



Golden Apple Scholars of Illinois Program

User Guide



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Golden Apple Scholars of Illinois (GA) Program

Application, Certification and Award Determination

Applications for the Golden Apple Scholars of Illinois Program are accepted and processed by the Golden Apple Foundation, and the program is administered in GAP Access in partnership with the Foundation and the participating colleges that Scholars are attending.

Once the Foundation has evaluated applicants and determined who may be eligible to receive benefits of the GA program, the Foundation provides applicant data to ISAC which is uploaded to GAP Access.

The Foundation then completes the certification process in GAP Access and identifies which applicants are currently meeting eligibility criteria for the program. Colleges do not need to complete the certification process for GA, as is done for the Minority Teachers of Illinois (MTI) Scholarship Program.

For applicants certified as not eligible by the Foundation in GAP Access, one of these indicators will be provided:

- Probation
- Exits
- Not Reporting.

As the Foundation completes the certification process, program awarding is automatically determined based on number of years in the program, applicant category, etc., and the Foundation has the capability to override and adjust an award amount in GAP Access, as needed. Any changes to certification data after awarding has taken place are made by the Foundation or ISAC.

After the certification and awarding process has been completed, payment functionality will be made available in GAP Access so that colleges can complete the payment request process for awarded students who are enrolled and continuing to meet eligibility requirements at their institution.

The total number of scholarships awarded each year is contingent upon the funds appropriated by the Illinois General Assembly, and the awarding process does not occur until after a final appropriation has been approved by the General Assembly and the Governor.

Golden Apple Scholars of Illinois (GA) Program

ISAC Identification Number

GA 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 GA program.

For GA 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 a GA 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 GA Program.

For more information on RISE Act eligibility criteria, visit:

www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act/

For more information on GA eligibility information:

<https://www.isac.org/isac-gift-assistance-programs/golden-apple-scholars-of-illinois-program/golden-apple-scholars-eligibility-requirements.html>

Payment Processing

Colleges submit payment requests using the GA system in ISAC's GAP Access portal throughout the course of the award year. 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.

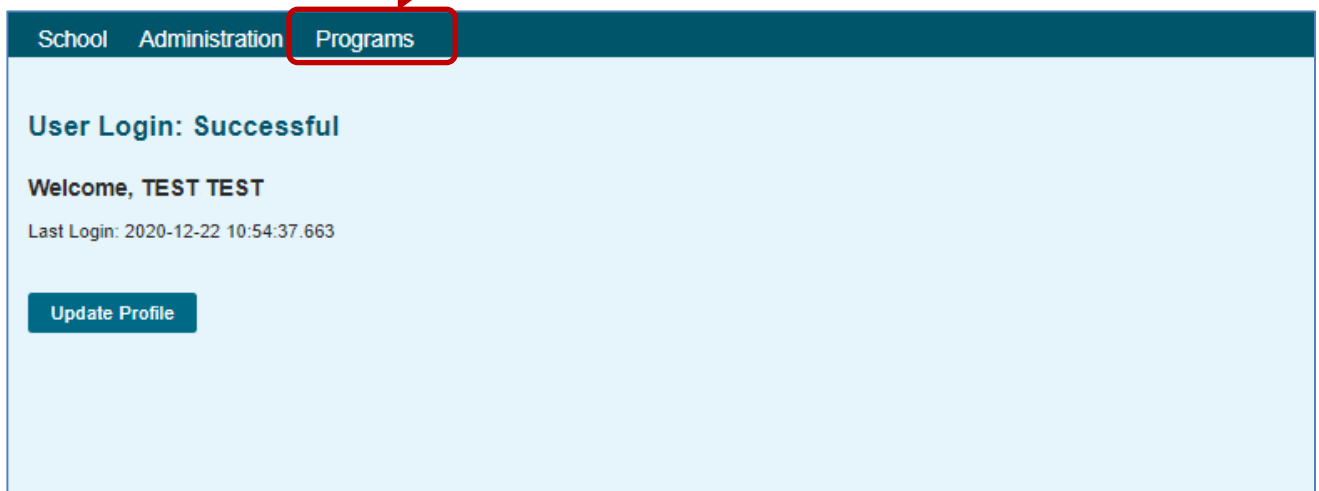
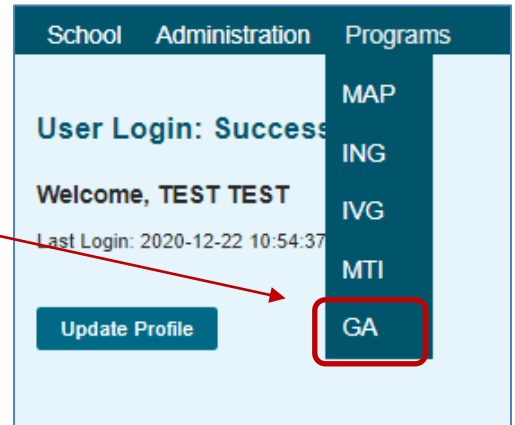
Access and Navigation

The system to administer the Golden Apple Scholars of Illinois (GA) 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.

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, the GA information can be accessed by selecting the GA program from the Program list.






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

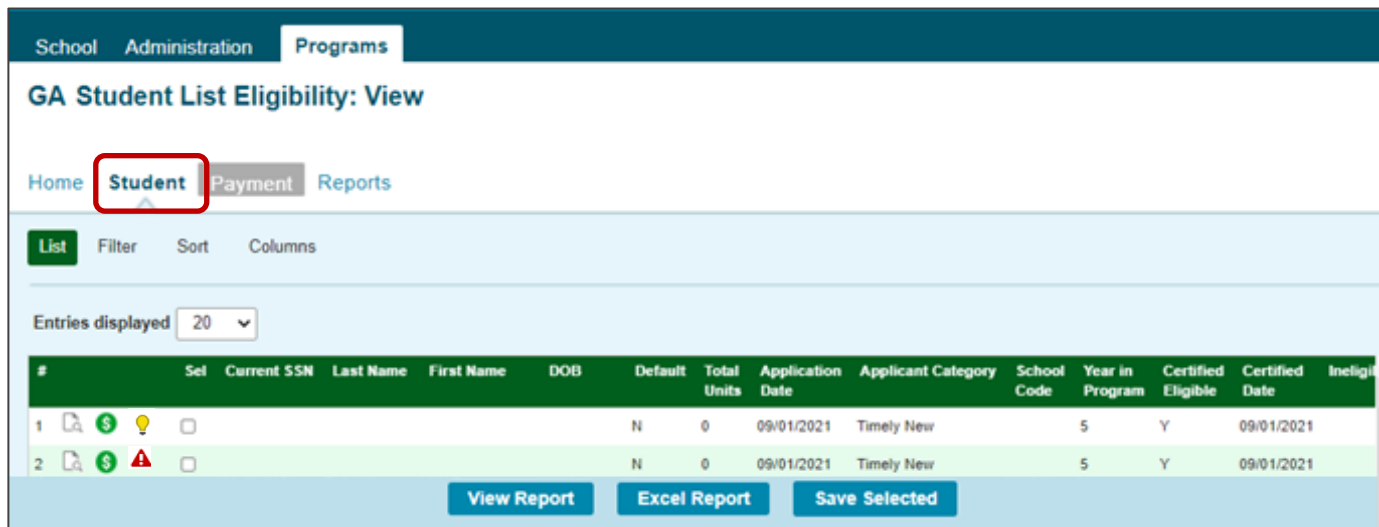
GA Student List Eligibility: View







Once you have navigated to the GA Program in GAP Access, you can view the list of applicants provided by the Golden Apple Foundation who may be eligible to receive benefits of the GA program. 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 date, applicant category, certified status, certification date, and award amount. An indicator is also provided if the applicant has been awarded the Minority Teachers of Illinois (MTI) Scholarship Program or Special Education Teacher Tuition Waiver (SETTW). (A student cannot receive benefits from more than one ISAC teacher program in the same academic year.)

Applicants with eligibility or conflict issues will be identified by icons in the List view, and more information can be obtained on the applicant's Student Detail screen by selecting the magnifying icon  in the 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.



#	Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Year in Program	Certified Eligible	Certified Date	Ineligible
1						N	0	09/01/2021	Timely New	5	Y	09/01/2021		
2						N	0	09/01/2021	Timely New	5	Y	09/01/2021		

GA Student List Eligibility: View

Initial default view:

GA Student List Eligibility: View

Home **Student** Payment Reports

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Year in Program	Certified Eligible	Certified Date	Ineligible Reason
1		\$				N	0	09/01/2021	Timely New		5	Y	09/01/2021	
2		\$				N	0	09/01/2021	Timely New		5	Y	09/01/2021	

View Report Excel Report Save Selected

View when scrolled to the far right, which includes the award amount column:

GA Student List Eligibility: View

Home **Student** Payment Reports

List Filter Sort Columns

Entries displayed 20

DOB	Default	Total Units	Application Date	Applicant Category	School Code	Year in Program	Certified Eligible	Certified Date	Ineligible Reason	Annual Award Amount	Awarded MTI	Awarded SETT
N		0	09/01/2021	Timely New		5	Y	09/01/2021		0.00		
N		0	09/01/2021	Timely New		5	Y	09/01/2021		0.00		

View Report Excel Report Save Selected

GA Student List Eligibility: View

GA Student List Eligibility: View

Home **Student** Payment Reports

List Filter Sort Columns

Entries displayed 20

DOB	Default	Total Units	Application Date	Applicant Category	School Code	Year in Program	Certified Eligible	Certified Date	Ineligible Reason	Annual Award Amount	Awarded MTI	Awarded SETTW
N	0	09/01/2021	Timely New		5	Y	09/01/2021			0.00		
N	0	09/01/2021	Timely New		5	Y	09/01/2021			0.00		

View Report Excel Report Save Selected

Scholars will be classified by the number of years as a scholar in the GA program, ranging from 1st year to 5th year, rather than by the scholar's academic level in college.

One of the following indicators will be provided in the Ineligible Reason column for students who have been certified by the Foundation as not eligible:

- Probation
- Exits
- Not Reporting

The award amounts are based on the number of years that student is a scholar, rather than the scholar's academic level in college. The award amount will be automatically populated when the Foundation certifies the student as eligible. The Foundation has the ability to override and change the award amount, as needed.

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.

Showing 1 to 20 of 20 entries

View Report Excel Report Save Selected

GA 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.

School Administration Programs

GA Student Eligibility List: Filter

Home Student Payment Reports

List **Filter** Sort Columns

SSN
[Text Box]

Last Name
[Dropdown] [Text Box]

First Name
[Dropdown] [Text Box]

Term
[Dropdown: - All -]

Year in Program
[Dropdown]

Application Date Start End
[Text Box] [Text Box]

Certified Eligible Status
[Dropdown]

- ☐ Selected
- ☐ Eligible
- ☐ Award Declined
- ☐ Timely New
- ☐ Timely Renewal
- ☐ Deferred Scholar
- ☐ Pathways Scholar
- Ineligible Reasons
 - ☐ Max Units
 - ☐ Default
 - ☐ Certified 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 (located to the left of the Filter tab) to generate your customized view.

Home Student Payment

List Filter Sort Columns

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

GA 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 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 you would like the list to be sorted.

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

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


Once you've made all of sorting selections, click on the List tab (located to the left of the Filter tab) to generate your customized list.



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

GA Student Eligibility List: Columns Screen

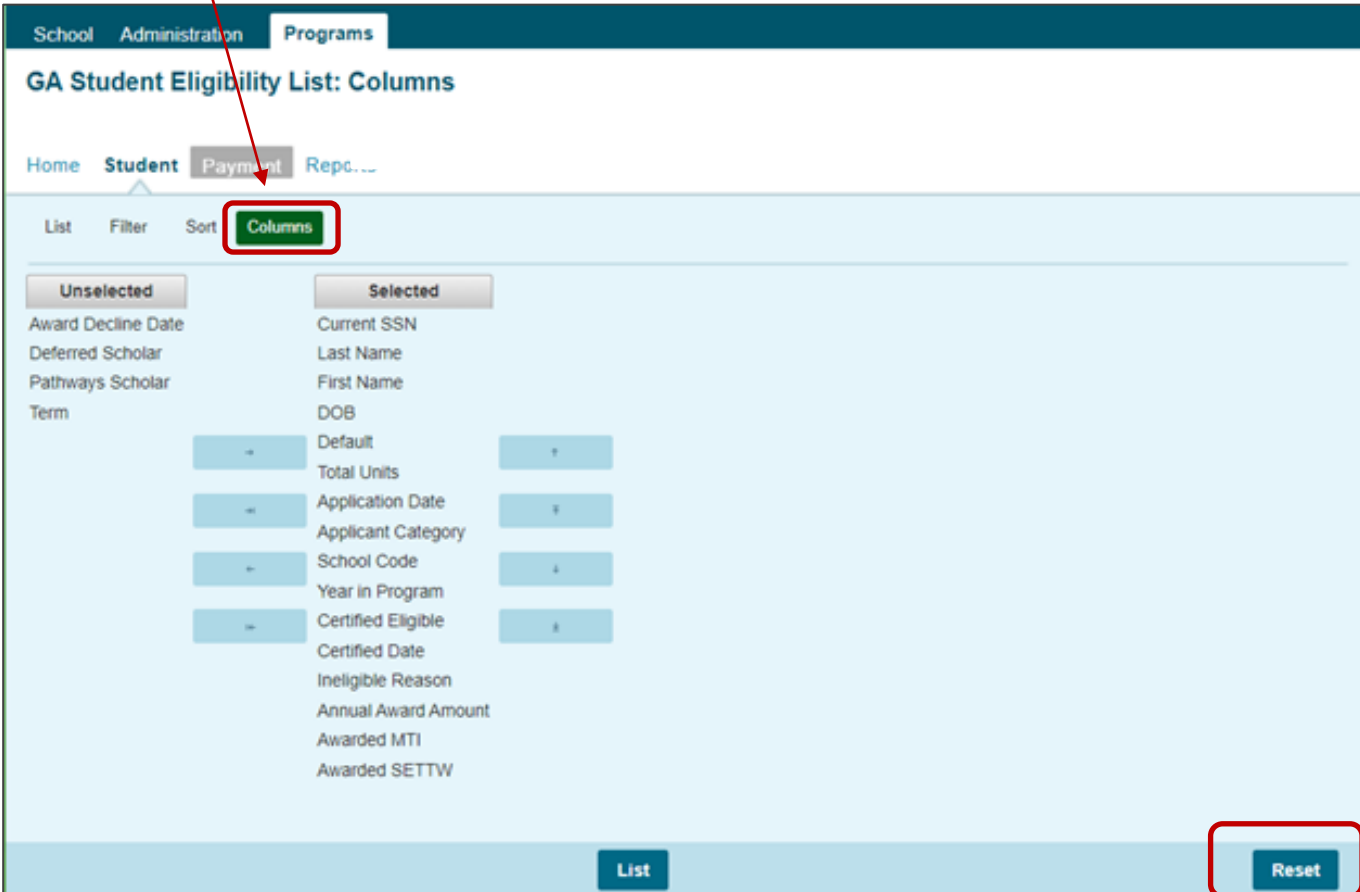
The Student Eligibility List: Columns screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the Columns tab.

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.



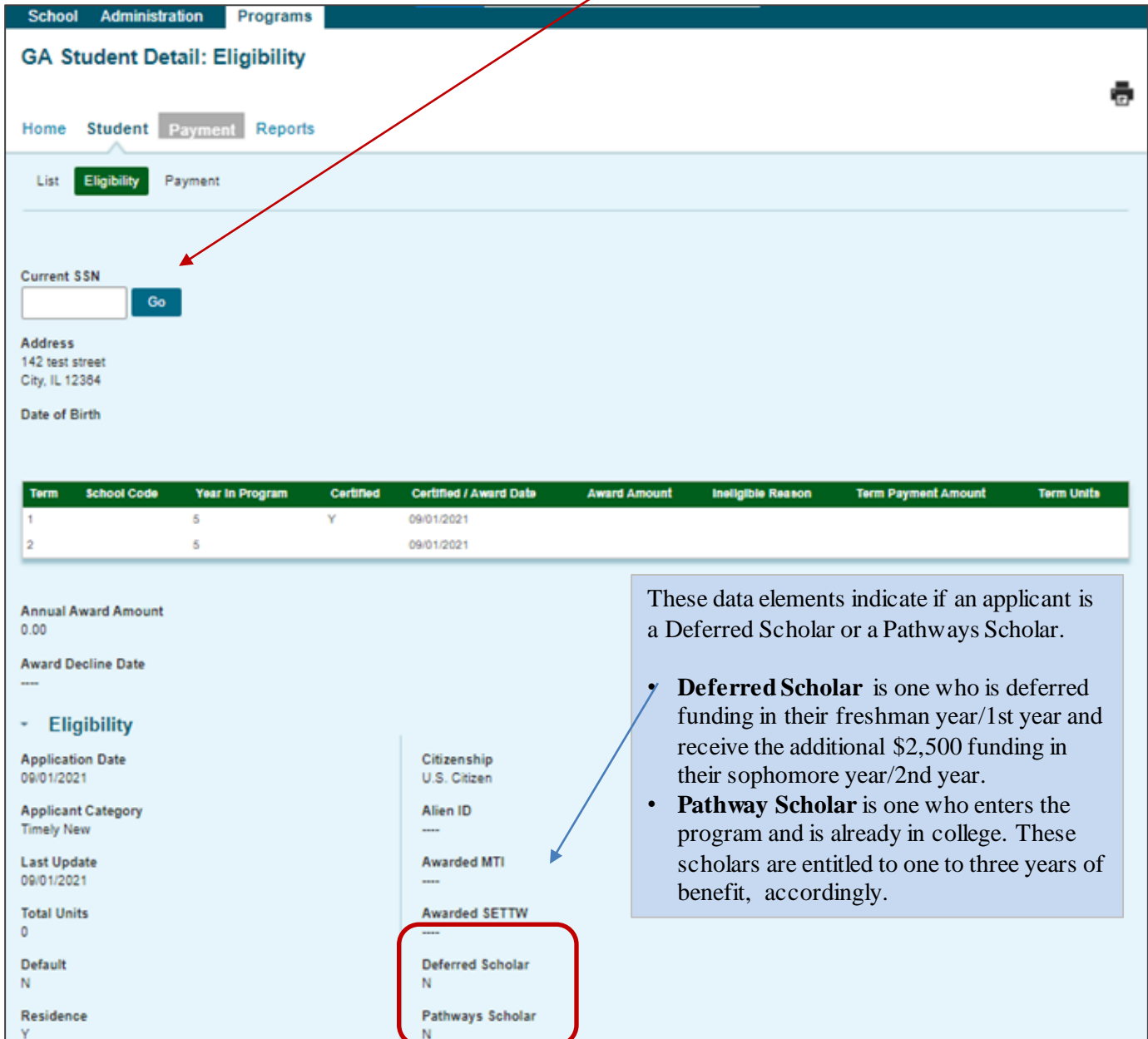
The screenshot displays the 'GA Student Eligibility List: Columns' screen. At the top, there are navigation tabs: 'School', 'Administration', and 'Programs'. Below these, there are sub-tabs: 'Home', 'Student', 'Payment', and 'Rep...'. The 'Columns' tab is highlighted with a red box. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column lists 'Award Decline Date', 'Deferred Scholar', 'Pathways Scholar', and 'Term'. The 'Selected' column lists 'Current SSN', 'Last Name', 'First Name', 'DOB', 'Default', 'Total Units', 'Application Date', 'Applicant Category', 'School Code', 'Year in Program', 'Certified Eligible', 'Certified Date', 'Ineligible Reason', 'Annual Award Amount', 'Awarded MTI', and 'Awarded SETTW'. Arrows are used to move items between the columns. At the bottom, there are 'List' and 'Reset' buttons. The 'Reset' button is highlighted with a red box.

Once you've made all of selections, click on the List tab (located to the left of the Filter tab) to generate your customized list. A Reset tab is also available to clear multiple selections with one click.

GA Student Detail Eligibility Screen

The Student Detail: Eligibility screen displays information from the student's application as well as certification and eligibility information for the GA program. The purpose of this screen is to allow users the ability to view eligibility details for an individual student record. The Student Detail: Eligibility screen is accessed by clicking on the magnifying glass icon  in the first column of the student record on the Student List Eligibility: View screen.

To select another student's Detail screen, enter a new Social Security Number in the Current SSN field and click on the Go button.



GA Student Detail: Eligibility

Home Student **Payment** Reports

List **Eligibility** Payment

Current SSN **Go**

Address
142 test street
City, IL 12384

Date of Birth

Term	School Code	Year In Program	Certified	Certified / Award Date	Award Amount	Ineligible Reason	Term Payment Amount	Term Units
1		5	Y	09/01/2021				
2		5		09/01/2021				

Annual Award Amount
0.00

Award Decline Date

Eligibility

Application Date
09/01/2021

Applicant Category
Timely New

Last Update
09/01/2021

Total Units
0

Default
N

Residence
Y

Citizenship
U.S. Citizen

Alien ID

Awarded MTI

Awarded SETTW

Deferred Scholar
N

Pathways Scholar
N

These data elements indicate if an applicant is a Deferred Scholar or a Pathways Scholar.

- **Deferred Scholar** is one who is deferred funding in their freshman year/1st year and receive the additional \$2,500 funding in their sophomore year/2nd year.
- **Pathway Scholar** is one who enters the program and is already in college. These scholars are entitled to one to three years of benefit, accordingly.

GA Payment Processing

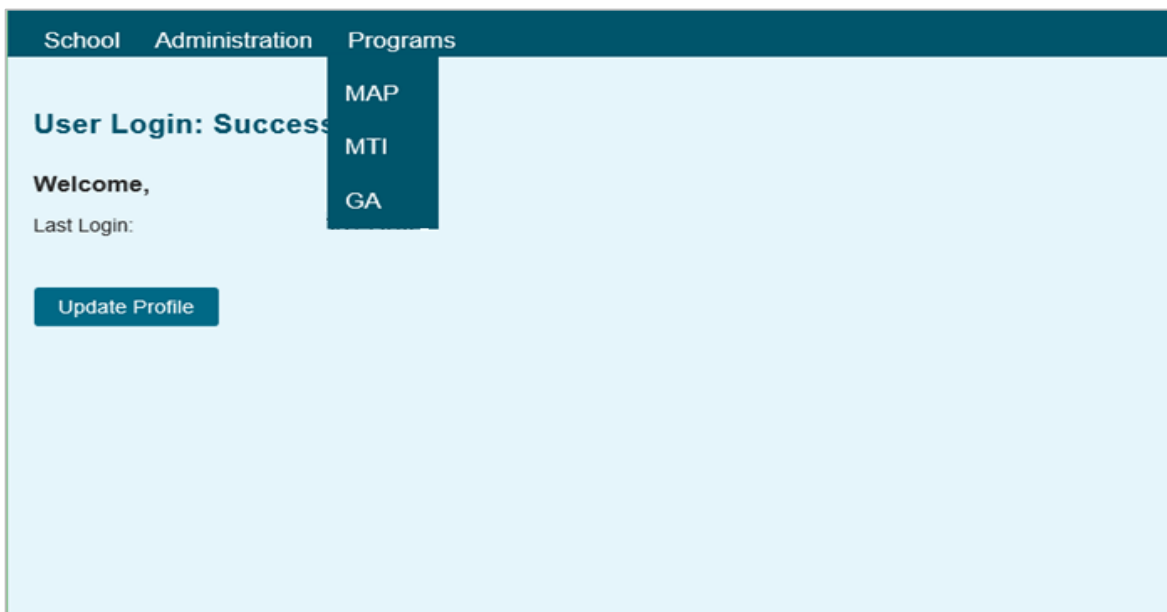
GA payment processing is done using the GA system available through ISAC's Gift Assistance Programs (GAP) Access portal.

GA payment processing can be accessed by selecting **GA** under the **Programs** tab near the top of the screen. 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” will grant you zero access to GA data.
- “Update” will grant you the ability to both edit and view GA data.
- “View” will grant you the ability to only view GA data (i.e., 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 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.



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 at a glance. 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:

- Sel (Select)
- Req Sel (Req Select)
- Term
- Current SSN
- Last Name
- First Name
- Annual Award
- Requested Amount
- Term Award
- School Code
- Request Code *
- Enrollment Status *
- Ineligible Reason *
- Requested Amount
- Amount Paid
- Adjusted Amount
- Result Code*
- Expanded Result
- Result Date
- Status Code *
- Invoice Number
- Awarded MTI
- Awarded SETTW

* All codes can be found at the end of the user guide.

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





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

GA Student Payment List: View

Select School and School Code:

[Home](#) [Student](#) [Certification](#) [File Upload](#) [Payment](#) [Reports](#)

Entries displayed

#	Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid
1	 	<input type="checkbox"/>	<input type="checkbox"/>	1			2500.00	2500.00		P	Senior	Full time		2500.00	
2	 	<input type="checkbox"/>	<input type="checkbox"/>	1			2500.00	2500.00		P	Senior	Full time		2500.00	

Showing 1 to 23 of 23 entries

Student Payment List: View Screen



GA Student Payment List: View

Select School and School Code:

[Home](#) [Student](#) [Certification](#) [File Upload](#) [Payment](#) [Reports](#)

[List](#) [Filter](#) [Sort](#) [Columns](#) [Payment Request Entry](#) [Submit Payment Requests](#)

Entries displayed:

#	Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid
1	 \$	<input type="checkbox"/>					2500.00	2500.00		P	Senior	Full time		2500.00	
2	 \$	<input type="checkbox"/>					2500.00	2500.00		P	Senior	Full time		2500.00	

Showing 1 to 23 of 23 entries

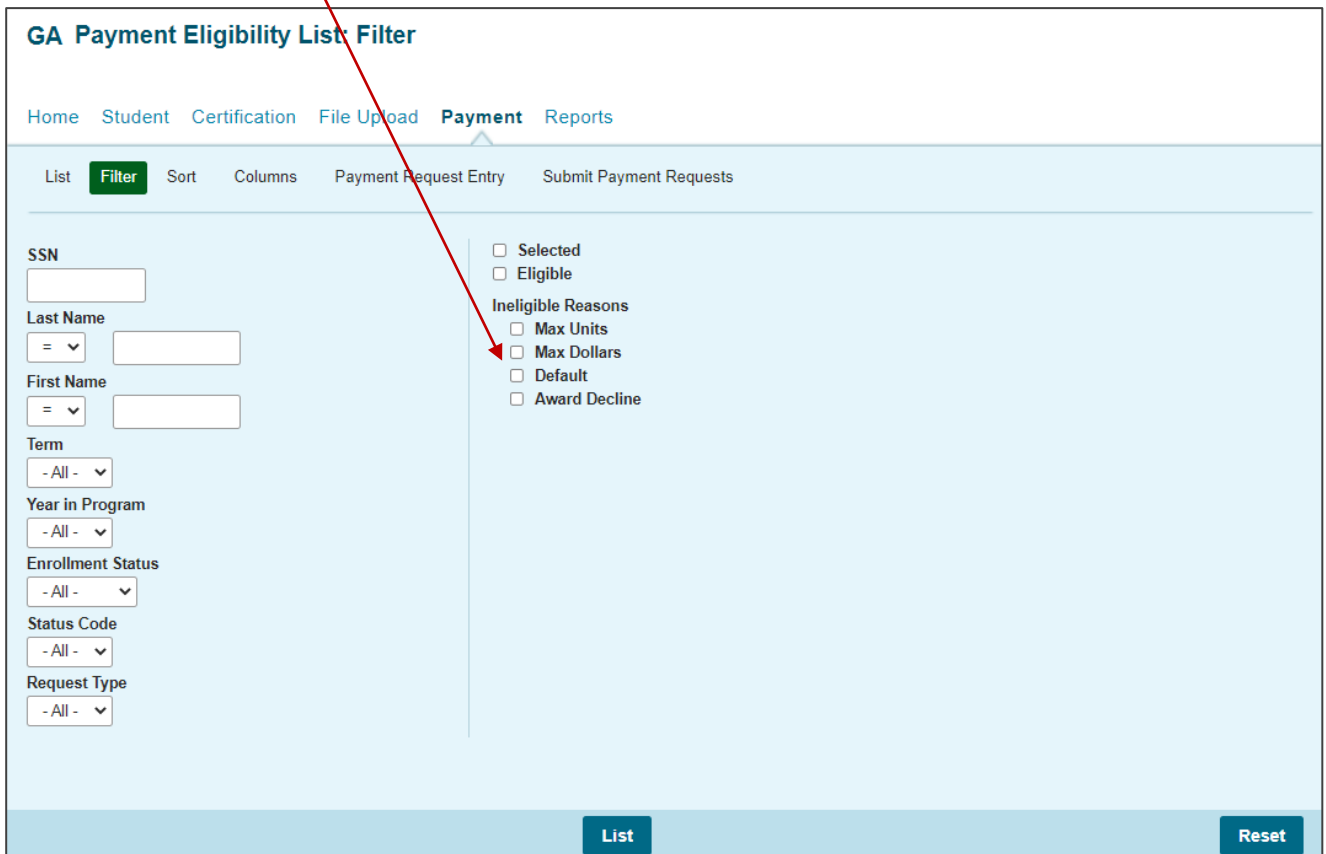
Check the boxes in the **Req Sel** column to select students for payment. Save your selections by clicking on the **Save Selected** button at the bottom of the page.

Payment Eligibility List: Filter Screen

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

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

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



GA Payment Eligibility List: Filter

Home Student Certification File Upload **Payment** Reports

List **Filter** Sort Columns Payment Request Entry Submit Payment Requests

SSN

Last Name
=

First Name
=

Term
- All -

Year in Program
- All -

Enrollment Status
- All -

Status Code
- All -

Request Type
- All -

☐ Selected
☐ Eligible


Ineligible Reasons

- ☐ Max Units
- ☐ Max Dollars
- ☐ Default
- ☐ Award Decline


List Reset

Payment Eligibility List: Sort Screen

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

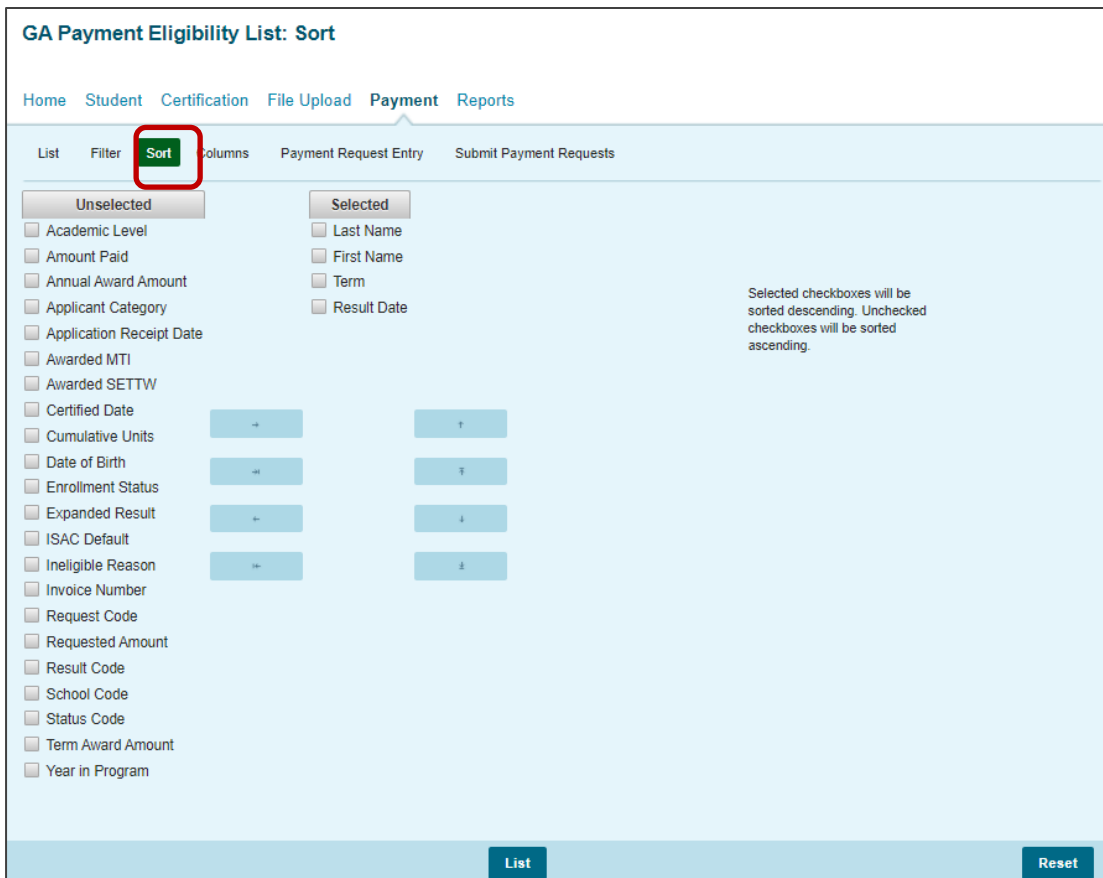
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing  to the right.

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 **View** 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 Reset



GA Payment Eligibility List: Sort

Home Student Certification File Upload **Payment** Reports

List Filter **Sort** Columns Payment Request Entry Submit Payment Requests

Unselected		Selected
<input type="checkbox"/> Academic Level		<input type="checkbox"/> Last Name
<input type="checkbox"/> Amount Paid		<input type="checkbox"/> First Name
<input type="checkbox"/> Annual Award Amount		<input type="checkbox"/> Term
<input type="checkbox"/> Applicant Category		<input type="checkbox"/> Result Date
<input type="checkbox"/> Application Receipt Date		
<input type="checkbox"/> Awarded MTI		
<input type="checkbox"/> Awarded SETTW		
<input type="checkbox"/> Certified Date		
<input type="checkbox"/> Cumulative Units		
<input type="checkbox"/> Date of Birth		
<input type="checkbox"/> Enrollment Status		
<input type="checkbox"/> Expanded Result		
<input type="checkbox"/> ISAC Default		
<input type="checkbox"/> Ineligible Reason		
<input type="checkbox"/> Invoice Number		
<input type="checkbox"/> Request Code		
<input type="checkbox"/> Requested Amount		
<input type="checkbox"/> Result Code		
<input type="checkbox"/> School Code		
<input type="checkbox"/> Status Code		
<input type="checkbox"/> Term Award Amount		
<input type="checkbox"/> Year in Program		

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

List **Reset**

Payment Eligibility List: Columns Screen

This screen allows you to select which columns will be displayed on the **Student List Payment: 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 **View** 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 Reset

GA Payment Eligibility List: Columns

[Home](#) [Student](#) [Certification](#) [File Upload](#) [Payment](#) [Reports](#)

ListFilterSortColumnsPayment Request EntrySubmit Payment Requests

Unselected

Selected

Application Receipt Date

Applicant Category

Date of Birth

Certified Date

Cumulative Units

ISAC Default

Year in Program

→

⇐

⇌

⇍

Request Code

Academic Level

Enrollment Status

Ineligible Reason

Requested Amount

Amount Paid

Adjusted Amount

Result Code

Expanded Result

Result Date

Status Code

Invoice Number

Awarded MTI

Awarded SETTW

↑

⇅

↓

±

ListReset

Student Detail: Payment Screen

Individual Payment Requests

The **Student Detail: Payment** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to payment requests for an individual student record. 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 List Payment: View** screen and by selecting the **Payment** tab from the **Student Detail: Eligibility** screen.

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

- **List** – to return to the **Student List Payment: View** screen
- **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen

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

GA Student Detail: Payment

Home Student Certification File Upload **Payment** Reports

List Eligibility **Payment**

Current SSN **Go**

Deferred Scholar N

Annual Award Amount
2500.00

Terms	1-Fall	2-Spring
School Code		
Request	Payment ▼	▼
Academic Level	Senior ▼	▼
Enrollment Status	Full time ▼	▼
Ineligible Reason	▼	▼
Requested Amount	\$ 2500.00	\$
Award Amount	2500.00	

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

Student Detail: Payment Screen

When requesting payment from the **Student Detail** screen, there are four required fields:

- **Request**
- **Academic Level**
- **Enrollment Status**
- **Requested Amount** (To adjust the system-calculated annual award amount if necessary)
 - The maximum award amount per regular school year is \$5,000.
 - The Golden Apple Foundation certifies recipients eligibility one term at time. Only the term(s) that have been certified will be available for payment.
 - The amount of each award is determined by the number of years the applicant has been a Golden Apple Scholar (i.e., “Year in Program”). rather than the scholar’s academic level in college. Award amounts are as follows:
 - The maximum annual award for those in their first or second year of being a Scholar is \$2,500.
 - Semester schools will receive \$1,250 per term.
 - Quarter schools will receive \$834 for the first quarter, \$833 for the second quarter, and \$833 for the third quarter per term.
 - The maximum annual award for those in their third, fourth or fifth year of being a Scholar is \$5,000.
 - Semester schools will receive \$2,500 per term.
 - Quarter schools will receive \$1,667 for the first quarter, \$1,667 for the second quarter, and \$1,666 for the third quarter per term.

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 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.

As a reminder, the payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the **Submit Payment Requests** screen.

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

The screenshot shows the 'GA Student Detail: Payment' screen. At the top, there are tabs: Home, Student, Certification, File Upload, Payment (selected), and Reports. Below the tabs are links: List, Eligibility, and Payment (highlighted with a green box). The main form area includes fields for 'Current SSN' with a 'Go' button, 'Deferred Scholar N', and 'Annual Award Amount' (2500.00). A table below shows the 'Terms' and '1-Fall' columns. The table has rows for 'School Code', 'Request' (with a dropdown set to 'Payment'), 'Academic Level' (dropdown set to 'Senior'), 'Enrollment Status' (dropdown set to 'Full time'), 'Ineligible Reason' (dropdown), 'Requested Amount' (input field with '\$ 2500.00'), and 'Award Amount' (2500.00). A blue arrow points from a 'Select:' dropdown menu to the 'Request' dropdown. The menu options are: 'Payment-to request a payment', 'Cancel-to cancel a previously requested award', 'Ineligible-to be completed for students who are ineligible', and 'Delete-to remove the payment request before submitting'.

Terms	1-Fall
School Code	
Request	Payment
Academic Level	Senior
Enrollment Status	Full time
Ineligible Reason	
Requested Amount	\$ 2500.00
Award Amount	2500.00

Student Detail: Payment Screen

GA Student Detail: Payment

GA Student Detail: Payment

Home Student Certification File Upload **Payment** Reports

List Eligibility **Payment**

Current SSN
 Go

Deferred Scholar
N

Annual Award Amount
2500.00

Terms	1-Fall	2-Spring
School Code		
Request	Payment ▼	
Academic Level	Senior ▼	
Enrollment Status	Full time ▼	
Ineligible Reason	▼	
Requested Amount	\$ 2500.00	\$
Award Amount	2500.00	

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

Not enrolled
Not a US citizen/eligible non-citizen
Not an Illinois resident
Defaulted student loan
Not enrolled in teacher program
Conflicting scholarship
Not making satisfactory academic progress
Reached max number of years allowed
GPA not at least 2.5 on 4.0 scale (soph or above)
Not a HS grad/no GED
Not enrolled at least half time
Student is not accepting GA

GA Ineligible Reason

Select the appropriate reason that makes student ineligible.

Not enrolled *

Not a US citizen/eligible non-citizen

Not an Illinois resident

Defaulted student loan

Not enrolled in a teacher program

Conflicting scholarship

Not making satisfactory academic progress

Reached max number of years allowed

GPA not at least 2.5 on 4.0 scale (soph or above)

Not a HS grad/no GED

Not enrolled at least half-time *

Student is not accepting GA

* If an Ineligible request is submitted, all payment for the term will be canceled, unless it is for the reason "Not enrolled" or "Not enrolled at least half time" in Semester 1 or Quarter 1 or 2.

Payment Request Entry

Batch Payment Request

When creating benefit requests for a large number of students, the best option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen.

GA Student Payment List: View

Select School and School Code: Go

Home Student Certification File Upload **Payment** Reports

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed: 100

#	Sel	Req Sel	Term	Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>						2500.00	2500.00	P	Senior	Full time			2500.00	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>						2500.00	2500.00	P	Senior	Full time			2500.00	

Showing 1 to 23 of 23 entries

Save Selected Req Select All Req Unselect All View Report Excel Report

The first step on the **Payment Request Entry** screen is to select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

A list of your selected records will not display until you have selected a term.

Once a term has been selected, the list of students you selected on the Student Payment List View for that term will be provided, and you can then begin to enter payment information.

School Administration **Programs**

GA Payment Request Entry

Home Student **Payment** Reports

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Term: 1-Fall

Entries displayed: 20

#	Current SSN	Last Name	First Name	Request Type	Enrollment Status	Ineligible Reason	Requested Amount	Term Award Amount	Annual Award Amount
1				Payment	Full time		1667.00	1667.00	1667.00
2				Ineligible		Not enrolled		1667.00	1667.00
3								834.00	834.00

Showing 1 to 3 of 3 entries

Discard Save

Payment Request Entry

To complete the payment request for each student, enter the required data into the appropriate fields:

- **Request** – Select the appropriate item from the drop-down menu options:
 - “Payment” to create a payment request
 - “Delete” to delete a request that has been created but not yet submitted
 - “Ineligible” to make a student ineligible
 - “Cancel” to cancel a previously requested award
- **Academic Level**
 - Freshman
 - Sophomore
 - Junior
 - Senior
- **Enrollment Status** – Enter full time or half time status
- **Ineligible Reason**- If the student is ineligible an *Ineligible Reason* must be selected and a zero (\$0) should be entered in the Requested Amount field.
 - Note: If an Ineligible request is submitted, all payment for the term will be canceled, unless it is for the reason “Not enrolled” or “Not enrolled at least half time” in Semester 1 or Quarter 1 or 2.

GA Payment Request Entry

Home Student **Payment** Reports

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Term
1-Fall ▼

Entries displayed 20 ▼

#	Current SSN	Last Name	First Name	Request Type	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Term Award Amount	Annual Award Amount
1	xxxx-xx			▼	▼	▼	▼		5000.00	5000.00
2	xxxx-xx			Payment ▼	Senior ▼	Full time ▼	▼	2500.00	2500.00	2500.00

Click the Save button to save your data before navigating to a new page.

As a reminder, the payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the Submit Payment Requests screen.

Discard **Save**

Submit Payment Requests Process

The **Submit Payment Requests** screen allows the user to submit payment requests to ISAC for processing. The user can specify which payment request records will be submitted based on **Term** selected.

This screen is accessed by selecting the **Submit Payment Requests** tab. After payment requests have been submitted by clicking on the **Submit** button a message will be displayed indicating how many payment requests were submitted.

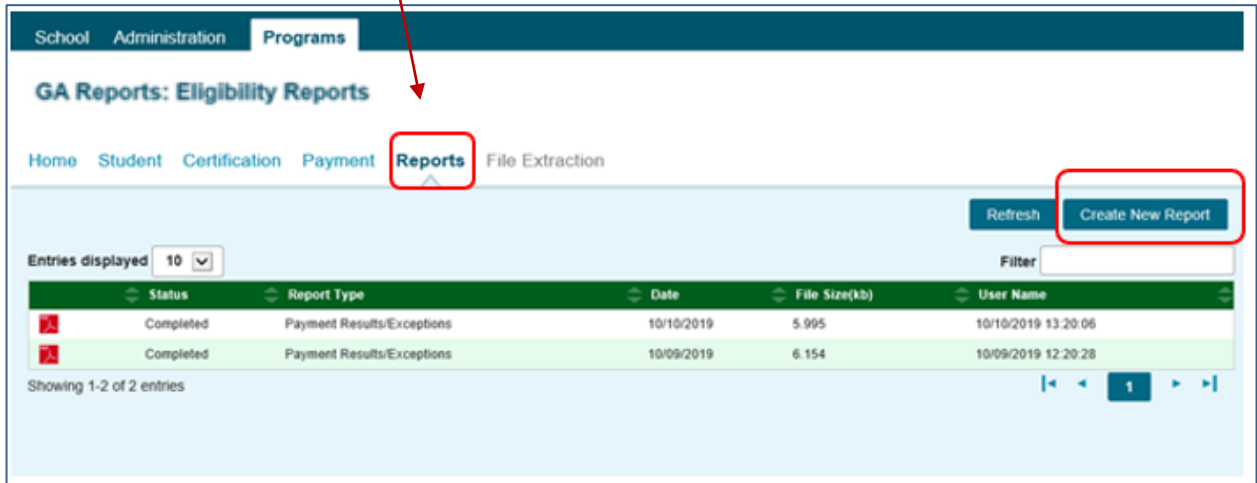
To **submit** payment requests to ISAC for GA payment follow these steps:

- Choose the **Term** for which the request is being made from the drop-down menu.
- Click on the **Submit** button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.

The screenshot shows the 'GA Submit Payment Requests' interface. At the top, there are navigation tabs: 'School', 'Administration', and 'Programs', with 'Programs' being the active tab. Below this, the title 'GA Submit Payment Requests' is displayed. A secondary navigation bar includes 'Home', 'Student', 'Payment', and 'Reports', with 'Payment' being the active tab. Below the navigation bar, there are links for 'List', 'Filter', 'Sort', 'Columns', and 'Payment Request Entry'. A green button labeled 'Submit Payment Requests' is highlighted with a red box. Below this, a message 'Payment Submitted for 2 records' is displayed in a red box. Under the heading 'Selection Criteria for all eligible records', there is a 'Term' dropdown menu currently set to '1-Fall'. At the bottom of the screen, there are two buttons: 'Submit' and 'Reset'. Two red arrows point from the text in the preceding paragraphs to the 'Submit Payment Requests' button and the 'Payment Submitted for 2 records' message.

Payment Reports

All payment results, for processing done through the GA system, can be obtained at various stages in the payment request process through system-generated reports. To create a report, navigate to the **Reports** tab, and then click on the **Create New Report**



GA Reports: Eligibility Reports

Home Student Certification Payment **Reports** File Extraction

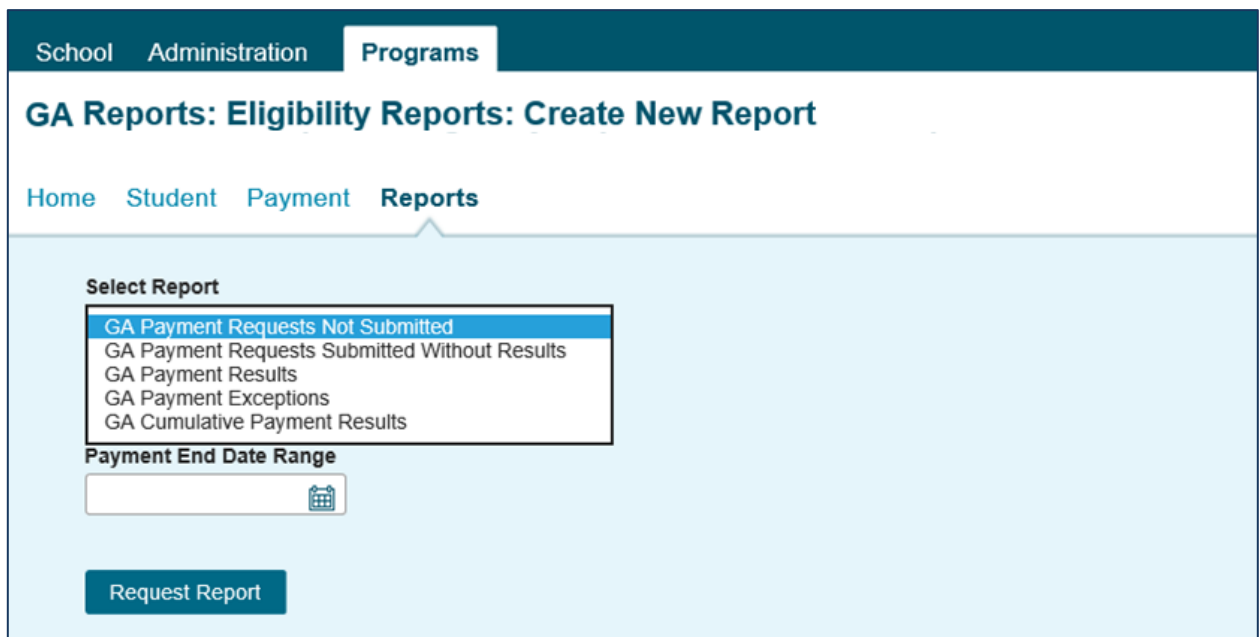
Refresh Create New Report

Entries displayed: 10 Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/Exceptions	10/10/2019	5.995	10/10/2019 13:20:06
Completed	Payment Results/Exceptions	10/09/2019	6.154	10/09/2019 12:20:28

Showing 1-2 of 2 entries

The **Select Report** drop down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. Data range fields will then be provided to allow you to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.



GA Reports: Eligibility Reports: Create New Report

Home Student Payment **Reports**

Select Report

- GA Payment Requests Not Submitted
- GA Payment Requests Submitted Without Results
- GA Payment Results
- GA Payment Exceptions
- GA Cumulative Payment Results


Payment End Date Range

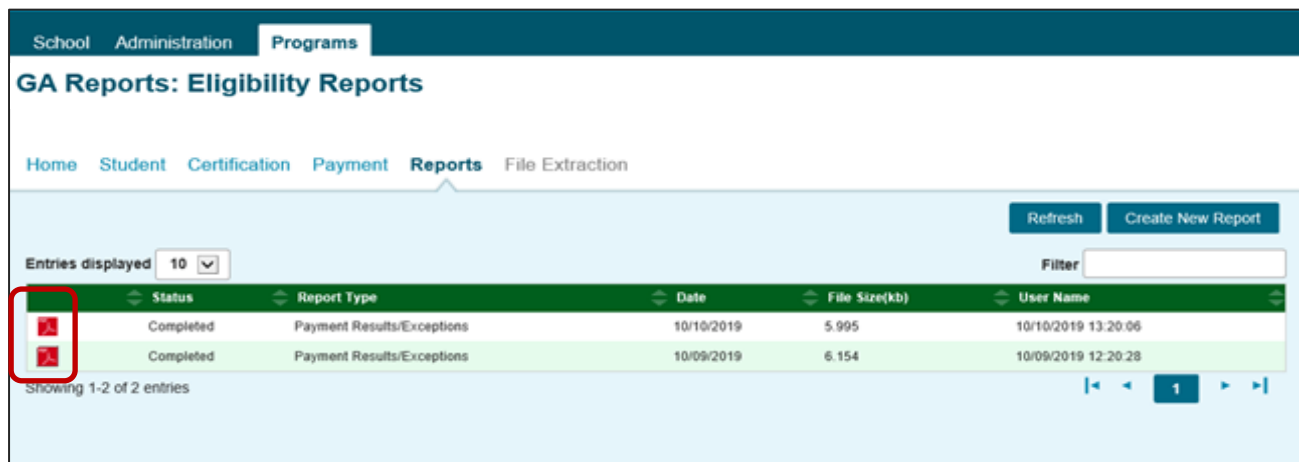
Request Report

Payment Reports

After requesting a report, you will be returned to the **Reports** screen where a list of reports that have been or are being generated for your school will be provided.

While the report is processing, the status will indicate *In Queue*. The refresh button completes the report. When it is ready, the status will change to *Completed*. To open the report, click on either the Microsoft Word or the Microsoft Excel icon. Additional information about the report, including the date, file size and user name of the person who requested the report will also be listed.


Reports displaying the pdf icon  are ISAC-generated reports and identifiable by the user name *GAInvoice* in the last column of the report list. Typically, this report is made available on the next business day after your school's payment request has been processed and will remain available if space allows. It is suggested that you save requested and the Payment Results/Exceptions report to your systems for future reference.

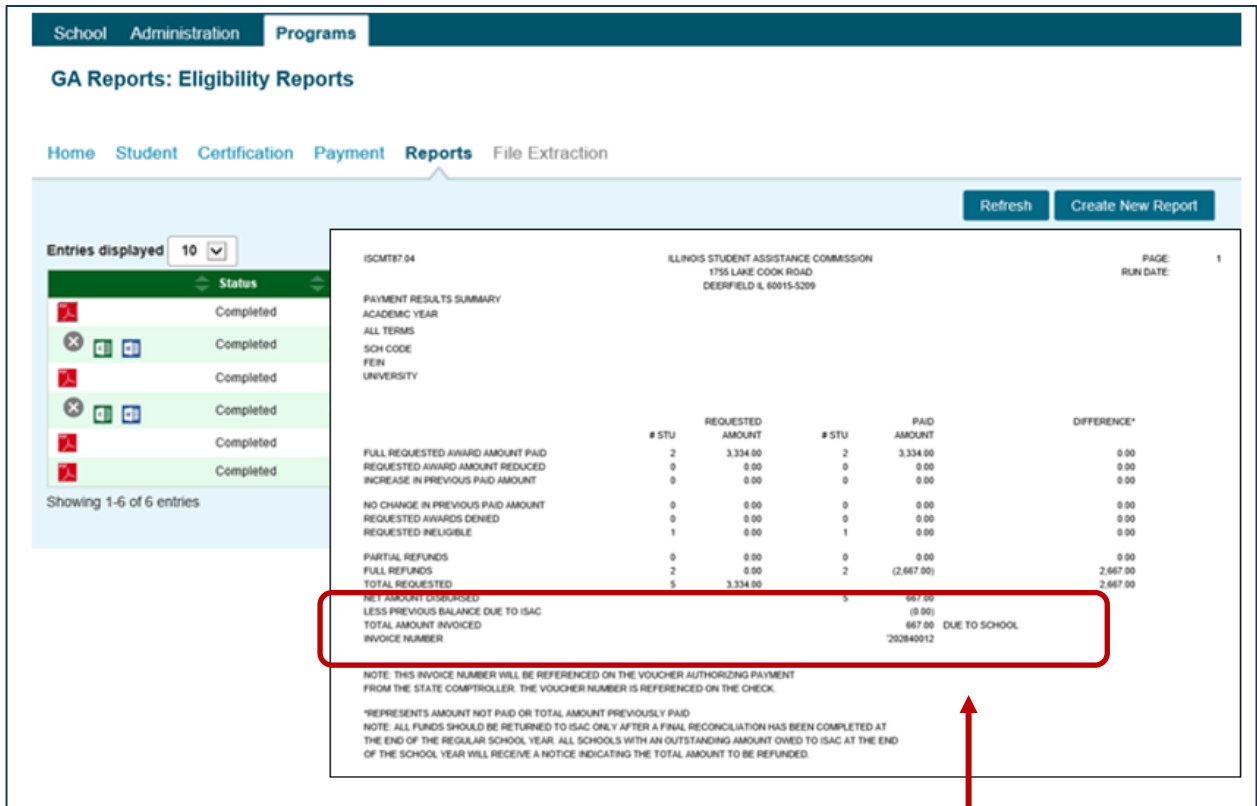


Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/Exceptions	10/10/2019	5.995	10/10/2019 13:20:06
Completed	Payment Results/Exceptions	10/09/2019	6.154	10/09/2019 12:20:28

Payment Results Summary/Invoice Detail

A Payment Results Summary and Invoice Detail Report is generated by ISAC after your school's payment request has been processed. It will include a Payment Results Report and a Payment Exceptions Report, as well as Invoice Detail about the payment claim. Typically, the report will be provided in the reports section on the next business day after the request has been processed by ISAC. This report is needed to match the voucher/invoice number and payment.

The Payment Results Summary and Invoice Detail will appear on the report list and can be identified by the pdf icon  in the first column and the user name of *GAInvoice* in the last column.



School Administration Programs

GA Reports: Eligibility Reports

Home Student Certification Payment Reports File Extraction

Refresh Create New Report

Entries displayed 10

Status

Completed

Completed

Completed

Completed

Completed

Showing 1-6 of 6 entries

ISACMT87.04

ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-5209

PAGE: 1
RUN DATE:

PAYMENT RESULTS SUMMARY
ACADEMIC YEAR
ALL TERMS
SCH CODE
FEN
UNIVERSITY

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT	DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	2	3,334.00	2	3,334.00	0.00
REQUESTED AWARD AMOUNT REDUCED	0	0.00	0	0.00	0.00
INCREASE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00	0.00
NO CHANGE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00	0.00
REQUESTED AWARDS DENIED	0	0.00	0	0.00	0.00
REQUESTED INELIGIBLE	1	0.00	1	0.00	0.00
PARTIAL REFUNDS	0	0.00	0	0.00	0.00
FULL REFUNDS	2	0.00	2	(2,667.00)	2,667.00
TOTAL REQUESTED	5	3,334.00	5		2,667.00
NET AMOUNT FORWARDED				667.00	
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)	
TOTAL AMOUNT INVOICED				667.00	
INVOICE NUMBER				202840012	

NOTE: THIS INVOICE NUMBER WILL BE REFERENCED ON THE VOUCHER AUTHORIZING PAYMENT FROM THE STATE COMPTROLLER. THE VOUCHER NUMBER IS REFERENCED ON THE CHECK.

*REPRESENTS AMOUNT NOT PAID OR TOTAL AMOUNT PREVIOUSLY PAID

NOTE: ALL 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 REFUNDED.

The last page of this report provides invoice information, including amount due to the school and the invoice number.

ISAC authorizes a voucher in the amount of the payment invoice and submits it to the State Comptroller's Office which issues payment to the institution. Vouchers are emailed to the Financial Aid Director. The invoice number will be referenced on the voucher authorizing payment from the State Comptroller. Colleges can match the invoice number on the Payment Results/Exceptions report with the voucher.

GA Codes

Result Code	Expanded Result Code	Reason
K		Ineligible for payment due to due to ISAC Default
F		Full GA units already used
4		Request superceded by another request
J		Ineligible for payment due to calculated award amount of zero
G	Y	Full annual award amount already used
G	P	Full program award maximum already used
H		Previously paid to your school for requested term
U		Cancel requested; no prior payment has been made for this term
Q	Y	Ineligible reason processed - not eligible for this academic year
Q	T	Ineligible reason processed - not eligible for this term
R	Y	Payment reduced to maintain GA annual award amount limit
R	P	Payment reduced to maintain GA program maximum award amount
T		With this payment student attains the maximum number of terms. Student will no longer be eligible for GA payment
B		Payment increased
C		Payment decreased
*		Payment processed - no reported exception
		Y= Annual maximum
		P = Program maximum
		T = Term maximum

Request Code	Definition
P	Payment
C	Cancel
I	Ineligible
D	Delete

Status Code	Definition
U	Updated
S	Submitted
P	Payment

Enrollment Status Code	Definition
H	Half-time
F	Full-time