



ISAC's Minority Teachers of Illinois (MTI) Scholarship Program

User Guide

May 2022



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Overview of the MTI Administration Process

Application Process

The MTI Program application process is completed online in the ISAC Student Portal: at <https://studentportal.isac.org/>.

Applicants must create an ISAC Student Portal Account to complete the online application. The Application/Promissory Note may be signed and submitted electronically, which is the preferred method, or they may print and sign the application by hand and mail to ISAC's Deerfield office. Paper applications must be submitted with an original ink signature and cannot be submitted via e-mail or Fax.

For priority consideration, ISAC must receive a complete application on or before March 31 preceding the academic year for which the applicant is applying.

RISE Act-Eligible Applicants

Applicants who indicate on the application that they are not a citizen or eligible noncitizen, but may qualify for MTI through the RISE Act, which allows undocumented students to apply for Illinois financial aid, will have to certify that they meet the RISE Act criteria.

In order to complete the MTI application, these students must complete an Alternative Application Student Profile if they have not already done so. Through this process, ISAC assigns a unique student identification (ID) number to the student, which is in format similar to a Social Security Number (SSN). The ISAC ID number will remain the same for the student each year that the student continues to receive benefits from the MTI program, and would also be used for any other ISAC programs for which the student may apply.

Students who may have applied for MAP using the Alternative Application prior to completing an MTI application should use the ISAC ID number assigned to the student during that process for all other ISAC program applications, including MTI.

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 MTI eligibility information:

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

Overview of the MTI Administration Process

Certification

The next step in the process is for colleges to complete certification for each MTI applicant listed in GAP Access. A complete application (submitted by the student) and a complete certification record (submitted by the college) are required to be considered for an award.

The Student Certification List in the MTI system includes all applicants in the three categories listed below:

- Renewal Timely Applicants (received/postmarked on or before March 31)
- New Timely Applicants (received/postmarked on or before March 31)
- All Untimely Applicants (received/postmarked on or after April 1).

All certifications must be completed regardless of whether the applicant is eligible or ineligible.

If a college certifies an applicant as ineligible for an award, a Notice of Ineligibility is sent to the applicant. Copies of ineligible student letters are not sent to the college. If a student subsequently meets the eligibility criteria, the certification can be corrected in GAP Access and resubmitted. If a student becomes ineligible after eligibility has been established, the student will receive a Notice of Disqualification.

Award Determination

The total number of scholarships awarded each year is contingent upon the amount of funding 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.

All timely, certified applicants are considered in the initial awarding.

When appropriated funds are insufficient to provide scholarships for all qualified applicants, available funds will be awarded to qualified students who submit complete timely applications based on the following priority order:

- Scholarships will first be awarded to renewal applicants.
- If funds remain after qualified renewal applicants have been awarded, then at least 35% of appropriated funds will be reserved for qualified male applicants, with priority given to qualified Black male applicants.
- When the appropriation reaches specified thresholds, funds are reserved for qualified bilingual minority applicants, with priority given to those enrolled in an educator preparation program with a concentration in bilingual, bicultural education.
- If funding is insufficient to award all qualified applicants within any of the priority categories above, then awards within that category will be prioritized as follows:
 - to students who demonstrate the most financial need
 - to students with the earliest date of received complete applications, and
 - to qualified applicants enrolled at or above the junior level.

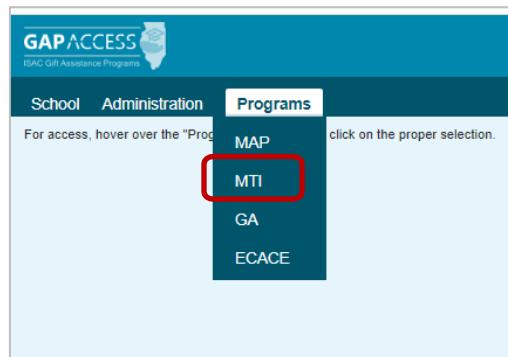
Access and Navigation

The system to administer the Minority Teachers of Illinois (MTI) Scholarship Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>.

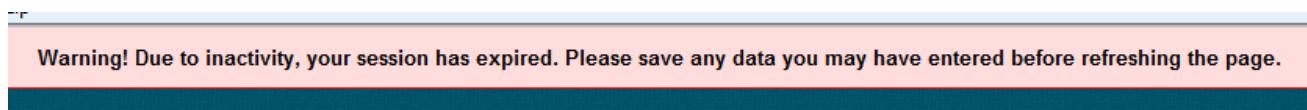
All users need a valid GAP Access ID and password to access the system.

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 MTI information can be accessed by selecting the MTI program near the top of the screen.

A screenshot of the MTI processing application. At the top, there is a navigation bar with 'School Administration' and 'Programs' tabs. The 'Programs' tab is selected. Below the navigation bar, the word 'MTI' is displayed in large blue letters. Underneath 'MTI', there is a horizontal menu with links: 'Home', 'Student', 'Certification', 'Payment', 'Reports', 'File Extraction', and 'Enrollment Status Verification'. Below this menu, there is a message: 'Welcome to the Internet application for processing the Minority Teachers of Illinois (MTI) Program.' Another message below it says: 'To view the Student List for MTI recipients whose Enrollment Status must be verified, select the previous academic year (i.e., 2020-2021) from the drop-down menu.' There is a form section with a red box around a dropdown menu labeled 'Academic Year' containing the value '2022-2023'. Next to it is a 'View Student List' button. Below this, there is a 'Student SSN' input field and a 'Submit' button.

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.



MTI Student List Eligibility: View Screen

Once you have navigated to the MTI Program in GAP Access, you can view the list of students who have submitted an MTI application to ISAC and listed your school as the college the applicant plans to attend. 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 receipt date, application status, and icons to indicate eligibility issues.

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 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.

MTI Student List Eligibility: View														
Home Student Certification Payment Reports File Extraction Enrollment Status Verification														
List Filter Sort Columns														
Entries displayed 20 ▼														
#	Sel	Current SSN	Last Name	First Name	DOB	Male	Default	Units	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Academic Level
1		\$ 	xxoo-xx			Yes	N	0		Incomplete				
2		\$ 	xxoo-xx			No	N	0	03/14/2022	Timely New	Y	04/21/2022	Sophomore	
3		\$ 	xxoo-xx			No	N	0	03/15/2022	Timely New	N	04/21/2022		

MTI Student List Eligibility: View Screen

MTI Student List Eligibility: View

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Filter Sort Columns

Entries displayed 20 ▾

#	Sel	Current SSN	Last Name	First Name	DOB	Male	Default	Units	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Academic Level
1			<input type="checkbox"/>	XXX-XX		Yes	N	0		Incomplete				
2			<input type="checkbox"/>	XXX-XI		No	N	0	03/14/2022	Timely New	Y	04/21/2022	Sophomore	
3				<input type="checkbox"/>	XXX-YO		N	0	03/15/2022	Timely New	N	04/21/2022		

[View Report](#)

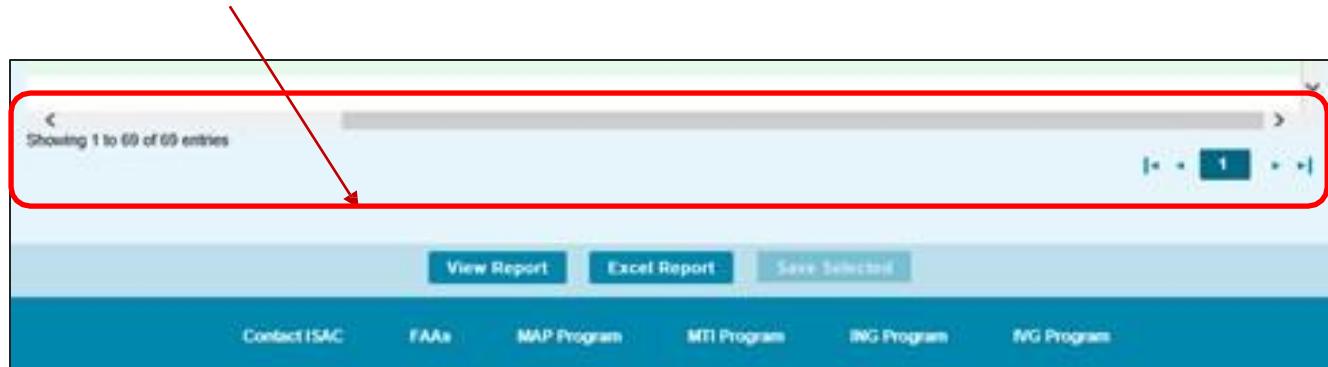
Excel Report

Save Selected

Students who have a Bilingual Certification are identified with a "Y" indicator or an "N" indicator.

Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	ECF
Sophomore					N	0
Graduate					Y	0

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.

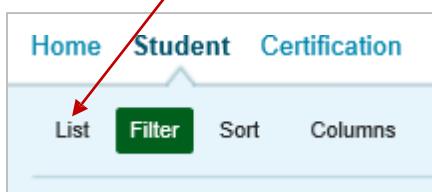


MTI Student List Filter Screen

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.

The screenshot shows the MTI Student Eligibility List: Filter screen. At the top, there's a navigation bar with tabs: School, Administration, Programs (highlighted in blue), Home, Student (highlighted in green), Certification, Payment, Reports, File Extraction, and Enrollment Status Verification. Below the navigation bar is a toolbar with tabs: List, Filter (highlighted in green and circled in red), Sort, and Columns. The main area contains various filtering options: SSN (text input), Last Name (dropdown with operator = and text input), First Name (dropdown with operator = and text input), Academic Level (dropdown), Term (dropdown with option - All -), Application Received Date Start End (two date pickers), and a large list of checkboxes for selection categories like Selected, Eligible, Awarded, etc. At the bottom are two buttons: List (highlighted in blue) and Reset (highlighted in green and circled in red).

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.



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

MTI Student 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 would to sort.

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

MTI Student Eligibility List: Sort

Home **Student** Certification Payment Reports File Extraction Enrollment Status Verification

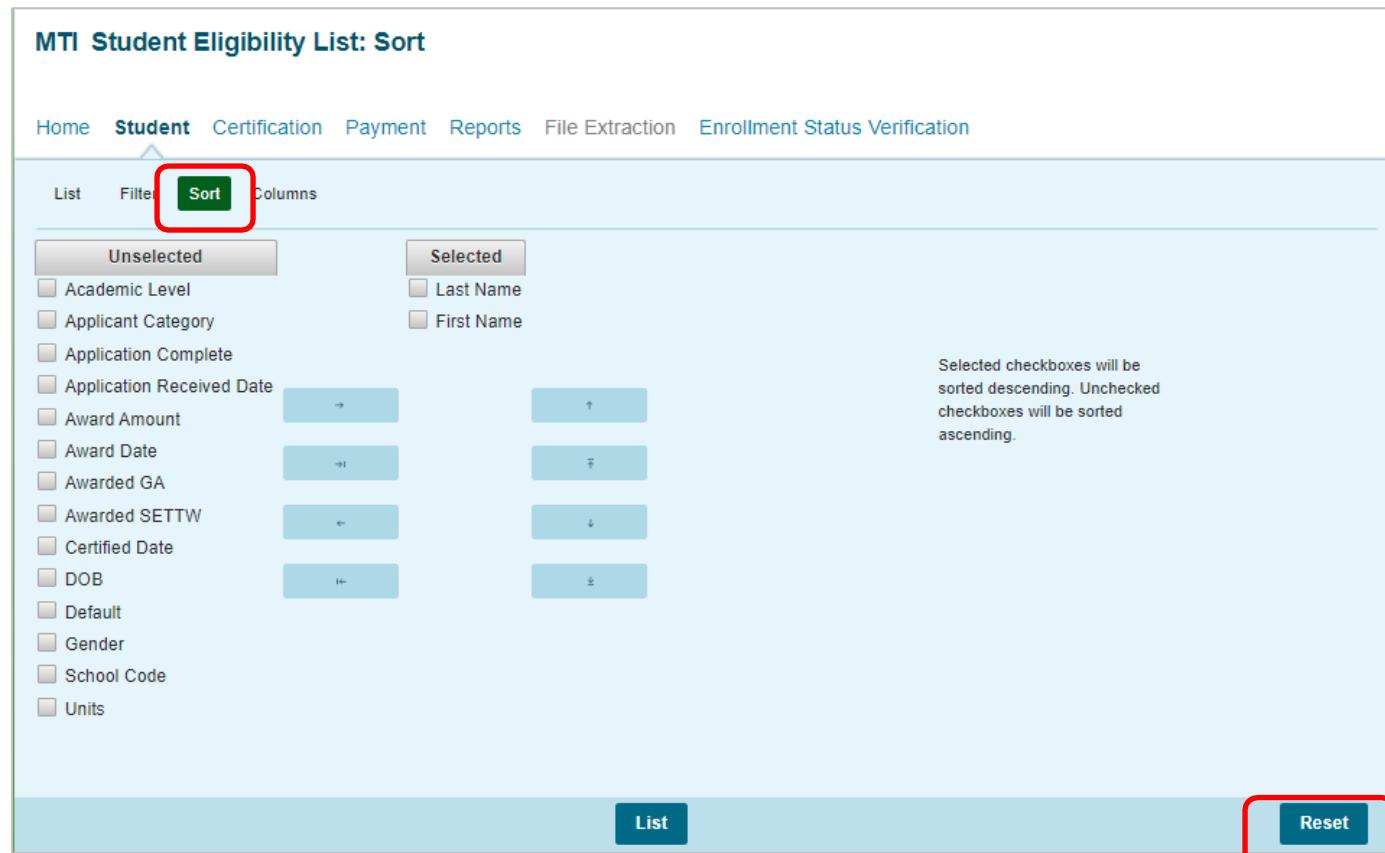
List Filter **Sort** Columns

Unselected **Selected**

Unselected	Selected
<input type="checkbox"/> Academic Level	<input checked="" type="checkbox"/> Last Name
<input type="checkbox"/> Applicant Category	<input type="checkbox"/> First Name
<input type="checkbox"/> Application Complete	
<input type="checkbox"/> Application Received Date	
<input type="checkbox"/> Award Amount	
<input type="checkbox"/> Award Date	
<input type="checkbox"/> Awarded GA	
<input type="checkbox"/> Awarded SETTW	
<input type="checkbox"/> Certified Date	
<input type="checkbox"/> DOB	
<input type="checkbox"/> Default	
<input type="checkbox"/> Gender	
<input type="checkbox"/> School Code	
<input type="checkbox"/> Units	

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

List **Reset**



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.

MTI Student List Columns Screen

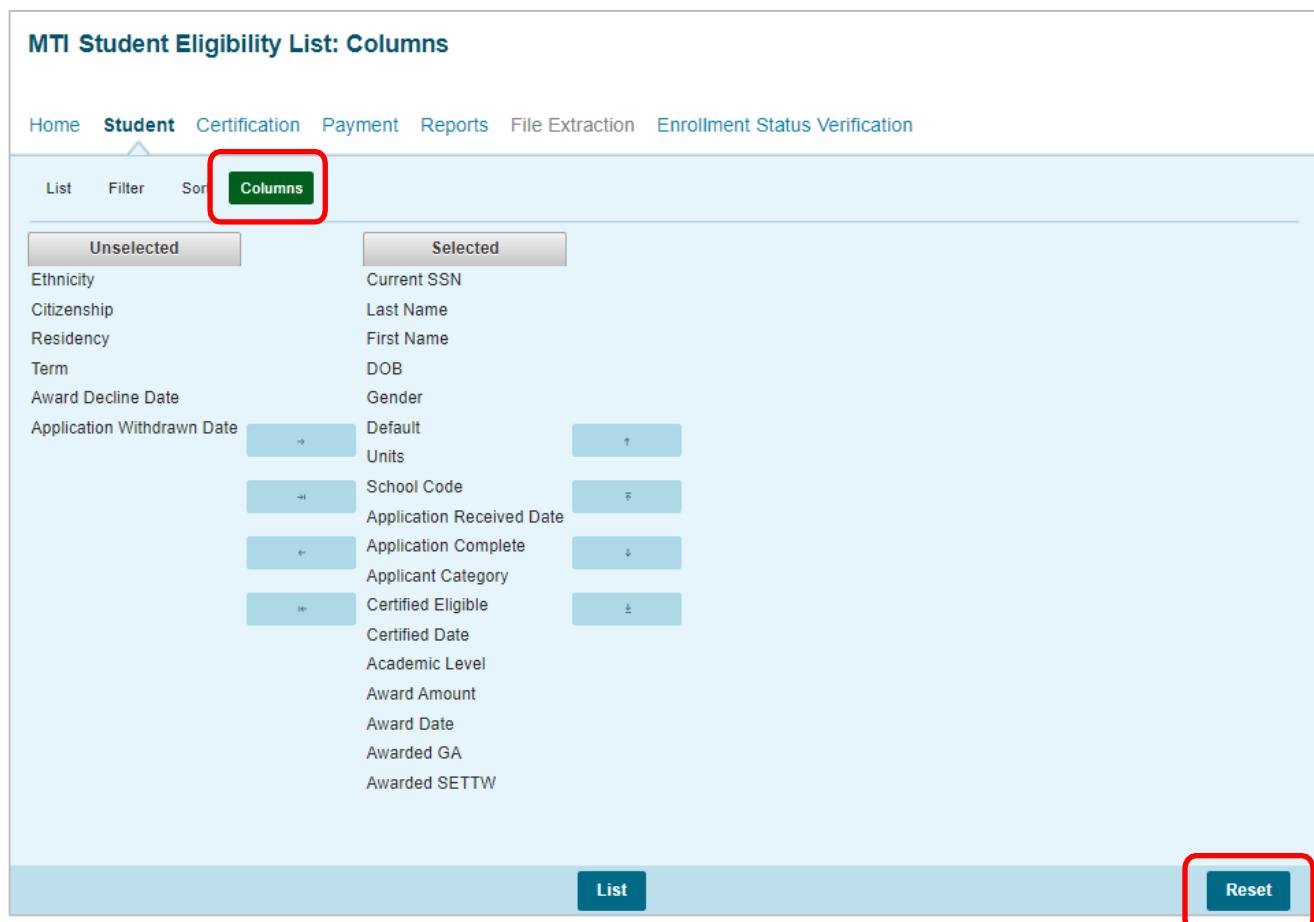
The Student Eligibility List: Columns screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the Columns tab.

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 'MTI Student Eligibility List: Columns' interface. At the top, there's a navigation bar with tabs: Home, Student (which is selected), Certification, Payment, Reports, File Extraction, and Enrollment Status Verification. Below the navigation bar are three buttons: List, Filter, and Sort. A green 'Columns' button is highlighted with a red box. The main area has two sections: 'Unselected' on the left and 'Selected' on the right. In the 'Unselected' section, there are several items: Ethnicity, Citizenship, Residency, Term, Award Decline Date, Application Withdrawn Date, Current SSN, Last Name, First Name, DOB, Gender, Default Units, School Code, Application Received Date, Application Complete, Applicant Category, Certified Eligible, Certified Date, Academic Level, Award Amount, Award Date, Awarded GA, and Awarded SETTW. Each item has a small blue box with an arrow pointing to the right next to it. In the 'Selected' section, there are items: Current SSN, Last Name, First Name, DOB, Gender, Default Units, School Code, Application Received Date, Application Complete, Applicant Category, Certified Eligible, Certified Date, Academic Level, Award Amount, Award Date, Awarded GA, and Awarded SETTW. Each item has a small blue box with an arrow pointing to the left next to it. At the bottom, there are two buttons: 'List' and 'Reset'. The 'Reset' button is also 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.

MTI Certification List: View Screen

The Certification List: View screen includes all applicants for whom ISAC has received a complete MTI 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 an MTI 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 screen and click on an individual student's name or SSN to open up a Certification Data 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 MTI Certification List: View screen. At the top, there is a navigation bar with tabs: Home, Student, **Certification**, Payment, Reports, File Extraction, and Enrollment Status Verification. The 'Certification' tab is highlighted with a red box. Below the navigation bar, there are two buttons: 'List' (highlighted with a red box) and 'Filter'. A dropdown menu shows 'Entries displayed' set to 20. The main table lists 10 entries, each with a row number, Current SSN, Last Name, First Name, Date of Birth, School Code, Applicant Category, Eligible, and Transfer status. The first entry (row 1) has its entire row highlighted with a red box. On the right side, a modal window titled 'Certification Data' is open. It contains fields for Student Name, Eligible (dropdown), Academic Level (dropdown), Anticipated Terms (dropdown), Is the student bilingual? (dropdown), Bilingual Type (dropdown), Bilingual program (dropdown), Career Pathway Endorsement (dropdown), EFC (dropdown), and Ineligible Reason (dropdown). At the bottom of the modal, there are two buttons: 'Save/Submit' (highlighted with a red box) and 'Close'.

Once a certification record has been saved, it will be considered submitted and will no longer appear on the Certification List: View screen. If something changes with a student's eligibility prior to the awarding process, corrections can be made to the certification record in GAP Access. Certified applicants will continue to appear on the Student List Eligibility: View, and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.

MTI Student Certification Data Screen

Once the Certification Data 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 “No,” the required field you must complete is Ineligible Reason by selecting the most appropriate answer from the drop down menu.

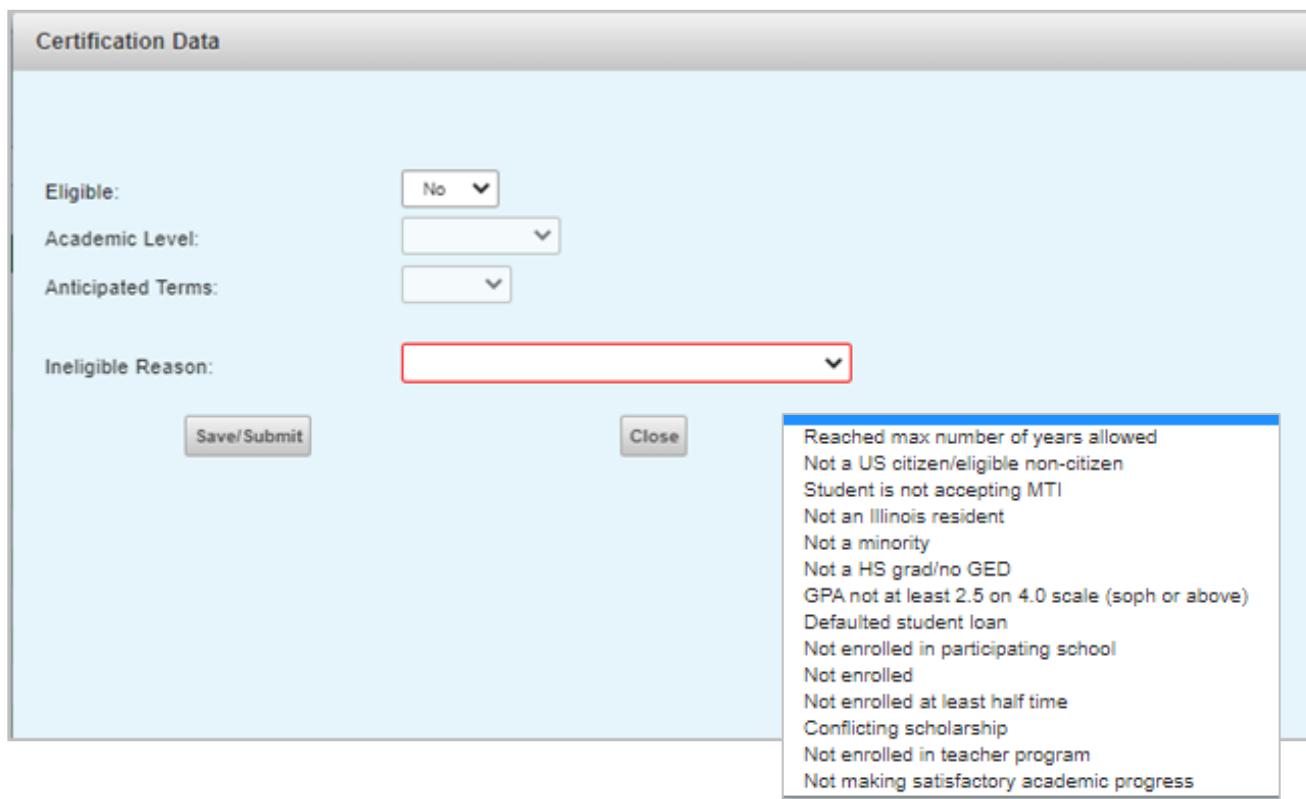
After providing data elements for the required field(s), click on the Save/Submit button to complete the process.

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

Certification Data

Eligible:	No <input type="button" value="▼"/>
Academic Level:	<input type="button" value="▼"/>
Anticipated Terms:	<input type="button" value="▼"/>
Ineligible Reason:	<input type="button" value="▼"/>

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



MTI Student Certification Data Screen

If “Yes” is selected for the Eligible field, you must provide the following:

- **Academic Level** -- Provide the student’s academic level for the upcoming award year
- **Anticipated Terms** -- Provide the student’s anticipated term(s) of enrollment
- **Is the student bilingual** – Yes or No
 - If the student is bilingual, you must provide
 - Bilingual Type
 - State Seal of Biliteracy
 - Passed education license proficiency test
 - All of the above
 - Bilingual Program
 - Bilingual educator preparation program
- **Career Pathway Endorsement** -- Yes or No
- **EFC** -- Schools should report the EFC from the valid ISIR on which a student’s financial aid would be based, as of the date that the MTI certification is completed.

Certification Data

Eligible:	<input type="button" value="Yes"/>	<input type="button" value="Freshman"/>
Academic Level:	<input type="button" value=""/>	<input type="button" value="Sophomore"/>
Anticipated Terms:	<input type="button" value=""/>	<input type="button" value="Junior"/>
Is the student bilingual:	<input type="button" value=""/>	<input type="button" value="Senior"/>
Bilingual Type:	<input type="button" value=""/>	<input type="button" value="Graduate"/>
Bilingual program:	<input type="button" value=""/>	<input type="button" value="State Seal of Biliteracy"/>
Career Pathway Endorsement:	<input type="button" value=""/>	<input type="button" value="Passed educator licensure proficiency test"/>
EFC:	<input type="button" value=""/>	<input type="button" value="All of the above"/>
Ineligible Reason:	<input type="button" value=""/>	<input type="button" value="Bilingual educator preparation program"/>
	<input type="button" value="Save/Submit"/>	<input type="button" value="Close"/>

After you’ve made your entry selections, the information boxes will remain outlined in red until you have saved the information entered on the page, which is done by clicking on the **Save/Submit** button at the bottom of the page. Once you have saved your entries, they are considered submitted and certification is complete.

MTI Certification Data Definitions

Qualified Bilingual Minority Applicant

A qualified bilingual minority applicant is one who demonstrates proficiency in a language other than English by receiving:

- a [State Seal of Biliteracy](#) from the [State Board of Education](#), or
- receiving a passing score on an [educator licensure target language proficiency test](#).

State Seal of Biliteracy

The Seal of Biliteracy is an award given by a school, district, or state in recognition of students who have studied and attained proficiency in two or more languages by high school graduation.

Illinois provides two awards: Seal of Biliteracy for those with a "high level of proficiency" - for most languages, this level is Intermediate High (4/5 on the AP Exam). A secondary award is the Commendation Toward Biliteracy (Intermediate-Low).

Students must meet the language proficiency criteria in both English and the second language. The second language may be a home language, learned in school or through travel or outside means. Schools can find the State Seal of Biliteracy on both the student's diploma and transcript. Illinois state universities, by state law, are required to provide university credit for Seal recipients.

For more information on testing and recognition information, visit the [ISBE Seal of Biliteracy page](#)
<https://www.isbe.net/Pages/Illinois-State-Seal-of-Biliteracy.aspx>

Career Pathway Endorsement

Pursuant to Section 80 of the [Postsecondary and Workforce Readiness Act](#), school districts may award College and Career Pathway Endorsements to high school graduates. Students earn endorsements by completing an individualized learning plan, a career-focused instructional sequence, and professional learning opportunities. The endorsements incentivize career exploration and development, particularly in high-demand career fields.

To earn a college and career pathways endorsement, students will have followed an individualized learning plan, career-focused instruction, career exploration activities and 60 hours of supervised career development experiences.

For more information:

- <https://www.isbe.net/pathwayendorsements>
- <https://media.advanceillinois.org/wp-content/uploads/2014/11/04001239/Facts-about-HB5729-FINAL.pdf>

MTI Certification List: Filter Screen

A filter functionality is available in the Certification 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 academic level first or on all timely renewals first, you may select those options on the Certification List: Filter screen, and then select List to generate a filtered list.

The screenshot shows the 'MTI Certification List: Filter' page. At the top, there are navigation tabs: School, Administration, Programs, Home, Student, **Certification**, Payment, Reports, File Extraction, and Enrollment Status Verification. On the left, there's a 'List' button and a 'Filter' button, with the 'Filter' button being highlighted by a red box. The main area contains several search and filter fields:

- SSN:** An input field with a dropdown menu above it.
- Last Name:** A dropdown menu with an equals sign icon and an input field.
- First Name:** A dropdown menu with an equals sign icon and an input field.
- Academic Level:** A dropdown menu.
- Term:** A dropdown menu with '- All -' selected.
- Certified Status:** A dropdown menu.

To the right of these fields is a list of filter checkboxes:

- Timely New
- Timely Renewal
- Untimely New
- Untimely Renewal

At the bottom right of the page are two buttons: a blue 'List' button with a red box around it, and a dark blue 'Reset' button.

Updating/Correcting an MTI Certification Record

If something changes with a student's eligibility prior to the awarding process, corrections can be made to the certification record in GAP Access.

To access the student record to make a change after it's already been certified and submitted, navigate to the Certification List: Filter screen and filter for the student using any of the available options shown below.

The screenshot shows the 'MTI Certification List: Filter' page. At the top, there are tabs for School, Administration, Programs, Home, Student, Certification (which is highlighted with a red box), Payment, Reports, File Extraction, and Enrollment Status Verification. Below the tabs, there are two buttons: 'List' and 'Filter' (also highlighted with a red box). The main area contains several filtering options: SSN (text input), Last Name (dropdown with '=' operator and text input), First Name (dropdown with '=' operator and text input), Academic Level (dropdown), Term (dropdown with '- All -'), and Certified Status (dropdown). To the right of these fields is a vertical list of checkboxes for filtering by certification status: Timely New, Timely Renewal, Untimely New, and Untimely Renewal. At the bottom are 'List' and 'Reset' buttons.

This is a zoomed-in view of the 'Certified Status' dropdown menu. The options listed are '- All -', 'Eligible', and 'Not Eligible'. The '- All -' option is highlighted with a blue background, indicating it is selected. A red arrow points from the text below to this selected option.

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.

Suggestions for Using Filter, Sort and Columns Functions

To Identify Certified Records

- The Certification List View default view is for records that have not been certified. The certified status will show as blank “not yet certified”. The records that are blank in the certified status are outstanding certifications.
- If you would like to see a different group of students, you can select a different certify status to get the record to display. The options that can be filtered are:
 - All
 - Eligible
 - Not Eligible
- To see all the students, you will have to filter the student by All under the Certified Status

MTI Certification List: Filter

Home Student **Certification** Payment Reports File Extraction Enrollment Status Verification

List **Filter**

SSN
Last Name
First Name
Academic Level
Term
Certified Status

Timely New
Timely Renewal
Untimely New
Untimely Renewal

List Reset

To filter students by Certified Status:

- Go to the Filter tab.
- Click on All under Certified Status.
- Click on the List tab to view your list of students.

MTI Certification List: View

Home Student **Certification** Payment Reports File Extraction Enrollment Status Verification

List Filter

Entries displayed 20 ▾

#	Current SSN	Last Name	First Name	Date of Birth	School Code	Applicant Category	Eligible	Transfer
1	XXX-XX-					Timely New		
2	XXX-XX-					Timely New		
3	XXX-XX-					Timely New		
4	XXX-XX-					Timely New		
5	XXX-XX-					Timely New		
6	XXX-XX-					Timely New		

Showing 1 to 20 of 70 entries

Overview of the MTI Payment Process

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

MTI eligibility and payment processing can be accessed by selecting **MTI** 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” will grant you zero access to MTI data.
- “Update” will grant you the ability to both edit and view MTI data.
- “View” will grant you the ability to only view MTI data (i.e., no editing ability).

The screenshot shows the MTI Payment Process interface. At the top, there are tabs for Person, Administration, School, and Programs. The Programs tab is selected, showing a dropdown menu with options: MAP, ING, IVG, MTI, GA, and State Scholar Program. Below the tabs, there is a header with 'MTI' and navigation links for Home, Student, Certification, and P. A welcome message says 'Welcome to the Internet application for process'. It also mentions 'To view the Student List for MTI recipients w...' and 'Academic Year' with a dropdown set to '2020-2021'. A 'View Student List' button is visible. At the bottom, there is a 'Student SSN' input field and a 'Submit' button.

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.

MTI Student Payment List: View Screen

The **Student List Payment: 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 *
- Amount Paid
- Adjusted Amount
- Result Code*
- Expanded Result
- Result Date
- Status Code *
- Invoice Number
- Awarded GA

* 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**.

The screenshot shows the MTI Student Payment List: View screen. At the top, there is a search bar labeled "School and School Code:" with a dropdown arrow and a "Go" button. Below the search bar is a navigation menu with links: Home, Student, Certification, **Payment**, Reports, File Extraction, and Enrollment Status Verification. Underneath the menu, there are buttons for List, Filter, Sort, Columns, Payment Request Entry, and Submit Payment Requests. A dropdown menu for "Entries displayed" is set to 100. The main area features a table with the following columns: #, Sel, Req Sel, Term Number, SSN, Last Name, First Name, Annual Award Amount, Term Award Amount, School Code, Request Code, Enrollment Status, and Ineligible Reason. The table contains 7 rows of data, each with a small icon and some numerical values. At the bottom of the table are five buttons: Save Selected, Req Select All, Req Unselect All, View Report, and Excel Report. The "Payment" tab is highlighted in blue.

#	Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason
1			<input type="checkbox"/>	<input type="checkbox"/>	2		5000.00	5000.00	001694			
2			<input type="checkbox"/>	<input type="checkbox"/>	2		5000.00	5000.00	001694			
3			<input type="checkbox"/>	<input type="checkbox"/>	1		5000.00	2500.00	001694	P	Full time	
4			<input type="checkbox"/>	<input type="checkbox"/>	2		5000.00	2500.00	001694			
5			<input type="checkbox"/>	<input type="checkbox"/>	1		5000.00	2500.00	001694	P	Full time	
6			<input type="checkbox"/>	<input type="checkbox"/>	2		5000.00	2500.00	001694			
7			<input type="checkbox"/>	<input type="checkbox"/>	1		5000.00	2500.00	001694	P	Half time	

Student Payment List: View Screen

MTI Student Payment List: View

School and School Code: Go

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

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	Enrollment Status	Ineligible Reason
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	2		5000.00	5000.00	001694			
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	2		5000.00	5000.00	001694			
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	1		5000.00	2500.00	001694	P	Full time	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	2		5000.00	2500.00	001694			
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	1		5000.00	2500.00	001694	P	Full time	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	2		5000.00	2500.00	001694			
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	□	□	1		5000.00	2500.00	001694	P	Half time	



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.

Student 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.

MTI Payment Eligibility List: Filter

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

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

SSN

Last Name =

First Name =

Term

Academic Level

Enrollment Status

Status Code

Request Type

Selected
 Eligible

Ineligible Reasons

Max Units
 Max Dollars
 Default
 Award Decline

List **Reset**

Student 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 ←

The screenshot shows the 'MTI Payment Eligibility List: Sort' page. At the top, there's a navigation bar with tabs: Person, Administration, School, Programs (which is selected), Home, Student, Certification, Payment (highlighted in blue), Reports, File Extraction, and Enrollment Status Verification. Below the navigation is a toolbar with buttons for List, Filter, Sort (highlighted with a red box), Columns, Payment Request Entry, and Submit Payment Requests.

The main area contains two lists: 'Unselected' on the left and 'Selected' on the right. The 'Unselected' list includes checkboxes for: Academic Level, Amount Paid, Annual Award Amount, Applicant Category, Application Receipt Date, Awarded GA, Certified Date, Cumulative Units, Date of Birth, Enrollment Status, Expanded Result, Gender, ISAC Default, Ineligible Reason, Invoice Number, Request Code, Requested Amount, Result Code, School Code, Status Code, and Term Award Amount. The 'Selected' list includes checkboxes for: Last Name, First Name, Term, and Result Date. Between the lists are four arrows: a double-headed arrow between Unselected and Selected, and single-headed arrows pointing up and down within each list.

A note on the right side states: "Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending."

At the bottom are 'List' and 'Reset' buttons.

Student 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



The screenshot shows the 'MTI Payment Eligibility List: Columns' interface. At the top, there's a navigation bar with tabs: Person, Administration, School, Programs (which is selected), Home, Student, Certification, Payment, Reports, File Extraction, and Enrollment Status Verification. Below the navigation is a toolbar with buttons for List, Filter, Sort, and Columns (the 'Columns' button is highlighted with a red box). Further down are buttons for Payment Request Entry and Submit Payment Requests.

The main area contains two lists: 'Unselected' on the left and 'Selected' on the right. Between them are four sets of horizontal arrows for moving items between lists:

- A set of arrows for moving items from Unselected to Selected.
- A set of arrows for moving items from Selected back to Unselected.
- A set of arrows for moving items up within the Selected list.
- A set of arrows for moving items down within the Selected list.

The 'Unselected' list includes the following items:
Application Receipt Date
Applicant Category
Academic Level
Date of Birth
Gender
Certified Date
Cumulative Units
ISAC Default

The 'Selected' list includes the following items:
Term
SSN
Last Name
First Name
Annual Award Amount
Term Award Amount
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 GA

List

Reset

Student Detail: Payments Screen

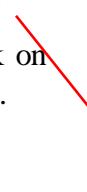
Individual Payment Requests

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.



MTI Student Detail: Payments

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Student Name

Current SSN Go

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount	5000.00	

Activity Date
Status
Result code
Expanded Result

Invoice #
School Code
Result code
Expanded Result
Amount Paid
Adjusted Amount
Result Date

Student Detail: Payments Screen

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

- **Request**
- **Enrollment Status**
- **Requested Amount** (To adjust the system-calculated annual award amount if necessary)
 - The current award amount is up to \$5,000 per year.
 - It is subject to appropriation.
 - If appropriation increases, annual award amount may also increase.

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 requests to ISAC has been completed using the **Submit Payment Requests** screen.

MTI Student Detail: Payments

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Student Name

Current SSN Go

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request	<input type="button"/>	<input type="button"/>
Enrollment Status	<input type="button"/>	<input type="button"/>
Ineligible Reason	<input type="button"/>	<input type="button"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount	5000.00	

Activity Date
Status
Result code
Expanded Result

Invoice #
School Code
Result code
Expanded Result
Amount Paid
Adjusted Amount
Result Date

Select:
Payment-to request a payment
Cancel-to cancel a previously requested award
Ineligible-to be completed for students who are ineligible
Delete-to remove the payment request before submitting

Student Detail: Payments Screen

MTI Student Detail: Payments

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Student Name

Current SSN Go

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request		
Enrollment Status		
Ineligible Reason		
Requested Amount		
Award Amount		5000.00

MTI Ineligible Reason - Select the appropriate reason that makes the student ineligible.

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

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

* 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.

MTI Student Payment List: View

School and School Code: Go

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed: 100

#	Sel	Req Sel	Form Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>					5000.00	5000.00	001694			
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>					5000.00	5000.00	001694			
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>					5000.00	2500.00	001694	P	Full time	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>					5000.00	2500.00	001694			
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>										

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

MTI Payment Request Entry

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

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	5000.00
2				Payment	Full time		1667.00	1667.00	5000.00
3				Payment	Full time		1667.00	1667.00	5000.00

Showing 1 to 3 of 3 entries

Discard Save

Payment Request Entry

The screenshot shows a web-based application titled "MTI Payment Request Entry". At the top, there is a navigation bar with tabs: "School Administration", "Programs", "Home", "Student", "Certification", "Payment", "Reports", "File Extraction", and "Enrollment Status Verification". Below the navigation bar, a sub-menu for "Payment" is displayed with options: "List", "Filter", "Sort", "Columns", "Payment Request Entry" (which is highlighted in green), and "Submit Payment Requests".

The main content area is titled "Term" and shows a dropdown menu set to "1-Fall". Below it, there is a "Entries displayed" dropdown set to "20". A table lists three student entries:

#	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	5000.00
2				Payment	Full time		1667.00	1667.00	5000.00
3				Payment	Full time		1667.00	1667.00	5000.00

Below the table, a message says "Showing 1 to 3 of 3 entries". At the bottom of the screen are two buttons: "Discard" and "Save".

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
- **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.
- 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.

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 MTI 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 'MTI Submit Payment Requests' screen. At the top, there's a navigation bar with tabs: School, Administration, Programs (which is active), and MTI Submit Payment Requests. Below the tabs is a sub-navigation bar with Home, Student, Certification, Payment (which is active), Reports, File Extraction, Enrollment Status Verification. Under the main title, there are buttons for List, Filter, Sort, Columns, and Payment Request Entry. A prominent green button labeled 'Submit Payment Requests' is highlighted with a red box. To its left, a message box displays 'Payment Submitted for 17 records'. Below the message box is a section titled 'Selection Criteria for all eligible records' with a 'Term' dropdown set to '1-Fall'. A red arrow points from the 'Term' dropdown down towards the 'Submit' button at the bottom. At the very bottom of the screen, there are two buttons: 'Submit' (highlighted with a red box) and 'Reset'.

Payment Reports

All payment results 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**

The screenshot shows the MTI Reports: Eligibility Reports interface. At the top, there is a navigation bar with tabs: Person, Administration, School, Programs, and a dropdown menu. Below the navigation bar, the title "MTI Reports: Eligibility Reports" is displayed. A search bar labeled "School and School Code:" with a dropdown arrow and a "Go" button is present. Underneath the title, a horizontal menu bar includes Home, Student, Certification, Payment, Reports (which is highlighted with a red box), File Extraction, and Enrollment Status Verification. To the right of this menu bar are "Refresh" and "Create New Report" buttons, with "Create New Report" also highlighted with a red box. Below the menu, there is a table with columns: Status, Report Type, Date, File Size(kb), and User Name. One row is visible, showing "Completed" under Status, "Payment Results/Exceptions" under Report Type, "8/13/2013" under Date, "6.133" under File Size(kb), and "User Name" under User Name. At the bottom left, it says "Showing 1-1 of 1 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.

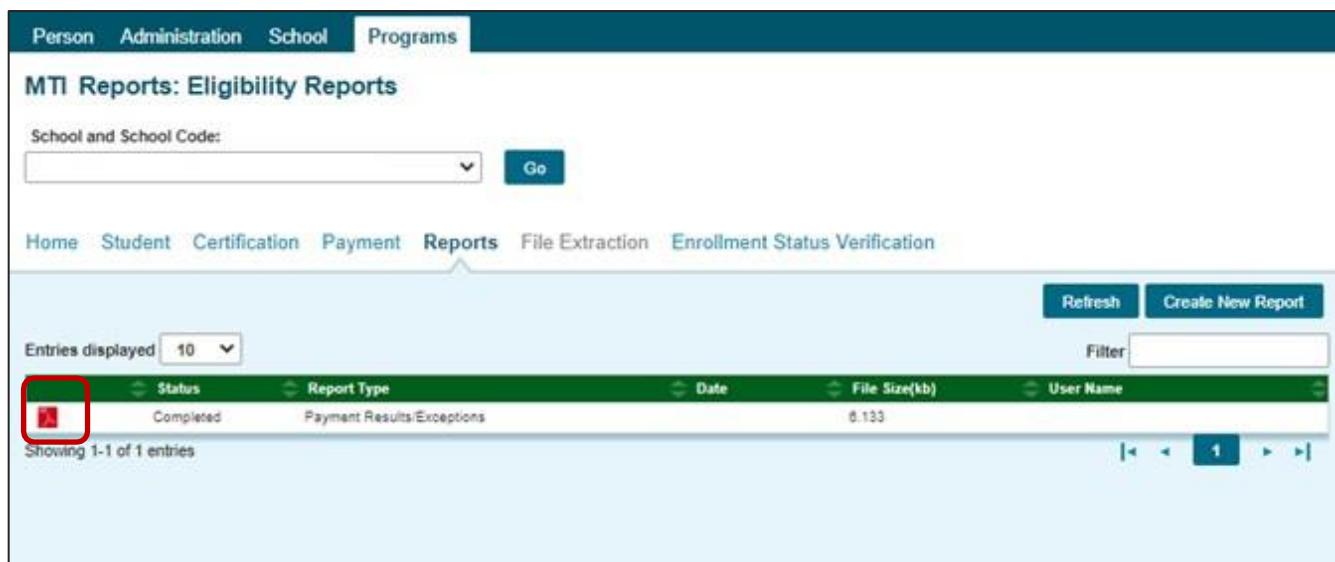
The screenshot shows the MTI Reports: Eligibility Reports: Create New Report page. At the top, there is a navigation bar with tabs: Person, Administration, School, Programs, and a dropdown menu. Below the navigation bar, the title "MTI Reports: Eligibility Reports: Create New Report" is displayed. A horizontal menu bar includes Home, Student, Certification, Payment, Reports (which is highlighted with a red box), File Extraction, and Enrollment Status Verification. On the left side, there is a form with a "Select Report" label and a dropdown menu. The dropdown menu contains several options: "MTI Payment Requests Not Submitted" (which is highlighted with a blue selection bar), "MTI Payment Requests Submitted Without Results", "MTI Payment Results", "MTI Payment Exceptions", "MTI Cumulative Payment Results", and "MTI Outstanding Payment Requests". Below the dropdown menu is a "Request Report" button. To the left of the dropdown menu, there are two date range input fields: "Payment Start Date Range" and "Payment End Date Range", each with a calendar icon.

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 *MTIInvoice* 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 ISAC-generated reports to your systems for future reference.



The screenshot shows the MTI Reports: Eligibility Reports interface. At the top, there are navigation tabs: Person, Administration, School, Programs, and a selected tab 'Reports'. Below the tabs, a search bar for 'School and School Code' and a 'Go' button are present. A horizontal menu bar includes Home, Student, Certification, Payment, Reports (which is underlined), File Extraction, and Enrollment Status Verification. On the right side of the header, there are 'Refresh' and 'Create New Report' buttons, and a 'Filter' input field. The main content area displays a table of report entries. The table has columns: Status, Report Type, Date, File Size(kb), and User Name. One row is visible, showing 'Completed' status, 'Payment Results/Exceptions' report type, a date of '8/13/2013', a file size of '6.133', and the user name 'MTIInvoice'. The 'Status' column for this row is highlighted with a red box. The table also includes a dropdown for 'Entries displayed' set to 10, and a navigation bar at the bottom with icons for back, forward, and search.

Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/Exceptions	8/13/2013	6.133	MTIInvoice

Showing 1-1 of 1 entries

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 *MTIInvoice* in the last column.

School Administration Programs

MTI 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	5.382		
Completed	ISCMCT87.04	ILLINOIS STUDENT ASSISTANCE COMMISSION 1755 LAKE COOK ROAD DEERFIELD IL 60015-5209		PAGE: 1 RUN DATE:
Completed	PAYOUT RESULTS SUMMARY ACADEMIC YEAR ALL TERMS SOH CODE: FEN UNIVERSITY	Minority Teachers of Illinois (MTI) Program		
Completed				
Completed				
Showing 1-6 of 6 entries				

STU REQUESTED PAID 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			2,667.00

LESS PREVIOUS BALANCE DUE TO ISAC (0.00)
TOTAL AMOUNT INVOICED 667.00
INVOICE NUMBER T202840012

NOTE: THIS INVOICE NUMBER IS 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.

A red box highlights the "INVOICE NUMBER" field, and a red arrow points from it to the "T202840012" value.

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.

MTI Codes

Result Code	Expanded Result Code	Reason
K		Ineligible for payment due to ISAC Default
F		Full MTI 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 MTI annual award amount limit
R	P	Payment reduced to maintain MTI program maximum award amount
T		With this payment student attains the maximum number of terms. Student will no longer be eligible for MTI 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