



# **Illinois Special Education Teacher Tuition Waiver (SETTW) Program**

## **User Guide**

### **Tuition Waiver Certification Process**



# Table of Contents

TOPIC	PAGE
<b>SETTW Program Administration</b>	
• Application Process	3
• Award Determination	4
• Certification	4
<b>Access and Navigation</b>	
• SETTW System Home Screen	5
<b>SETTW Tuition Waiver Process</b>	
• Certification List: View Screen	6
• Eligible Certification	7
• Ineligible Certification	8
<b>Using the Filter Function</b>	
• Identifying Certified Records	9
• Identifying Students with Transfer Indicator	9
• Viewing Records in List View and Creating Reports	10

# SETTW Program Administration

## Application Process

The SETTW Program application process is completed online in the ISAC Student Portal. After entering and submitting data via the online application, students must follow the on-screen instructions to print the Application/Teaching Agreement/Promissory Note, sign it, and mail it to ISAC's Deerfield office. In addition, an e-mail reminding them to sign and mail the Application/Teaching Agreement/Promissory Note to ISAC is sent as soon as they submit the application.

All SETTW applicants must return the signed Application/Teaching Agreement/Promissory Note. The application is not considered complete until the Application/Teaching Agreement/Promissory Note with an original ink signature is received at ISAC.

For priority consideration, ISAC must receive a complete application on or before March 1 preceding the academic year for which the applicant is applying.

If an applicant indicates on the application that the student is not a citizen or eligible noncitizen, but may qualify for SETTW through the RISE Act, which allows undocumented students to apply for Illinois financial aid, the applicant will also have to sign an addendum that must be returned with the Application/Teaching Agreement/Promissory Note. SETTW applicants who do not have a Social Security Number (SSN) will be assigned a unique student identification (ID) number by ISAC. The format of the ISAC ID number is similar to an SSN and will remain the same for the student each year as the student continues to receive benefits from the SETTW program.

For SETTW applicants who also submit an Alternative Application to apply for the Monetary Award Program (MAP) or who submit an application for another ISAC program, ISAC will work to ensure that the student is identified by the same ISAC ID number for all ISAC programs.

If an SETTW applicant has already applied for another ISAC program and has been assigned an ISAC ID number, the student should use the ISAC ID number in the SSN field when applying for the SETTW Program.

For more information on RISE Act eligibility criteria, visit:

- [www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act/](http://www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act/)

For more information on SETTW eligibility information:

- [www.isac.org/isac-gift-assistance-programs/illinois-settw/](http://www.isac.org/isac-gift-assistance-programs/illinois-settw/)

# SETTW Administration Process

## Award Determination

ISAC awards 250 Illinois Special Education Teacher Tuition Waivers (SETTW) annually as follows:

- A maximum of 40 tuition waivers are awarded to qualified applicants who hold valid teaching certificates that are not in the discipline of special education. If more than 40 applicants qualify under these provisions, a lottery is used to select 40 recipients. If fewer than 40 applicants qualify under these provisions, the remaining waivers are awarded to the current year high school graduates.
- A minimum of 105 tuition waivers are awarded to qualified applicants who graduated from high school prior to the academic year in which the award is made. If more than 105 applicants qualify under these provisions, a lottery is used to select 105 recipients.
- A minimum of 105 tuition waivers are awarded to qualified applicants scheduled to graduate from an approved high school in the academic year in which the award is made and who perform in the upper half of their class according to performance-based academic data provided by the high school at the end of the sixth semester. Recipients for this group are selected from among qualified applicants based on the highest ACT or SAT test scores from the appropriate time period. Any of the 145 tuition waivers not awarded under the provisions outlined in the two preceding paragraphs are awarded to this group. If the number of applicants who qualify under these provisions is greater than the available number of tuition waivers to be awarded, a lottery is used to select the appropriate number of recipients.

## Certification

After ISAC has determined who the initial 250 SETTW award recipients are, the next step in the process is for schools to complete the tuition waiver process for SETTW awardees listed in the SETTW system in GAP Access by certifying each student's eligibility and enrollment.

Each of the 12 public universities will see a list of the students who have been newly awarded SETTW for the current award year, as well as previously awarded students who have transferred to their institution.

If a college certifies a student as ineligible for an award, a Notice of Disqualification is sent to the applicant. Copies of the disqualification student letters are not sent to the college.

Schools cannot make a correction to a certification once it has been submitted in the SETTW system. All certification corrections must be submitted to School Services by sending an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

**If an error has been made in certifying a student record and/or a correction is needed, schools should contact School Services as soon as possible for assistance.**

# Access and Navigation

The system used to administer the Special Education Teacher Tuition Waiver (SETTW) Program is available in 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.

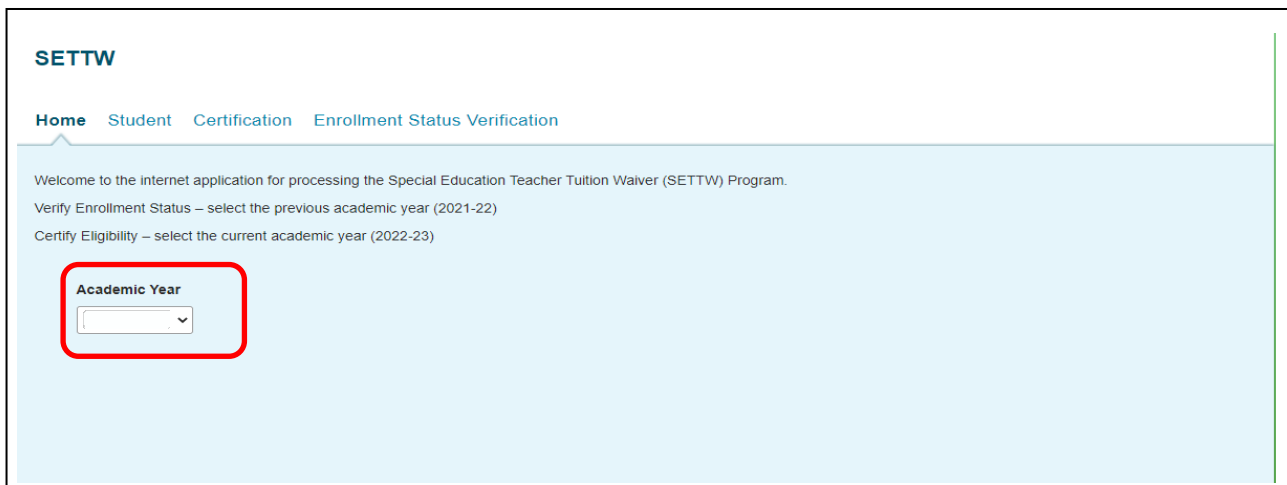
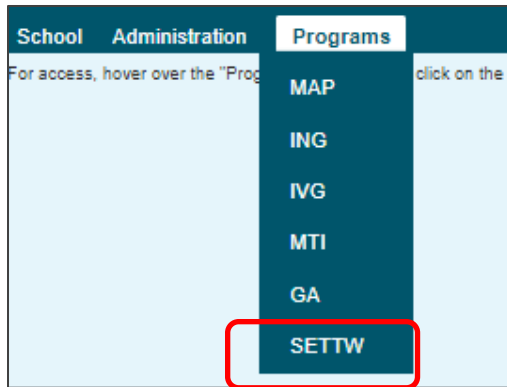
ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each ISAC program.

Once a school user has successfully logged in to GAP Access, SETTW information can be accessed from the Programs drop down menu.

Messaging on the SETTW home screen will remind users to select the correct academic year, based on the type of program administration activities to be completed.

To complete the tuition waiver process and certify enrollment for students in a new award year, select the current year in the Academic Year drop-down menu and then select the Certification tab.

When completing the Enrollment Status Verification process for an award year that has been closed out, select the previous year in the Academic Year drop-down menu, and then select the Verification tab. School users will not see the Verification tab on the SETTW home screen until ISAC opens up the process for schools to complete for the previous year.



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.


# Tuition Waiver Process

Home Certification

List Filter

Entries displayed 20

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
XXX-XX	🔒					- Select -	- Select -	- Select -	T	2
XXX-XX	🔒					- Select -	- Select -	- Select -		
XXX-XX	🔒					- Select -	- Select -	- Select -		1



To view the Student's full SSN click on the padlock.

The SETTW Certification List includes students who have been newly awarded program benefits for the current academic year, as well as those who have transferred to your institution.

The tuition waiver process is completed on the Certification List screen by certifying each student's eligibility based on whether or not the student is enrolled and continuing to meet eligibility requirements.

Students who applied for the Minority Teacher of Illinois (MTI) Scholarship Program and Golden Apple Scholars (GA) are identified with a "Y" indicator in the Dual Awarded columns to warn schools of a potential conflicting scholarship since students cannot receive both SETTW and MTI or GA during the same award year. Schools can check the MTI and GA systems in GAP Access to ensure the student does not receive benefits from more than one ISAC teacher program in an academic year

The Transfer Indicator column will be populated with a "T" when the student has received benefits in a prior term or year at a different school and has now transferred to your institution.

The Transfer Start Term column will show the term the student can begin using the SETTW benefits at your institution. The start term indicator will show a 1, 2, or 3.

- 1= Fall term
- 2 = Spring term
- 3 = Summer term

# SETTW Student Certification, Eligible

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
🔒						- Select - - Select - Y N	- Select -	- Select -		
🔒						Y	- Select - - Select - Freshman Sophomore Junior Senior Graduate	- Select -		
🔒						- Select -	- Select -	- Select -		
🔒						- Select -	- Select -	- Select -		
🔒						Y	Freshman	- Select -		
🔒						- Select -	- Select -	- Select -		
🔒						- Select -	- Select -	- Select -		

Showing 1 to 3 of 3 entries

Navigation: << 1 >>

Buttons: View Report, Excel Report, Save/Submit

Certifying a student’s record starts with indicating if the student is eligible or ineligible for SETTW by selecting either Y (yes) or N (no) in the Certified column.

The other certification items will remain grayed out until a Y or N is selected.

*If a Y is selected*, the Academic Level column will be activated, and you must then select the appropriate option to complete the certification for a student record.

After you’ve certified the record(s), click on the Save/Submit button at the bottom of the page. Once you’ve saved your entries, they are considered submitted and certification is complete.

Schools cannot make a correction to a certification once it has been submitted in the SETTW system. All certification corrections must be submitted to School Services by sending an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

**If an error has been made in certifying a student record and/or a correction is needed, schools should contact School Services as soon as possible for assistance.**

# SETTW Student Certification, Ineligible

SETTW Certification List: View

Home Certification

List Filter

Entries displayed 20

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
XXXX-XX	🔒					N	- Select -	- Select -		
XXXX-XX	🔒					- Select -	- Select -	- Select -		
XXXX-XX	🔒					- Select -	- Select -	- Select -		

- Select -

The recipient did not enroll within ten days after the beginning of the term for which ISAC had initially awarded the waiver

The recipient is enrolled at this school but is not seeking an initial special education teacher licensure

The recipient accepted the Minority Teachers of Illinois (MTI) Scholarship Program or the Golden Apple Scholars of Illinois Program rather than the SETTW Program

Recipient declined the tuition waiver

Recipient is not an Illinois resident

Recipient is not a United States citizen or eligible noncitizen

Recipient is not making satisfactory academic progress

Recipient is in default on a student loan, or owes a refund on any state or federal grant

*If an N is selected* for a student record, the Disqualified Reason information box will be activated, and you will need to provide the reason for the student's ineligibility by choosing the appropriate option from the drop-down list:

- The recipient did not enroll within ten days after the beginning of the term for which ISAC had initially awarded the waiver
- The recipient is enrolled at this school but is not seeking an initial special education teacher licensure
- The recipient accepted the Minority Teachers of Illinois (MTI) Scholarship Program or the Golden Apple Scholars of Illinois Program rather than the SETTW Program
- Recipient declined the tuition waiver
- Recipient is not an Illinois resident
- Recipient is not a United States citizen or eligible noncitizen
- Recipient is not making satisfactory academic progress
- Recipient is in default on a student loan, or owes a refund on any state or federal grant

Click on the Save/Submit button at the bottom of the page. Once you've saved your entries, they are considered submitted and certification of the student's record is complete.

Schools cannot make a correction to a certification once it has been submitted in the SETTW system. All certification corrections must be submitted to School Services by sending an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

**If an error has been made in certifying a student record and/or a correction is needed, schools should contact School Services as soon as possible for assistance.**



# SETTW Certification List: Filter Screen

The Certification List: View screen's default view is to display records that have not been certified. The Certified status will show as blank (no certified option selected), indicating that the student records have not yet been certified.

## Using the Filter Option to Create a Customized List of Student Records

If you would like to see a different group of students on the Certification List: View screen, you can use the Filter option to create a customized view. The options that can be selected are:

- Y- certified as eligible
- N- certified as not eligible
- Blank
- All

Additionally, there is a Transfer Indicator filter option that can be used to create a list of your transfer students.

**SETTW Certification List: Filter**

Home Certification

List Filter

SSN  
[ ]

Last Name  
= [ ]

First Name  
= [ ]

Certified  
- Select - or  
- Select -  
Y  
N  
Blank  
All

Transfer Indicator  
T  
- Select -  
T

List Reset

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** to see all your students.

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.

Once you have selected your filter criteria, click on the List tab to view your customized list of students.

# SETTW Certification Filtered List

School Administration **Programs**

## SETTW Certification List: View

Home **Certification**

List Filter

Entries displayed 20

SSN	Last Name	First Name	School Code	Dual Awarded MTI	Dual Awarded GA	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Start Term
🔒						N	- Select -	Recipient declined the tuition		
🔒						N	- Select -	Recipient is not an Illinois resident		
🔒						N	- Select -	Recipient is not an Illinois resident		

Showing 1 to 3 of 3 entries

View Report Excel Report Save/Submit

- After creating your filter list, the customized list can be viewed and exported into Notepad or an Excel Report.
- Reminder: In order to view the student's full SSN click on the padlock to unmask the SSNs. The full SSN will not appear on reports.

AutoSave Off SETTWCertificationListReport (1) - Compatibility Mode - Excel

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles

#	SSN	Last Name	First Name	School Code	Dual Awarded	Dual Awarded	Certified	Academic Level	Disqualified Reason	Transfer Indicator	Transfer Term
1	1 xxx-xx-B	M		000000			N		The recipient did not enroll		
2	2 xxx-xx-B	R		000000			N		Recipient is not an Illinois resident		
3	3 xxx-xx-C	M		000000			N		The recipient accepted the offer		
4	4 xxx-xx-CH	T		000000			N		Recipient is not a United States citizen		
5	5 xxx-xx-D	S		000000			N		Recipient is not an Illinois resident		
6	6 xxx-xx-F	J		000000			N		Recipient is not a United States citizen		
7	7 xxx-xx-Z	H		000000			N		Recipient is not a United States citizen		