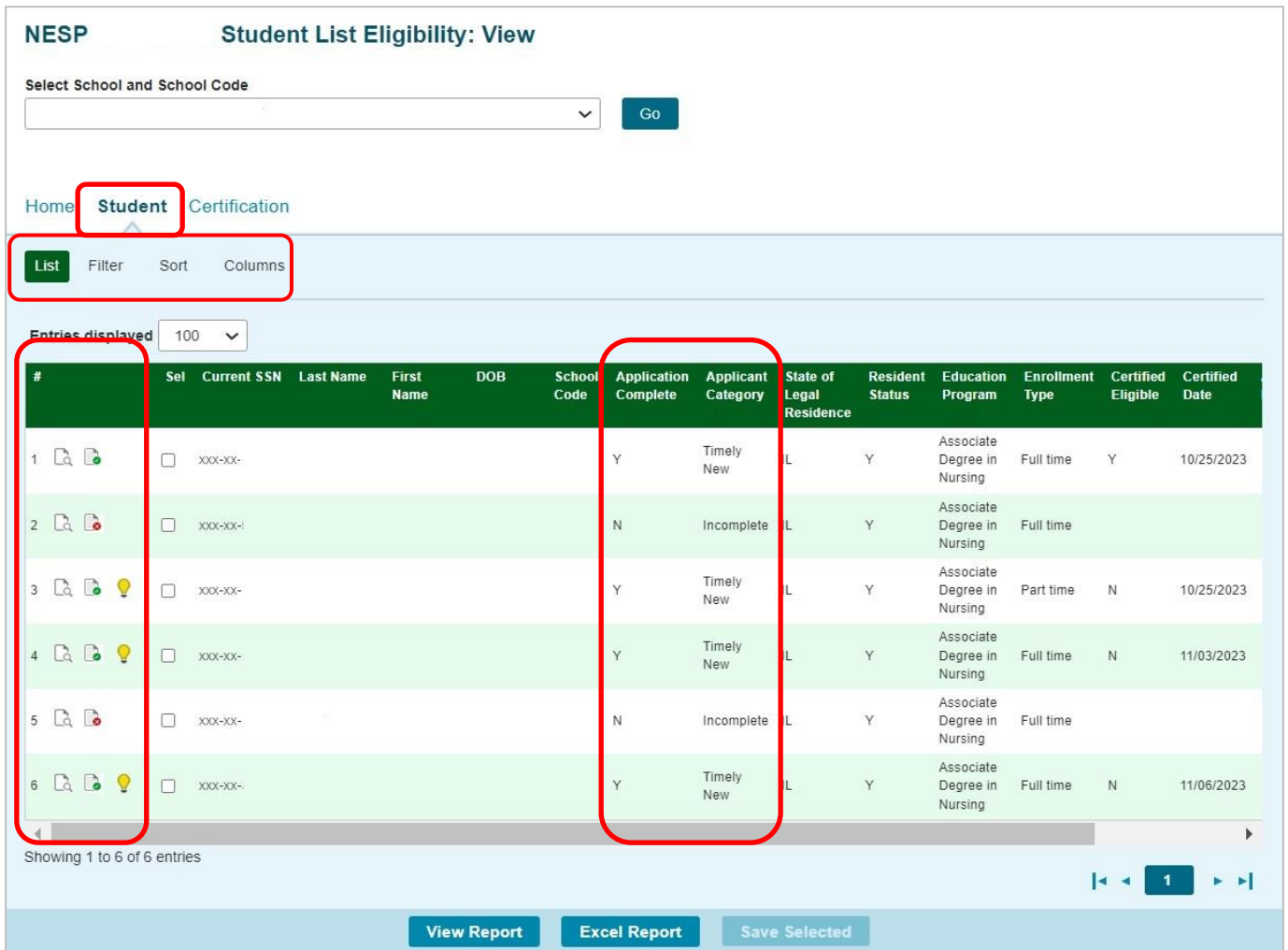
You can view the list of students who have submitted a NES application to ISAC and listed your school as the college the applicant plans to attend.

Click on **Student** for the student list. The list will initially appear in alphabetical order; however, you may use the **Filter**, **Sort** and **Columns** functionality to customize your view as needed.

In addition to the applicant data, the **Student List Eligibility: View** screen includes the application complete status and icons to indicate eligibility issues.

Applicants with eligibility or conflict issues will be identified by icons in the list, and more information can be obtained on the applicant's **Student Detail** screen by selecting the **magnifying icon**  in first column of the student record.

A **yellow lightbulb**  is an indicator of student eligibility issues, and a **red triangle**  is an indicator of a conflict issue.



NESP Student List Eligibility: View

Select School and School Code

Home **Student** Certification

Entries displayed: 100

#	Sel	Current SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category	State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date
1	<input type="checkbox"/>	xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Full time	Y	10/25/2023
2	<input type="checkbox"/>	xxx-xx-					N	Incomplete	L	Y	Associate Degree in Nursing	Full time		
3	<input type="checkbox"/>	xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Part time	N	10/25/2023
4	<input type="checkbox"/>	xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Full time	N	11/03/2023
5	<input type="checkbox"/>	xxx-xx-					N	Incomplete	L	Y	Associate Degree in Nursing	Full time		
6	<input type="checkbox"/>	xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Full time	N	11/06/2023

Showing 1 to 6 of 6 entries

NES Student List Eligibility: View Screen

The initial loading of this page will result in a default view with the following columns:

- # (Rows)
- Sel (Req Select)
- Current SSN
- Last Name
- First Name
- DOB
- School Code
- Application Complete
- Applicant Category
- State of Legal Residence
- Resident Status
- Education Program
- Enrollment Type
- Certified Eligible
- Certified Date
- Award Date
- Award Amount

NESP Student List Eligibility: View

Select School and School Code

Home **Student** Certification

List Filter Sort Columns

Entries displayed 100

#	Sel	Current SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category
1	<input type="checkbox"/>	XXX-XX-					Y	Untimely New

Scroll the horizontal scroll bar at the bottom of the page to navigate to the right to see the remaining columns on the **Student List Eligibility: View** screen.

State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date	Award Date	Award Amount
IL	Y	Baccalaureate Degree in Nursing	Full time	Y	11/08/2023		

NES Student Eligibility List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the **Filter** tab.

Ex: You may filter by **Awarded** and this will give you a list of students who are eligible for award funds. The list will initially appear in alphabetical order; however, you may use the Filter functionality to customize your list as needed.

NESP Student Eligibility List: Filter

Home **Student** Certification

List **Filter** Sort Columns

SSN
[Text Input]

Last Name
= [Dropdown] [Text Input]

First Name
= [Dropdown] [Text Input]

Term
- Select - [Dropdown]

Application Received Date Start End
[Calendar] [Calendar]

- Selected
- Awarded
- Eligible Unawarded
- Application Withdrawn
- Timely New
- Timely Renewal
- Untimely New
- Untimely Renewal

Ineligible Reasons

- Award Declined
- Incomplete
- Ineligible


List Reset


Once you have selected your criteria from the drop down menus and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

A **Reset** tab is also available to clear multiple selections with one click.

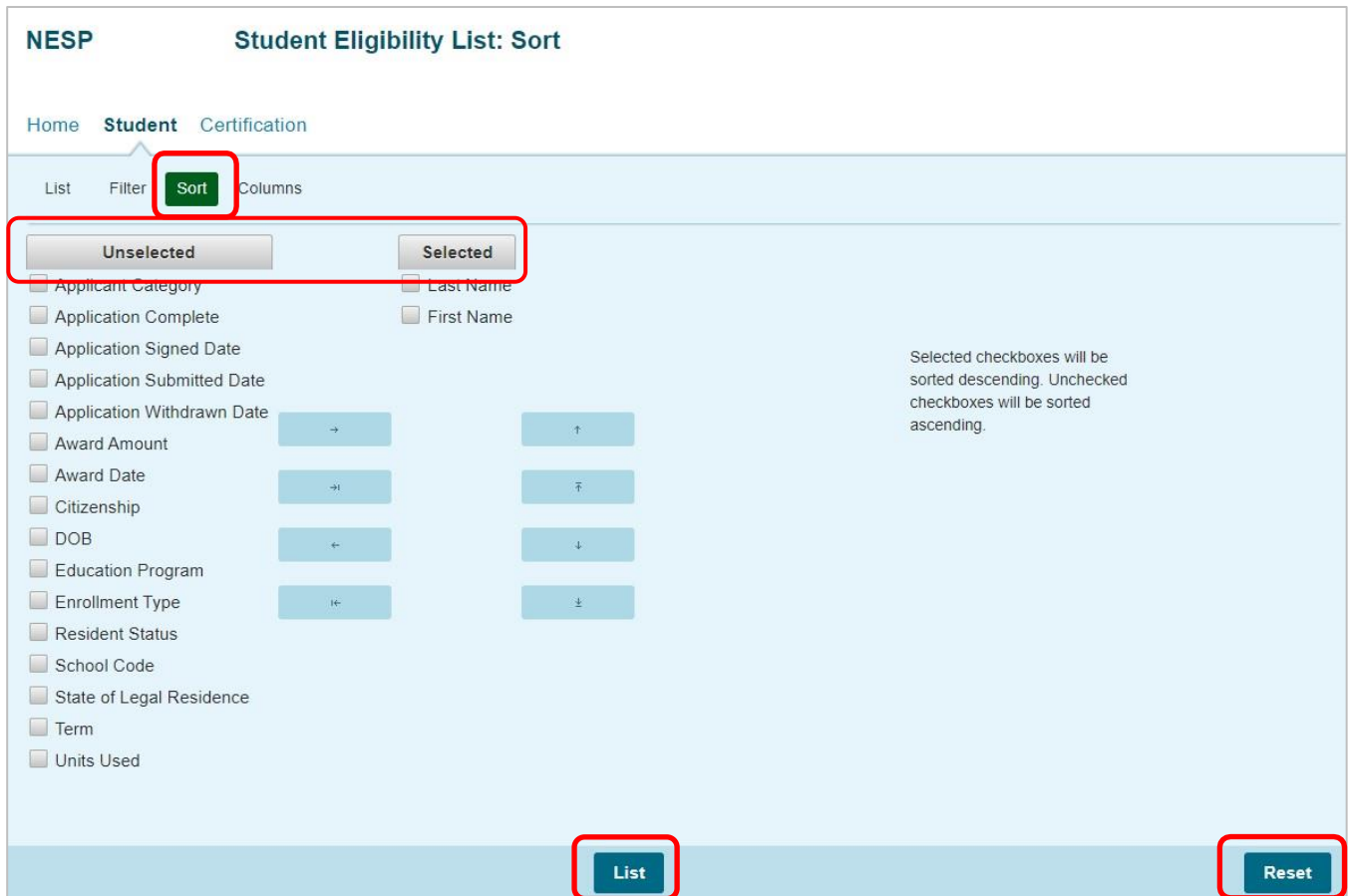
NES Student Eligibility List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the **Add** arrow to add them to the **Selected** list. 

Use the **Move Up** arrow  to put the data elements in the order in which to sort.

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



The screenshot shows the 'NESP Student Eligibility List: Sort' interface. At the top, there are navigation tabs: 'Home', 'Student', and 'Certification'. Below these are sub-tabs: 'List', 'Filter', 'Sort', and 'Columns'. The 'Sort' tab is highlighted with a red box. Below the sub-tabs are two columns: 'Unselected' and 'Selected', both highlighted with red boxes. The 'Unselected' column contains a list of checkboxes for various data elements: Applicant Category, Application Complete, Application Signed Date, Application Submitted Date, Application Withdrawn Date, Award Amount, Award Date, Citizenship, DOB, Education Program, Enrollment Type, Resident Status, School Code, State of Legal Residence, Term, and Units Used. The 'Selected' column contains checkboxes for Last Name and First Name. Between the columns are several blue arrow buttons for moving items between lists. A text box on the right explains: 'Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.' At the bottom, there are two buttons: 'List' and 'Reset', both highlighted with red boxes.

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.


Once you've made all of your selections, click on the **List** tab to generate your customized list.



A **Reset** tab is available to clear multiple selections with one click.

NES Student Eligibility List: Columns Screen

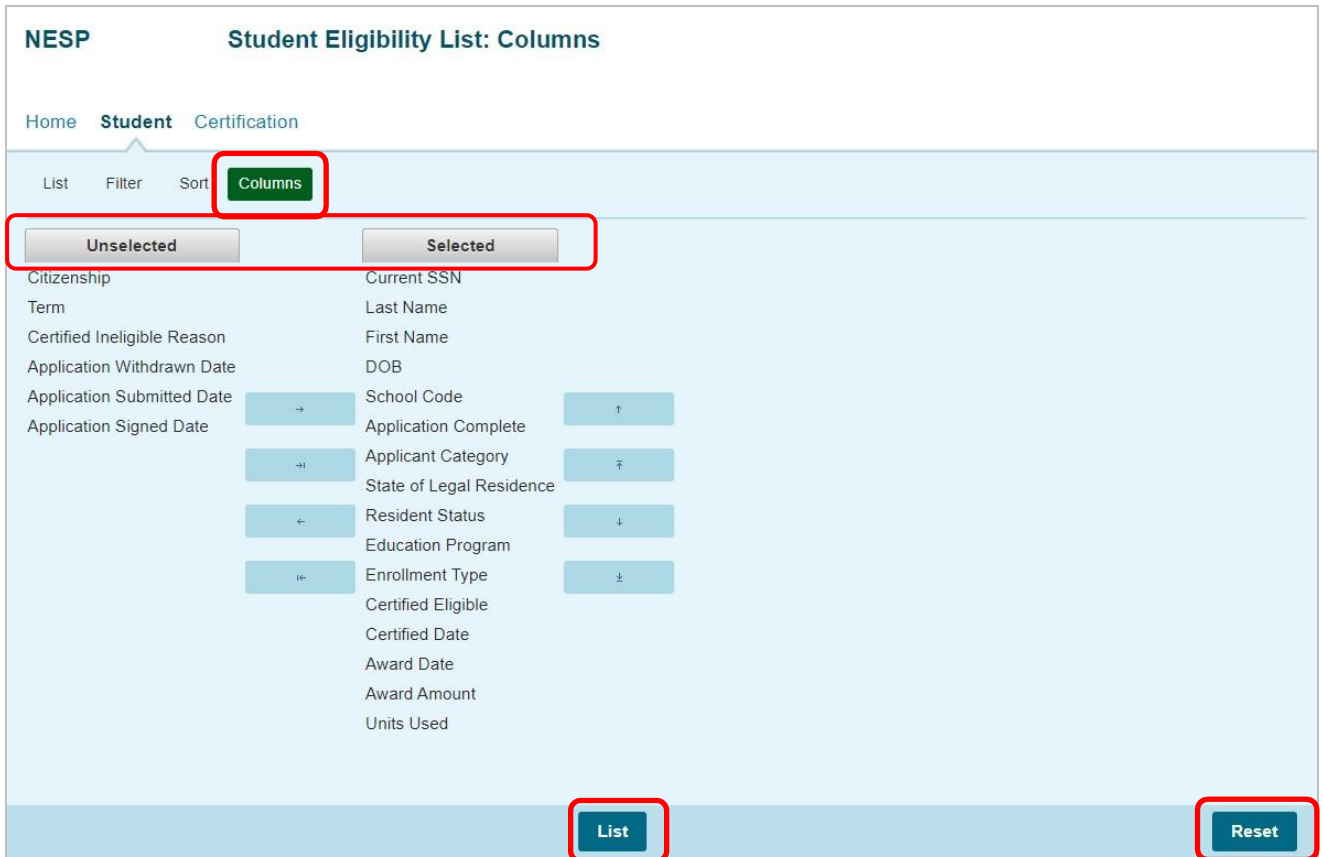
The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list. 

Similarly, to remove a column from the list view, select the column heading in the **Selected** list and then click on the **Remove** arrow to add it to the **Unselected** list. 

Use the **Move Up** and **Move Down** arrows to put the columns in the order in which would like them to appear on the List screen.  

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



The screenshot shows the 'Student Eligibility List: Columns' screen in the NESP system. The 'Columns' tab is selected and highlighted in green. Below the tabs are two columns: 'Unselected' and 'Selected'. The 'Unselected' column lists various fields, and the 'Selected' column lists the fields currently in the list. Arrows are used to move items between columns. At the bottom of the screen, there are 'List' and 'Reset' buttons, both highlighted in red.

Once you've made all of your selections, click on the **List** tab to generate your customized list.

A **Reset** tab is also available to clear multiple selections with one click.

NES Certification List: View Screen

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete NES application with your college listed on the application.

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive a NES notification letter about their ineligibility is if the applicant’s certification has been completed by the college in GAP Access.

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student’s name or SSN to open up the **Certification Details** screen for the student. Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields. Or, to exit without saving and submitting, click on the **Close** button.

The screenshot shows the 'NES Certification List: View' screen. The left sidebar contains a navigation menu with 'Home', 'Certification', and 'List' buttons. The main content area displays a table of student records with columns for '#', 'SSN', and 'Last Name'. A 'Certification Details' modal window is open on the right, containing fields for 'Eligible:', 'Program of Study:', 'Anticipated Graduation Date (Month and Year, must be future):', 'EFC from most recent valid ISIR transaction:', and 'Ineligible Reason:'. At the bottom of the modal are 'Save/Submit' and 'Close' buttons. The table at the bottom of the screen has 'View Report' and 'Excel Report' buttons.

#	SSN	Last Name
1	xxx-xx-	🔒
2	xxx-xx-	🔒
3	xxx-xx-	🔒
4	xxx-xx-	🔒
5	xxx-xx-	🔒
6	xxx-xx-	🔒
7	xxx-xx-	🔒
8	xxx-xx-	🔒
9	xxx-xx-	🔒
10	xxx-xx-	🔒
11	xxx-xx-	🔒

Once a certification record has been saved, it will be considered submitted and will no longer appear on the **Certification List: View** screen. After saving/submitted a certification record, if you need to view a student to see how you certified them, you will need to use the **Filter** functionality to locate your student. You will only be able to view the student and will not be able to make any changes. If something changes with a student’s eligibility and changes need to be made to a student record, please contact ISAC’s School Services Department at: isac.schoolservices@illinois.gov.

NES Certification Details Screen

Once the **Certification Details** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

In the first data field, you must indicate if the student is eligible by selecting “**Yes**” or “**No.**”

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is “**Yes,**” information must be provided in the following data fields:

- **Program of Study** -- Select from the drop-down menu
- **Anticipated Graduation Date** -- Month and Year, must be future
- **EFC** -- Report the expected family contribution (EFC) from the valid Institutional Student Information Record (ISIR) on which a student's financial aid would be based, as of the date that certification is completed
 - If changes are pending that will impact the student's EFC (e.g., corrections, verification, or professional judgment reviews), the college may choose to postpone submitting certification data for the student until *after* the ISIR transaction reflecting the revised EFC has been received.

After providing the required data elements, click on the **Save/Submit** button to complete the process. Once you’ve saved the data, the student’s certification is complete, and the student will no longer appear on the **Certification List: View** screen.

The screenshot displays the 'Certification Details' form. The 'Eligible' field is set to 'Yes'. The 'Program of Study' dropdown menu is open, showing a list of nursing-related programs. The 'Anticipated Graduation Date' and 'EFC' fields are empty. The 'Ineligible Reason' field is also empty. The 'Save/Submit' and 'Close' buttons are visible at the bottom left.

Field	Value
Eligible:	Yes
Program of Study:	---Select Program of Study---
Anticipated Graduation Date (Month and Year, must be future):	
EFC from most recent valid ISIR transaction:	
Ineligible Reason:	---Select Ineligible Reason---

---Select Program of Study---

- Certificate in Practical Nursing
- Associate Degree in Nursing
- Hospital-based Diploma in Nursing
- Baccalaureate Degree in Nursing
- Graduate Degree in Nursing
- Graduate Degree in Nursing (become Nurse Educator)

NES Certification Details Screen

If the answer is “No,” you must select the most appropriate **Ineligible Reason** from the drop-down menu.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

Once you’ve saved the data, the student’s certification is complete, and the student will no longer appear on the **Certification List: View** screen.

Certification Details

Eligible:

Program of Study:

Anticipated Graduation Date (Month and Year, must be future):

EFC from most recent valid ISIR transaction:

Ineligible Reason:

--Select Ineligible Reason--

- Not making satisfactory academic progress
- No longer enrolled in a nursing program of study
- GPA not at least 2.0 on a 4.0 scale
- GPA at program start not at least 3.0 on 4.0 scale
- Withdrawal prior to end of term
- Not enrolled at least one-third of full-time hours
- Not an Illinois resident
- Defaulted student loan
- Student is not accepting NESP
- Not US citizen/eligible non-citizen
- Not a HS Grad/no GED

NES Certification List: Filter Screen

GAP ACCESS
ISAC Gift Assistance Programs

Administration School Programs

NESP Certification List: Filter

Home Certification

List Filter

SSN
[Text Input]

Last Name
= [Dropdown] [Text Input]

First Name
= [Dropdown] [Text Input]

Certified Status
--Select-- [Dropdown]

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

List Reset

A **Filter** functionally is available in the **Certification List** section that will allow you to select certain records for certification if you prefer to complete them in a particular order.

For example, if you prefer to focus on a certain term, you may select those options on the **Certification List: Filter** screen, and then select **List** to generate a filtered list.

SSN
[Text Input]

Last Name
= [Dropdown] [Text Input]

First Name
= [Dropdown] [Text Input]

Certified Status
- All - [Dropdown]
--Select--
- All -
Eligible
Not Eligible

When using the filter options, be sure to select the appropriate **Certified Status** for the record(s) you are wanting to access, or simply select **All** for the **Certified Status** option.

If your filtering options do not initially provide the result you're looking for, check to make sure that an option has been selected for the **Certified Status** and that it has not been left blank.

NES Student List Eligibility: View Screen

Certified applicants will continue to appear on the **Student List Eligibility: View** screen, and the **Certified Eligible** field will be populated with a 'Y' or 'N' depending on how the certification was completed, along with the **Certified Date** field for when the student was certified.

Current SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category	State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date	Award Date	Award Amount	Units Used
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Full time	Y	10/25/2023			0.00
xxx-xx-					N	Incomplete	IL	Y	Associate Degree in Nursing	Full time					0.00
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Part time	N	10/25/2023			0.00
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Full time	N	11/03/2023			0.00
xxx-xx-					N	Incomplete	IL	Y	Associate Degree in Nursing	Full time					0.00
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Full time	N	11/06/2023			0.00

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student List Eligibility: View** screen.

Showing 1 to 6 of 6 entries

View Report Excel Report Save Selected

NES Student List Eligibility: View Screen

Once award determinations have been announced, the annual maximum award amount will populate in the **Award Amount** column along with the **Award Date** on the **Student List Eligibility: View** screen. Student records that do not have an award amount or award date populated on the **Student List Eligibility: View** screen have not been awarded a scholarship. If additional rounds of awarding occur during an award year, then those fields will be populated for students who are awarded.


The annual award amount is based on the program of study and type of institution the student is attending and enrolled in.

The screenshot displays the 'Student List Eligibility: View' interface. At the top, there is a search bar for 'Select School and School Code' with a 'Go' button. Below this are navigation tabs for 'Home', 'Student', and 'Certification'. A toolbar includes 'List', 'Filter', 'Sort', and 'Columns' options. The 'Entries displayed' dropdown is set to 100. The main table has a dark green header with the following columns: Current SSN, Last Name, First Name, DOB, School Code, Application Complete, Applicant Category, State of Legal Residence, Resident Status, Education Program, Enrollment Type, Certified Eligible, Certified Date, Award Date, and Award Amount. The table contains several rows of student data. The 'Award Date' and 'Award Amount' columns are highlighted with a red box. At the bottom of the table, there is a horizontal scroll bar and a pagination control showing 'Showing 1 to 33 of 33 entries'. A red arrow points to the scroll bar.

Current SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category	State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date	Award Date	Award Amount
-xx-					N	Incomplete	IL	Y	Graduate Degree in Nursing	Full time				
-xx-					Y	Timely New	IL	Y	Graduate Degree in Nursing	Full time	Y	10/26/202		
-xx-					Y	Timely Renewal	IL	Y	Graduate Degree in Nursing	Full time	Y	10/13/202	11/29/2023	17813.00
-xx-					Y	Timely New	IL	Y	Graduate Degree in Nursing	Full time	Y	10/13/202		
-xx-					Y	Timely Renewal	IL	Y	Graduate Degree in Nursing	Full time	Y	10/13/202	11/29/2023	17813.00
-xx-					N	Incomplete	IL	Y	Graduate Degree in Nursing	Part time				
-xx-					Y	Timely New	IL	Y	Graduate Degree in Nursing	Full time	N	10/13/202		

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see these columns on the **Student List Eligibility: View** screen.

NES Student List Eligibility: View Screen

Another way colleges may view the recipient's **Annual Award Amount** is on the **Student Detail: Eligibility** screen by clicking on the magnifying icon  in the first column of the student record on the Student List Eligibility: View screen

On the Student Detail screen, scroll down to the **Eligibility** section and the **Annual Award Amount** is located on the right side underneath the **Award Date**.

NESP Student Detail: Eligibility

Home Student Certification

List **Eligibility** Application Update School Update

Person Details

Current SSN **Go**

Address

Date of Birth

Terms	1-Fall	2-Spring	3-Summer
School Code			
Certified	Y	Y	Y
Award Amount			
Term Payment Amount			
Request Mode			

Eligibility

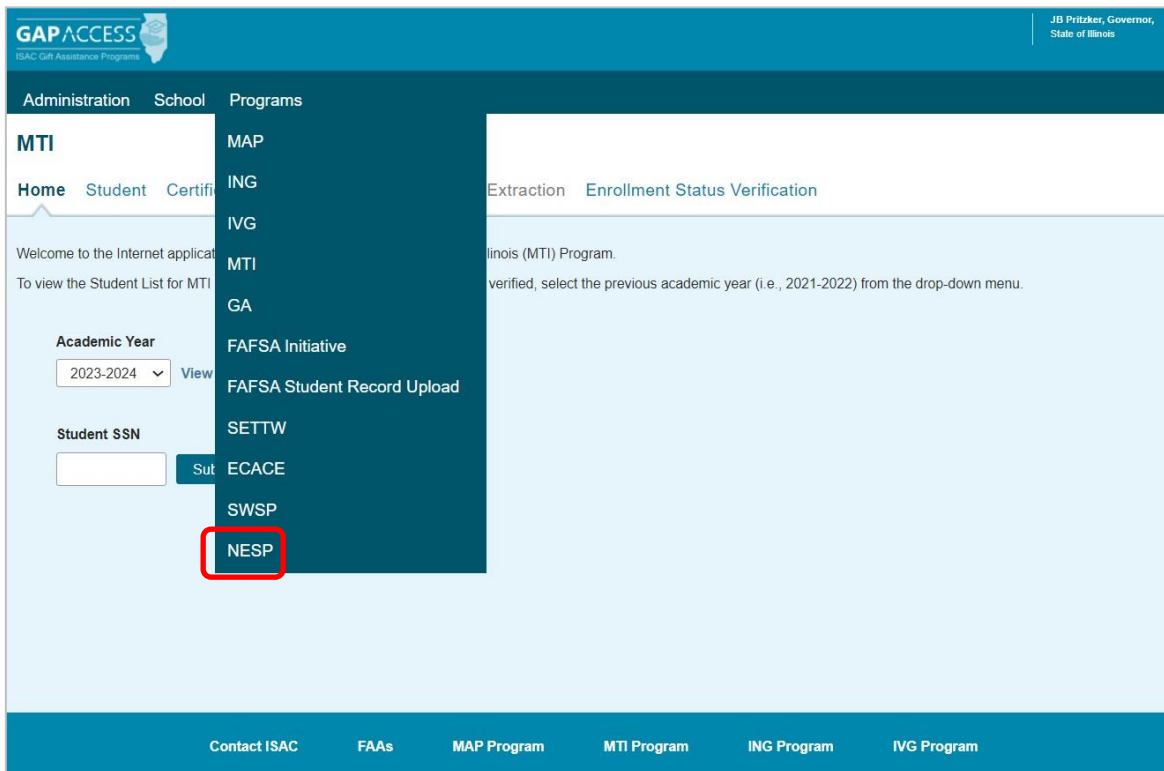
Application Received Date 03/01/2023	Award Date 11/29/2023
Applicant Category Timely New	Annual Award Amount 17813.00
Application Withdrawn Date ---	Award Decline Date ---
Education Program Graduate Degree in Nursing	State of Legal Residency IL
Enrollment Type Full time	Have you resided in IL for at least 12 months prior to the start of the application Y
Last Update 12/01/2023	

Overview of the NES Payment Process

NES payment processing is done using the NES system available through ISAC's Gift Assistance Programs (GAP) Access portal.

NES eligibility and payment processing can be accessed by selecting **NES** under the **Programs** tab near the top of the screen once the school user has successfully logged into GAP Access. Program functions are contingent upon each user program privileges. The administrator must access the **User Maintenance** area and update the program access and level for each user.

- **None** provides no access to NES data.
- **Update** provides the ability to both edit and view NES data.
- **View** provides the ability to only view NES data, with no editing ability.



After completing the payment request process in GAP Access, payment is made to colleges through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC, and payment is made accordingly. This system was developed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, funds should be returned to ISAC only after a final reconciliation has been completed at the end of the regular school year. All schools with an outstanding amount owed to ISAC at the end of the school year will receive a notice indicating the total amount to be returned.

Information about the payment offset process and reconciliation is located on the **Refunds and Unpaid Claims** page in the **Processes** area of the **FAA** section at isac.org.

NES Student Payment List: View Screen

The **Student Payment List: View** screen gives the user the ability to easily select students to view payment-related items such as payment request amounts, payment result amounts, and payment result codes. It operates like the **Student List Eligibility: View** screen, allowing the user to select students who are attending their school and to filter and sort the list according to specific criteria.

The initial loading of this page will result in a default view with the following columns:

- # (Rows)
- Sel (Select)
- Term Number
- Current SSN
- Last Name
- First Name
- Annual Award Amount
- School Code
- Request Code
- Enrollment Status
- Program of Study
- Ineligible Reason
- Living Allowance
- Tuition and Fees
- Requested Amount
- Amount Paid
- Adjusted Amount
- Result Code
- Expanded Result
- Result Date
- Status Code
- Invoice Number

Schools can create a customized **Student Payment List: View** screen by selecting specific columns to be viewed, as well as use data sorting and filtering.

The **Student Payment List: View** screen is accessed by selecting the **Payment** tab. The following functions are available on the **Student Payment List: View** screen: **List**, **Filter**, **Sort**, **Columns**, and **Submit Payment Requests**.

Administration School Programs

NESP Student Payment List: View

Home Student Certification **Payment** Reports

List Filter Sort Columns Submit Payment Requests

Entries displayed 20

#	Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Program of Study	Ineligible Reason	Living Allowance	Tuition and Fees	Request Amount
1	<input checked="" type="checkbox"/>	1	xxx-xx-			17813.00	P		Part time				8000.00	800
2	<input checked="" type="checkbox"/>	2	xxx-xx-			17813.00	P		Full time			.00		
3	<input checked="" type="checkbox"/>	3	xxx-xx-			17813.00	P		Part time					
4	<input checked="" type="checkbox"/>	1	xxx-xx-			17813.00	P		Part time	Baccalaureate Degree in Nursing			5000.00	500
5	<input checked="" type="checkbox"/>	2	xxx-xx-			17813.00	P		Part time	Baccalaureate Degree in Nursing			8000.00	800
6	<input checked="" type="checkbox"/>	3	xxx-xx-			17813.00	P		Part time	Baccalaureate Degree in Nursing				

Showing 1 to 6 of 6 entries

1

Save Selected View Report Excel Report

NES Student Payment List: View Screen

NESP

Student Payment List: View

Home Student Certification **Payment** Reports

List Filter Sort Columns Submit Payment Requests

Entries displayed 20

#	Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Program of Study
1	<input checked="" type="checkbox"/>	1	xxx-xx-			17813.00		P	Part time	
2	<input checked="" type="checkbox"/>	2	xxx-xx-			17813.00		P	Full time	
3	<input checked="" type="checkbox"/>	3	xxx-xx-			17813.00		P	Part time	
4	<input checked="" type="checkbox"/>	1	xxx-xx-			17813.00		P	Part time	Baccalaureate Degree in Nursing
5	<input checked="" type="checkbox"/>	2	xxx-xx-			17813.00		P	Part time	Baccalaureate Degree in Nursing
6	<input checked="" type="checkbox"/>	3	xxx-xx-			17813.00				Baccalaureate Degree in Nursing

Showing 1 to 6 of 6 entries

Ineligible Reason	Living Allowance	Tuition and Fees	Requested Amount	Amount Paid	Adjusted Amount	Result Code	Expanded Result	Result Date	Status Code	Invoice Number
		8000.00	8000.00						U	
	.00								U	
									U	
		5000.00	5000.00						U	
		8000.00	8000.00						U	

Navigation icons: back, forward, page 1, search

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see these columns on the **Student Payment List: View** screen.

NES Student Payment List: View Screen

NESP Student Payment List: View

Home Student Certification **Payment** Reports

List Filter Sort Columns Submit Payment Requests

Entries displayed 20

#	Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Program of Study
1	<input checked="" type="checkbox"/>	1	xxx-xx-			17813.00	P		Part time	
2	<input type="checkbox"/>	2	xxx-xx-			17813.00	P		Full time	
3	<input type="checkbox"/>	3	xxx-xx-			17813.00	P		Part time	
4	<input checked="" type="checkbox"/>	1	xxx-xx-			17813.00	P		Part time	Baccalaureate Degree in Nursing
5	<input type="checkbox"/>	2	xxx-xx-			17813.00	P		Part time	Baccalaureate Degree in Nursing
6	<input type="checkbox"/>	3	xxx-xx-			17813.00				Baccalaureate Degree in Nursing

Showing 1 to 6 of 6 entries

Save Selected **View Report** **Excel Report**

Check the boxes in the **Sel** (select) column to select students who may be eligible for payment to generate a customized report by using the View Report or Excel Report buttons, or by using the “Selected” option on the Filter screen.

Save your selections by clicking on the **Save Selected** button at the bottom of the page.

NESP Payment Eligibility List: Filter Screen

The **Filter** screen provides many different options for filtering the **Student Payment List: View** screen. Users can change the records to be viewed on the **Student Payment List: View** screen by setting specific criteria for one or more of the options on the **Filter** screen.

Check the **Selected** option if you would like to view all students you may have selected on the List screen who is eligible for payment.

For the **Ineligible Reasons** options, if more than one is checked a record must meet all conditions to be included in the filtered view.

The screenshot shows the NESP Payment Eligibility List: Filter screen. The navigation bar includes Home, Student, Certification, Payment, and Reports. The main menu has List, Filter, Sort, Columns, and Submit Payment Requests. The Filter section contains several input fields: SSN, Last Name, First Name, Term, Enrollment Status, Status Code, and Request Type. The Ineligible Reasons section includes a 'Selected' checkbox and a list of reasons with checkboxes: No longer enrolled in a nursing program of study, GPA not at least 2.0 on a 4.0 scale, GPA at program start not at least 3.0 on 4.0 scale, Withdrawal prior to end of term, Not enrolled at least one-third of full-time hours, Not an Illinois resident, Defaulted student loan, Student is not accepting NESP, Not US citizen/eligible non-citizen, Not a HS Grad/no GED, Not making satisfactory academic progress, Award Decline, and Graduated in a prior term. At the bottom, there are 'List' and 'Reset' buttons.

Click on the **Reset** button to reset the data to the default values.

NES Payment Eligibility List: Filter Screen

List **Filter** Sort Columns

SSN

Last Name
=

First Name
=

Term
- All -

Enrollment Status
- All -

Status Code
- All -

Request Type
- All -

- All -
1-Fall
2-Spring
4-Summer

- All -
Full time
Half time

- All -
U
S
P


- All -
P
I
C


Search for students by:


- Term: Based on schools Term type
 - Quarter schools
 - Fall, Winter or Spring
 - Semester schools
 - Fall or Spring
- Enrollment Status: Full or Half time
- Status Code: U = Updated
S = Submitted
P = Processed
- Request Type: P = Paid
I = Ineligible
C = Cancel

NES Payment Eligibility List: Sort Screen

This screen allows the user to sort the designated columns on the **Student Payment List: View** screen by something other than the defaulted view of sorting by last name.

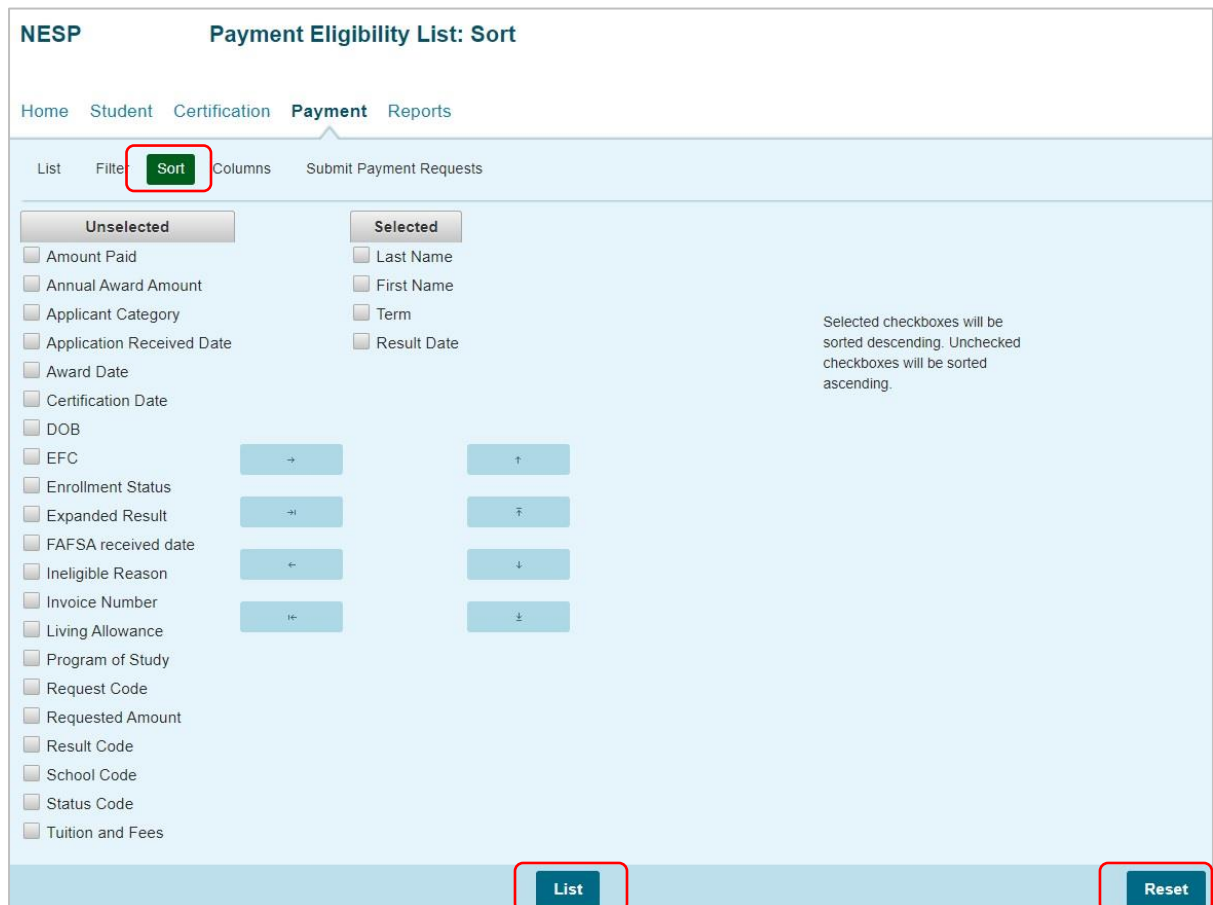
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing  to the right.

This will add it to the **Selected** columns. Then, use the up arrow  to move *Enrollment Status* to the top of the **Selected** columns. Click on the **List** tab and you will see a list sorted by *Enrollment Status*. If the checkboxes next to the **Selected** columns are checked, the list will be sorted in descending order. If the boxes are left unchecked, the list will sort in ascending order.

To remove a column from the **Selected** sort list, highlight the column title and then click on the arrow pointing to the left to move it to the **Unselected** list. 

To move all **Unselected** columns to the **Selected** list, click on 

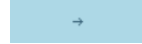

To clear the entire **Selected** list, click on 



The screenshot displays the 'Payment Eligibility List: Sort' interface. At the top, there are navigation tabs: Home, Student, Certification, **Payment**, and Reports. Below the tabs, there are buttons for 'List', 'Filter', 'Sort' (highlighted in red), 'Columns', and 'Submit Payment Requests'. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column contains a list of columns with checkboxes: Amount Paid, Annual Award Amount, Applicant Category, Application Received Date, Award Date, Certification Date, DOB, EFC, Enrollment Status, Expanded Result, FAFSA received date, Ineligible Reason, Invoice Number, Living Allowance, Program of Study, Request Code, Requested Amount, Result Code, School Code, Status Code, and Tuition and Fees. The 'Selected' column contains a list of columns with checkboxes: Last Name, First Name, Term, and Result Date. Between the columns are arrows for moving items: right arrow, left arrow, up arrow, and down arrow. A note on the right states: 'Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.' At the bottom, there are 'List' and 'Reset' buttons, both highlighted in red.


Student Payment Eligibility List: Columns Screen

This screen allows the user to select which columns will be displayed on the **Student Payment List: View** screen and the order in which they will appear.

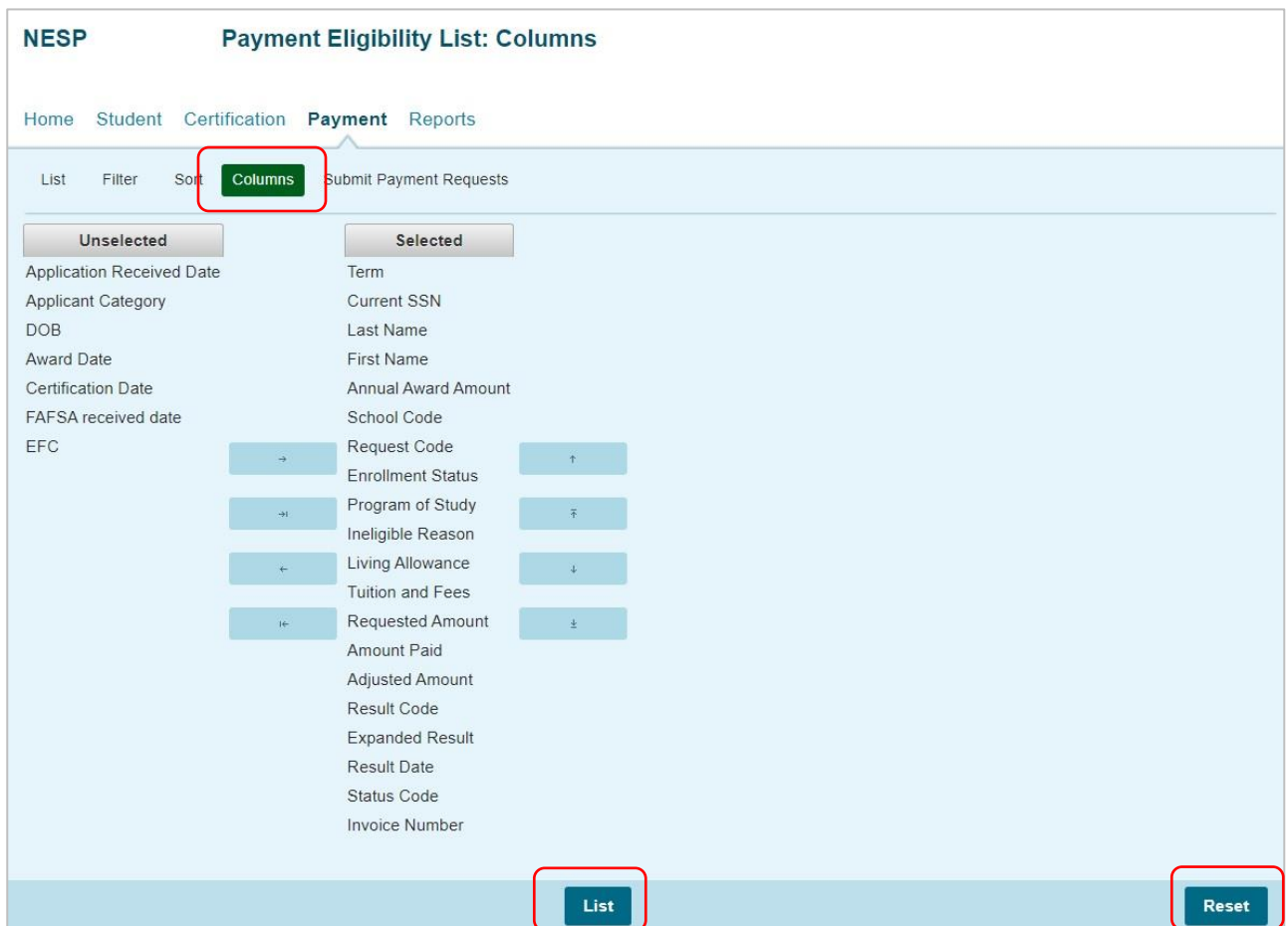
To add columns to the **Selected** list, highlight the column title in the **Unselected** list and click the right arrow  to send it to the **Selected** list. To remove a column from the **Selected** list, highlight it and click the left arrow  to move it to the **Unselected** list.

If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

When you click on the **List** tab, the columns will display in the order in which they appear in the **Selected** list.

To move all **Unselected** columns to the **Selected** list, click on 

To clear the entire **Selected** list, click on 




The screenshot displays the 'Payment Eligibility List: Columns' screen in the NESP system. The navigation bar includes 'Home', 'Student', 'Certification', 'Payment', and 'Reports'. The 'Payment' tab is active, and the 'Columns' sub-tab is selected. The interface is divided into two main sections: 'Unselected' and 'Selected'. The 'Unselected' section lists various fields, and the 'Selected' section lists the fields currently displayed. Arrows are used to move columns between the two sections. At the bottom, there are 'List' and 'Reset' buttons.

Unselected	Selected
Application Received Date	Term
Applicant Category	Current SSN
DOB	Last Name
Award Date	First Name
Certification Date	Annual Award Amount
FAFSA received date	School Code
EFC	Request Code
	Enrollment Status
	Program of Study
	Ineligible Reason
	Living Allowance
	Tuition and Fees
	Requested Amount
	Amount Paid
	Adjusted Amount
	Result Code
	Expanded Result
	Result Date
	Status Code
	Invoice Number

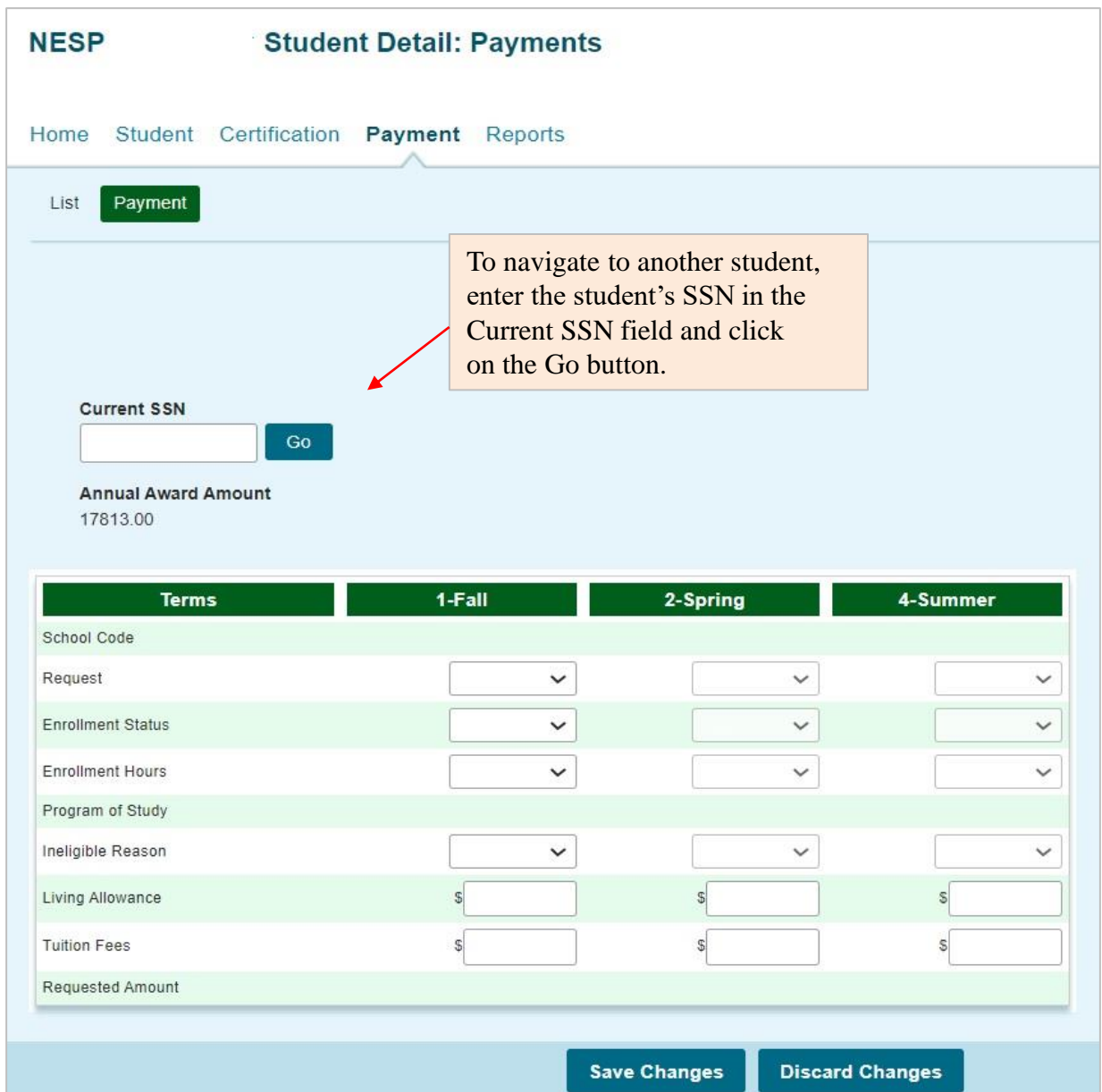
NES Student Detail: Payments Screen

Individual Payment Requests

The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to create or make adjustments to payment requests for an individual student, or to view processing updates. This screen is accessed by clicking on the **dollar sign**  icon that is on the same line as the student's last name on the **Student Payment List: View** screen or by selecting the **Payment** tab from the **Student List Eligibility: Detail** screen.

In addition to the **Payment** tab, the **Student Detail: Payments** screen contains the following navigation tabs:

- **List --** to return to the **Student Payment List: View** screen



NESP Student Detail: Payments

Home Student Certification **Payment** Reports

List **Payment**

Current SSN
 Go

Annual Award Amount
17813.00

Terms	1-Fall	2-Spring	4-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program of Study			
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living Allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Tuition Fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Requested Amount			

Save Changes **Discard Changes**

NES Student Detail: Payments Screen

Individual Payment Requests

When requesting payment from the **Student Detail: Payments** screen, there are three required fields: **Request**, **Enrollment Status**, and **Enrollment Hours**.

The maximum annual award amount for the student will display in the Annual Award Amount field. The maximum award amount includes a living allowance component and assumes full-time enrollment, however, the award amount may need to be adjusted if the student is not enrolled full-time. Payment requests are submitted by term.

If the student is no longer eligible for the scholarship, an ineligible reason should be selected, saved and submitted

NESP Student Detail: Payments

Home Student Certification **Payment** Reports

List **Payment**

To navigate to another student, enter the student's SSN in the Current SSN field and click on the Go button.

Current SSN **Go**

Annual Award Amount
17813.00

Terms	1-Fall	2-Spring	4-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program of Study			
Ineligible Reason	<input type="text"/>		
Living Allowance	\$ <input type="text"/>		
Tuition Fees	\$ <input type="text"/>		
Requested Amount			

Living Allowance -- Enter amount to request. This field will not exceed the maximum allowed.

Tuition & Fees -- Enter amount to request

Requested Amount -- Total amount requested for student payment

Save Changes

NES Student Detail: Payments Screen

Individual Payment Requests

NESP Student Detail: Payments

Home Student Certification **Payment** Reports

List **Payment**

Current SSN **Go**

Annual Award Amount 17813.00

Payment
Cancel
Ineligible
Delete

Full time
Part time

Terms	1-Fall	2-Spring	4-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program of Study			
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living Allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Tuition Fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Requested Amount			

Discard Changes

Select:
Payment – to request a payment
Cancel – to cancel a previously requested award
Ineligible – if student is ineligible
Delete – to remove

Select whether the student is Full-time or Part-time enrolled for the term

Select 1 - 25 credit hour(s) the student is enrolled in for the term
*Use the scroll bar to navigate up to 25 credit hours

NES Student Detail: Payments Screen

Individual Payment Requests

- Each of these fields must be completed with the appropriate information for payment requests to be processed properly.
- If the student is ineligible an **Ineligible Reason** must be selected and a zero (0) should be entered in the **Requested Amount** field.
- Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.
- **Note: The payment request process is not complete until the next step of Submitting the Payment Request to ISAC has been completed by using the Submit Payments Requests screen.**

NESP Student Detail: Payments

Home Student Certification **Payment** Reports

List **Payment**

Current SSN **Go**

Annual Award Amount
17813.00

Terms	1-Fall	2-Spring	4-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program of Study			
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living Allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Tuition Fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Requested Amount			

Save Changes **Discard Changes**

No longer enrolled in a nursing program of study
GPA not at least 2.0 on a 4.0 scale
GPA at program start not at least 3.0 on 4.0 scale
Withdrawal prior to end of term
Not enrolled at least one-third of full-time hours
Not an Illinois resident
Defaulted student loan
Student is not accepting NESP
Not US citizen/eligible non-citizen
Not a HS Grad/no GED
Not making satisfactory academic progress
Award Decline
Graduated in a prior term

NES Submit Payment Requests Screen

After generating the payment requests by entering payment information, the next step in the payment request process is to submit the payment request(s) that have been completed and saved.

On the **Submit Payment Requests** screen, select the appropriate academic **Term** using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

To submit generated payment requests, click on the **Submit** button.

Administration School Programs

NESP Submit Payment Requests

Home Student Certification **Payment** Reports

List Filter Sort Columns **Submit Payment Requests**

Selection Criteria for all eligible records

Term 1-Fall ▾

Submit **Reset**