



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

User Guide

May 2022



Table of Contents

TOPIC	PAGE
Overview of the MTI Administration Process	3
MTI Administration Process	
• Application	3
• Certification	4
• Award Determination	4
Access and Navigation	
• GAP Access User Administration	5
• Navigation into MTI System	5
MTI Student Eligibility List	
• Student Eligibility List: View Screen	6-7
• Student Eligibility List: Filter Screen	8
• Student Eligibility List: Sort Screen	9
• Student Eligibility List: Column Screen	10
MTI Student Certification	
• Certification List: View Screen	11
• Certification Data Screen & Fields	12 - 14
• MTI Certification List: Filter Screen	15
• Updating/Correcting an MTI Certification Record	16
Suggestions for using Filter, Sort and Columns Function	
• Identifying Certified Records	17
MTI Payment	
• Overview of the Payment Process	18
• MTI Student Payment List: View Screen	19 - 20
• Student Payment Eligibility List: Filter Screen	21
• Student Payment Eligibility List: Sort Screen	22
• Student Payment Eligibility List: Columns Screen	23
• Student Detail: Payments Screen/ Individual Payment Requests	24
• Payment Request Entry/Batch Payment Requests	25-27
• Submitting Payment Requests	28-29
MTI Reports	
• MTI Payment Reports	30-32
MTI Codes	
• MTI Result Codes, Request Codes, Status Codes and Enrollment Status Codes	33

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.

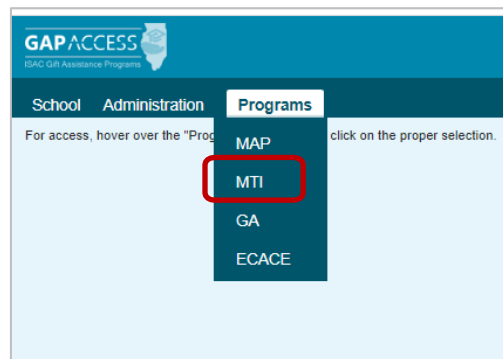
Access and Navigation

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 program interface. The top navigation bar has three tabs: 'School', 'Administration', and 'Programs'. The 'Programs' tab is active, and a dropdown menu is open below it, showing four options: 'MAP', 'MTI', 'GA', and 'ECACE'. The 'MTI' option is highlighted with a red rectangular box. Below the navigation bar, the page title is 'MTI'. There are several sub-tabs: 'Home', 'Student', 'Certification', 'Payment', 'Reports', 'File Extraction', and 'Enrollment Status Verification'. The 'Payment' tab is active. Below the sub-tabs, there is a welcome message: 'Welcome to the Internet application for processing the Minority Teachers of Illinois (MTI) Program.' and a instruction: '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.' Below this, there is a form with a dropdown menu labeled 'Academic Year' showing '2022-2023' and a 'View Student List' button. Below the dropdown menu, there is a 'Student SSN' label, a text 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.



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

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

#		Set	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"/>	XXXX-XX				Yes	N	0			Incomplete			
2	 	<input type="checkbox"/>	XXXX-XX				No	N	0		03/14/2022	Timely New	Y	04/21/2022	Sophomore
3	  	<input type="checkbox"/>	XXXX-XX				No	N	0		03/15/2022	Timely New	N	04/21/2022	

View Report Excel Report Save Selected

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"/>	xxxx-xx		Yes	N	0			Incomplete			
2		\$	<input type="checkbox"/>	xxxx-xx		No	N	0	03/14/2022	Timely New		Y	04/21/2022	Sophomore
3		\$		<input type="checkbox"/>	xxxx-xx		No	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	EFC
Sophomore					N	0
Graduate					Y	0

Navigation: < < 1 > >

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

Showing 1 to 69 of 69 entries

View Report Excel Report Save Selected

Contact ISAC FAAs MAP Program MTI Program ING Program ING Program

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.

School Administration **Programs**

MTI Student Eligibility List: Filter

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

List **Filter** Sort Columns

SSN
[Text Box]

Last Name
= [Dropdown] [Text Box]

First Name
= [Dropdown] [Text Box]

Academic Level
[Dropdown]

Term
- All - [Dropdown]

Application Received Date Start End
[Calendar Icon] [Calendar Icon]

- ☐ Selected
- ☐ Eligible
- ☐ Awarded
- ☐ Eligible Unawarded
- ☐ Award Declined
- ☐ Application Withdrawn
- ☐ Incomplete

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

Ineligible Reasons

- ☐ Max Units
- ☐ Default
- ☐ Ethnicity
- ☐ Residency
- ☐ 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** Certification

List **Filter** Sort Columns

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
<input type="checkbox"/> Academic Level		<input 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.

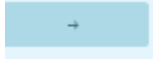
Once you've made all of sorting selections, click on the List tab (located to the left of the Filter tab) to generate your customized list.

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.



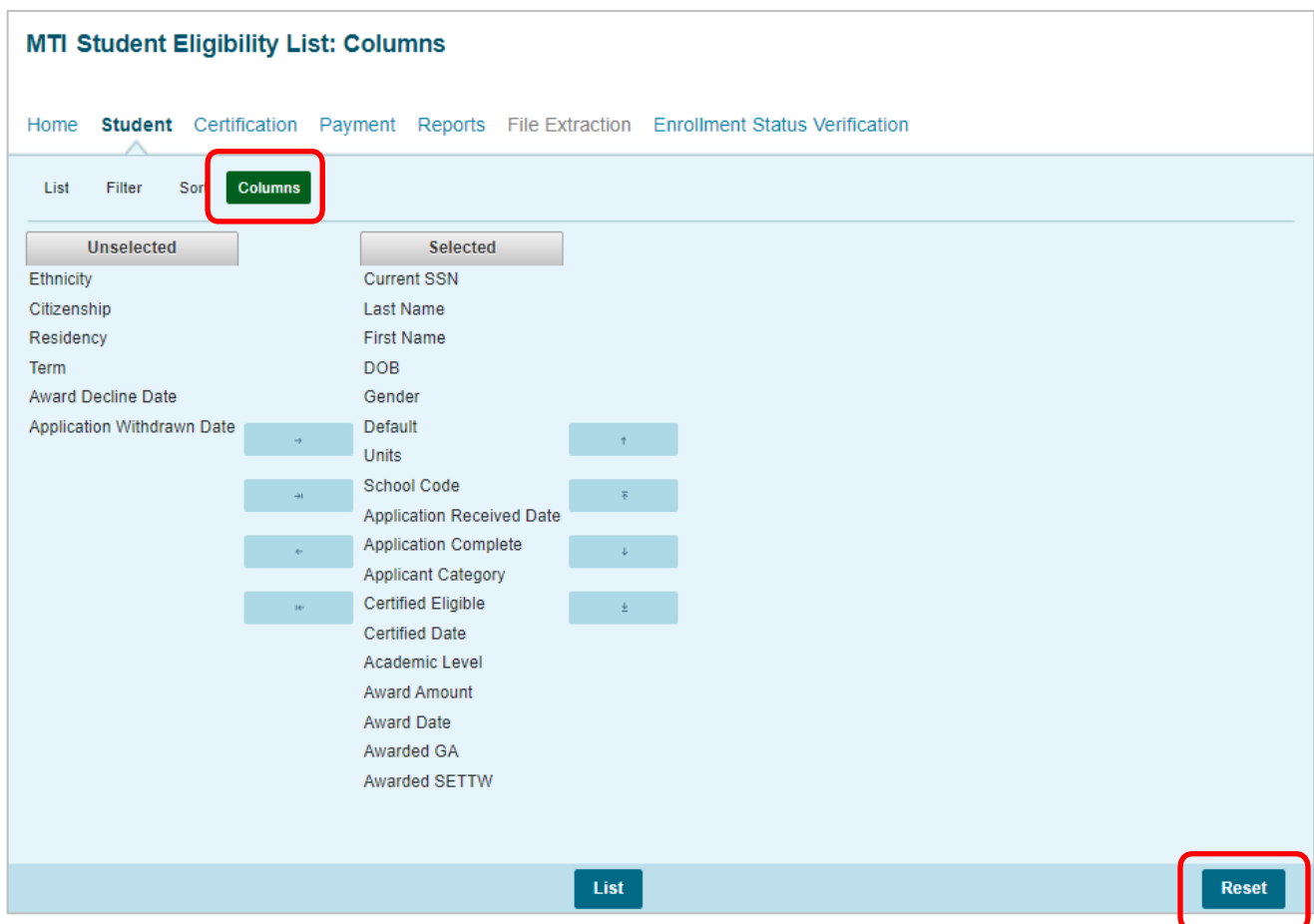
Similarly, to remove a column from the List view, select the Column heading in the Selected list and then click on the Remove arrow to add it to the Unselected list.



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' screen. At the top, there's a navigation bar with tabs: Home, Student, Certification, Payment, Reports, File Extraction, and Enrollment Status Verification. Below this is a sub-navigation bar with 'List', 'Filter', 'Sort', and 'Columns' (which is highlighted with a red box). The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column contains a list of column names: Ethnicity, Citizenship, Residency, Term, Award Decline Date, and Application Withdrawn Date. The 'Selected' column contains a list of column names: 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. Between the two columns are four buttons: a right-pointing arrow, a left-pointing arrow, an upward-pointing arrow, and a downward-pointing arrow. At the bottom right, there is a 'Reset' button highlighted with a red box. At the bottom center, there is a 'List' button.

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 are navigation tabs: Home, Student, Certification (highlighted with a red box), Payment, Reports, File Extraction, and Enrollment Status Verification. Below the tabs is a 'List' button (highlighted with a red box) and a 'Filter' input field. The main area displays a table of certification records. The table has columns: #, Current SSN, Last Name, First Name, Date of Birth, School Code, Applicant Category, Eligible, and Transfer. The first row is highlighted with a red box. Below the table, it says 'Showing 1 to 10 of 10 entries'. At the bottom right of the table area is a 'View Report' button. Overlaid on the right side of the screen is a 'Certification Data' modal. This modal contains several dropdown menus and text input fields for: Student Name, Eligible, Academic Level, Anticipated Terms, Is the student bilingual, Bilingual Type, Bilingual program, Career Pathway Endorsement, EFC, and Ineligible Reason. At the bottom of the modal are two buttons: 'Save/Submit' (highlighted with a red box) and 'Close'.

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

Once a certification record has been saved, it will be considered submitted and will no longer appear on the Certification List: View screen. 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.

The screenshot displays the 'Certification Data' form. It includes the following fields and options:

- Eligible:** A dropdown menu currently set to 'No'.
- Academic Level:** A dropdown menu.
- Anticipated Terms:** A dropdown menu.
- Ineligible Reason:** A dropdown menu with a red border, which is open, showing a list of reasons for ineligibility.

At the bottom of the form are two buttons: 'Save/Submit' and 'Close'.

The open dropdown for 'Ineligible Reason' contains the following options:

- 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.

The screenshot displays the 'Certification Data' form. The 'Eligible' field is set to 'Yes'. The 'Academic Level' dropdown is open, showing options: Freshman, Sophomore, Junior, Senior, and Graduate. The 'Anticipated Terms' dropdown is also open. The 'Is the student bilingual' field is set to 'Yes'. The 'Bilingual Type' dropdown is open, showing options: State Seal of Biliteracy, Passed educator licensure proficiency test, and All of the above. The 'Bilingual program' dropdown is open, showing options: Bilingual educator preparation program and Other. The 'Career Pathway Endorsement' dropdown is open. The 'EFC' field is empty. The 'Ineligible Reason' dropdown is open. The 'Save/Submit' and 'Close' buttons are at the bottom.

Field	Value
Eligible:	Yes
Academic Level:	Freshman
Anticipated Terms:	
Is the student bilingual:	Yes
Bilingual Type:	State Seal of Biliteracy
Bilingual program:	Bilingual educator preparation program
Career Pathway Endorsement:	
EFC:	
Ineligible Reason:	

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)
<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.

School Administration **Programs**

MTI Certification List: Filter

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

List **Filter**

SSN

Last Name
=

First Name
=

Academic Level

Term
- All -

Certified Status

☐ Timely New
☐ Timely Renewal
☐ Untimely New
☐ Untimely Renewal

List **Reset**

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.

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

SSN

Last Name =

First Name =

Academic Level

Term

Certified Status

- All -
Eligible
Not Eligible

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

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

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

1

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 displays the MTI system interface. At the top, there is a navigation bar with tabs: Person, Administration, School, and Programs. The Programs tab is selected, and a dropdown menu is open, showing options: MAP, ING, IVG, MTI, GA, and State Scholar Program. The MTI option is highlighted. Below the navigation bar, the main content area is divided into two sections. The left section, titled 'MTI', contains a 'Home' link and a 'Student' link. Below these links, there is a 'Welcome to the Internet application for processing MTI requests' message. A form for 'Academic Year' is visible, with a dropdown menu set to '2020-2021' and a 'View Student List' button. Below this, there is a 'Student SSN' field and a 'Submit' button. The right section, titled 'Enrollment Status Verification', contains a message: 'To view the Student List for MTI recipients with enrollment status verification, select the previous academic year (i.e., 2019-2020) from the drop-down menu.'

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**.

MTI Student Payment List: View

School and School Code:

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 checked="" type="checkbox"/>	<input type="checkbox"/>	2				5000.00	5000.00	001094			
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2				5000.00	5000.00	001094			
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1				5000.00	2500.00	001094	P	Full time	
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2				5000.00	2500.00	001094			
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1				5000.00	2500.00	001094	P	Full time	
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2				5000.00	2500.00	001094			
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1				5000.00	2500.00	001094	P	Half time	

19

Student Payment List: View Screen

MTI Student Payment List: View

School and School Code:

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

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed: 100

#	Set	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"/>	2				5000.00	5000.00	001694			
2		<input type="checkbox"/>	2				5000.00	5000.00	001694			
3		<input type="checkbox"/>	1				5000.00	2500.00	001694	P	Full time	
4		<input type="checkbox"/>	2				5000.00	2500.00	001694			
5		<input type="checkbox"/>	1				5000.00	2500.00	001694	P	Full time	
6		<input type="checkbox"/>	2				5000.00	2500.00	001694			
7		<input 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
- All -

Academic Level
- All -

Enrollment Status
- All -

Status Code
- All -

Request Type
- All -

☐ 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.

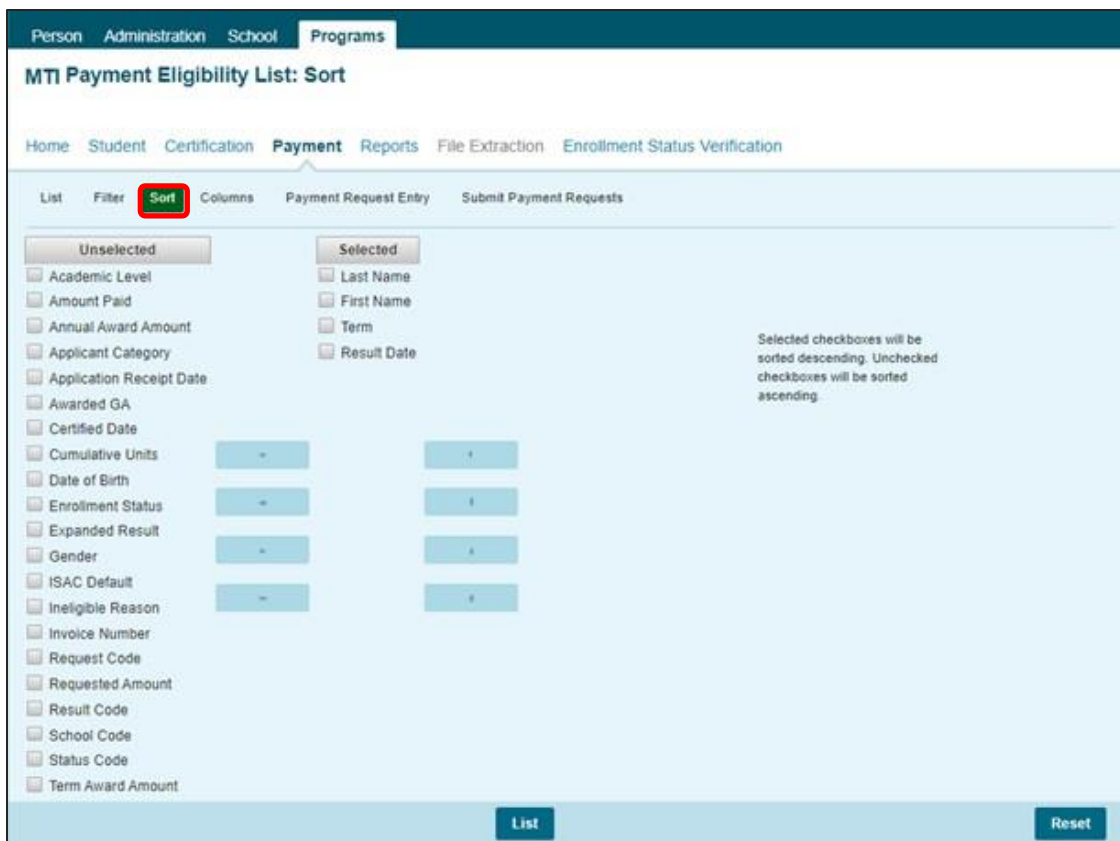
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing to the right. 

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 displays the 'MTI Payment Eligibility List: Sort' screen. At the top, there are tabs for 'Person', 'Administration', 'School', and 'Programs'. Below these is a navigation bar with links: 'Home', 'Student', 'Certification', 'Payment', 'Reports', 'File Extraction', and 'Enrollment Status Verification'. The 'Payment' tab is active. Below the navigation bar, there are links for 'List', 'Filter', 'Sort' (highlighted with a red box), 'Columns', 'Payment Request Entry', and 'Submit Payment Requests'. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column contains a list of fields with checkboxes: 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' column contains a list of fields with checkboxes: Last Name, First Name, Term, and Result Date. Arrows are used to move items between the columns. A text box on the right states: 'Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.' At the bottom, there are 'List' and 'Reset' buttons.

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.

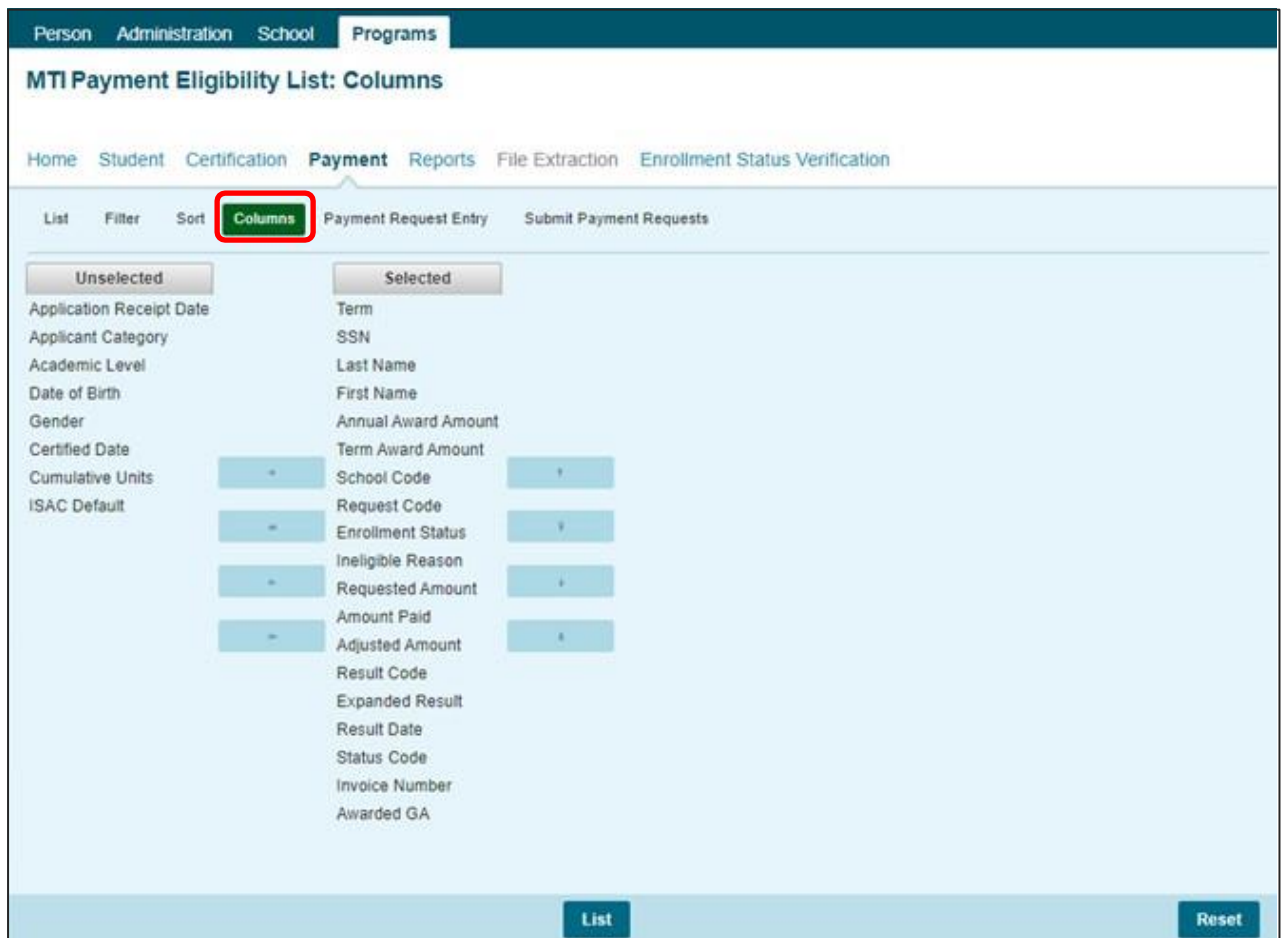
If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

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' screen. At the top, there are tabs for 'Person', 'Administration', 'School', and 'Programs', with 'Programs' being the active tab. Below this is a navigation bar with links for 'Home', 'Student', 'Certification', 'Payment' (the active tab), 'Reports', 'File Extraction', and 'Enrollment Status Verification'. Under the 'Payment' tab, there are sub-links: 'List', 'Filter', 'Sort', 'Columns' (highlighted with a red box), 'Payment Request Entry', and 'Submit Payment Requests'. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column lists various fields like 'Application Receipt Date', 'Applicant Category', 'Academic Level', 'Date of Birth', 'Gender', 'Certified Date', 'Cumulative Units', and 'ISAC Default'. The 'Selected' column lists fields like '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', and 'Awarded GA'. Between the two columns are several blue buttons with arrows for moving items back and forth. At the bottom, there are 'List' and 'Reset' buttons.

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="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

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	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>
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:

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

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

Entries displayed: 100

#	Set	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"/>					5000.00	5000.00	001694			
2	<input type="checkbox"/>	<input type="checkbox"/>					5000.00	5000.00	001694			
3	<input type="checkbox"/>	<input type="checkbox"/>					5000.00	2500.00	001694	P	Full time	
4	<input type="checkbox"/>	<input type="checkbox"/>					5000.00	2500.00	001694			

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

Payment Request Entry

The screenshot shows the 'MTI Payment Request Entry' web application. At the top, there are navigation tabs: 'School', 'Administration', and 'Programs'. Below these, the title 'MTI Payment Request Entry' is displayed. A secondary navigation bar includes links: 'Home', 'Student', 'Certification', 'Payment' (which is highlighted), 'Reports', 'File Extraction', and 'Enrollment Status Verification'. Below the navigation bar, there are buttons for 'List', 'Filter', 'Sort', 'Columns', 'Payment Request Entry' (highlighted in green), and 'Submit Payment Requests'. A 'Terms' dropdown menu is set to '1-Fall', and 'Entries displayed' is set to '20'. The main area contains a table with the following columns: '#', 'Current SSN', 'Last Name', 'First Name', 'Request Type', 'Enrollment Status', 'Ineligible Reason', 'Requested Amount', 'Term Award Amount', and 'Annual Award Amount'. The table has three rows of data, each with a 'Payment' dropdown for 'Request Type' and a 'Full time' dropdown for 'Enrollment Status'. The 'Requested Amount' is 1667.00 for all three rows, and the 'Term Award Amount' and 'Annual Award Amount' are 1667.00 and 5000.00 respectively. At the bottom, there are 'Discard' and 'Save' buttons, and a status bar indicating 'Showing 1 to 3 of 3 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

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' interface. At the top, there are tabs for 'School', 'Administration', and 'Programs'. Below these, a navigation bar includes 'Home', 'Student', 'Certification', 'Payment', 'Reports', 'File Extraction', and 'Enrollment Status Verification'. The 'Payment' tab is active. Under the 'Payment' tab, 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 17 records' is displayed in a red box. Underneath, the text 'Selection Criteria for all eligible records' is shown. A dropdown menu for 'Term' is set to '1-Fall'. At the bottom of the screen, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is highlighted with a red box. Red arrows point from the 'Submit' button in the list of steps to the 'Submit' button on the screen and from the 'Term' dropdown in the list of steps to the 'Term' dropdown on the screen.

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**

Person Administration School **Programs**

MTI Reports: Eligibility Reports

School and School Code:

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

Refresh

Entries displayed: 10 Filter:

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

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.

Person Administration School **Programs**

MTI Reports: Eligibility Reports: Create New Report

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

Select Report

MTI Payment Requests Not Submitted

Payment Start Date Range


Payment End Date Range

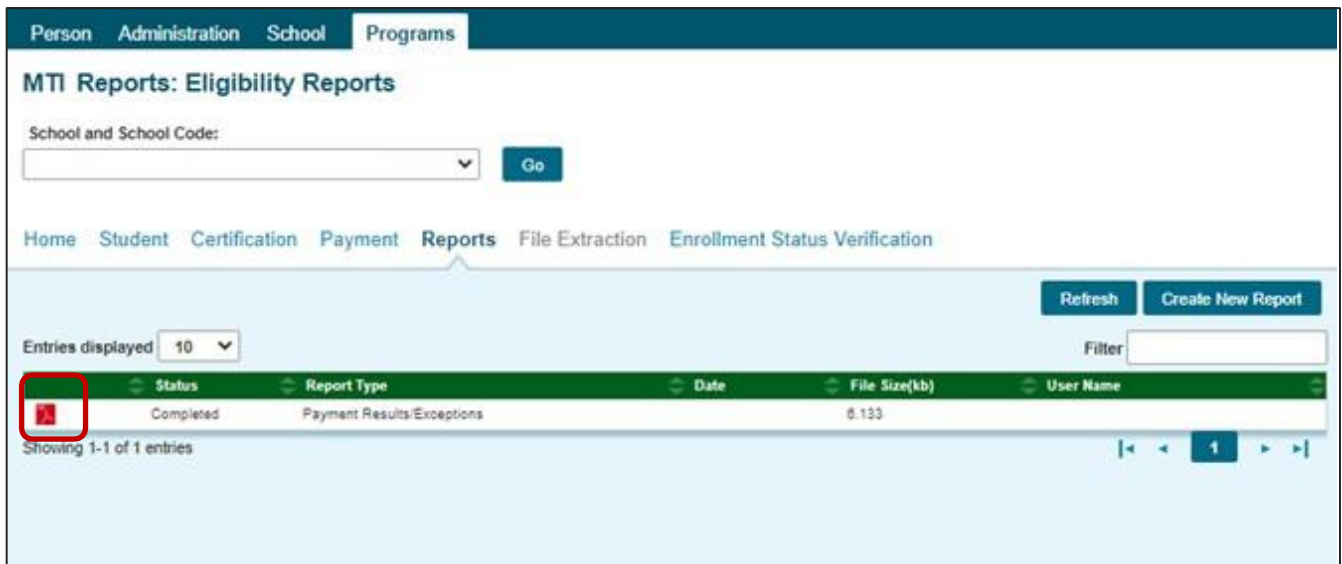
- MTI Payment Requests Not Submitted
- MTI Payment Requests Not Submitted**
- MTI Payment Requests Submitted Without Results
- MTI Payment Results
- MTI Payment Exceptions
- MTI Cumulative Payment Results
- MTI Outstanding Payment Requests

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.



Person Administration School **Programs**


MTI Reports: Eligibility Reports

School and School Code: **Go**

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

Refresh Create New Report


Entries displayed: 10

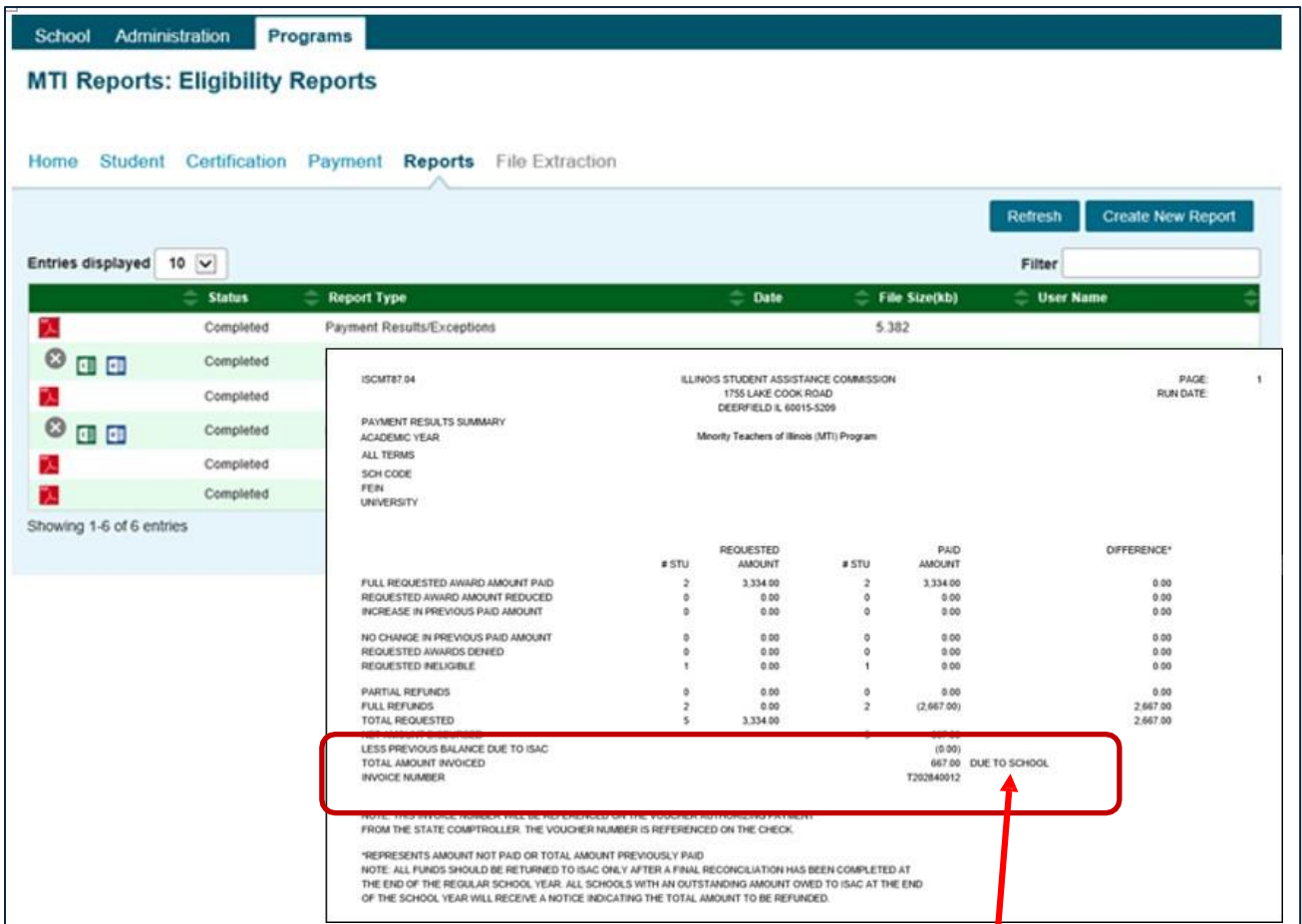
Status	Report Type	Date	File Size(kb)	User Name
 Completed	Payment Results/Exceptions		6.133	

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.



The screenshot shows the "MTI Reports: Eligibility Reports" interface. The top navigation bar includes "School", "Administration", and "Programs". Below it, the "MTI Reports: Eligibility Reports" section is active, with sub-tabs for "Home", "Student", "Certification", "Payment", "Reports", and "File Extraction". The "Reports" tab is selected, showing a list of reports with columns for "Status", "Report Type", "Date", "File Size(kb)", and "User Name". The "Status" column shows "Completed" for all entries. The "Report Type" column shows "Payment Results/Exceptions". The "File Size(kb)" column shows "5.382". The "User Name" column shows "MTIInvoice".

Below the list, a detailed view of the "Payment Results Summary/Invoice Detail" report is shown. The report includes the following information:

- ISCM787 04
- ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-5209
- Minority Teachers of Illinois (MTI) Program
- 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			2,667.00
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)	
TOTAL AMOUNT INVOICED				667.00	
INVOICE NUMBER				T202840012	

NOTE: THE DIFFERENCE AMOUNT WILL BE REFUNDABLE ON THE VOUCHER WITH THE 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.

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