

Golden Apple (GA) Scholars of Illinois Program

USER GUIDE

Quick Links

GAP Access Portal

GAP Access Portal User Guide

Golden Apple Scholars of Illinois Program Page

ISAC
Illinois Student Assistance Commission

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Overview of Program Administration

The Golden Apple Scholars of Illinois Program application & certification are completed online. For more information on application, eligibility, and award determination, see the Golden Apple Scholars of Illinois Program Page

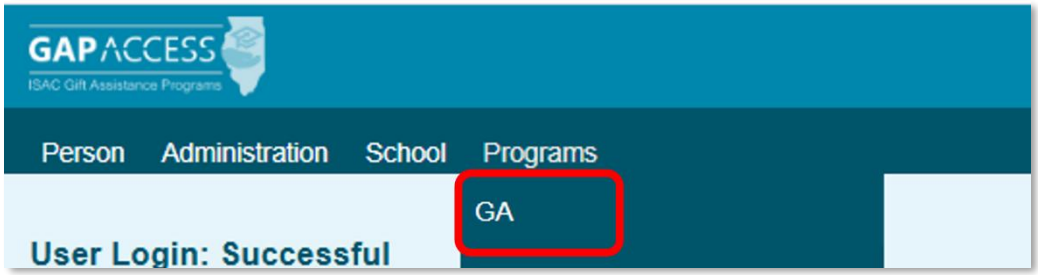
This guide will show the steps to completing payment processing for applicants within the GAP Access system.

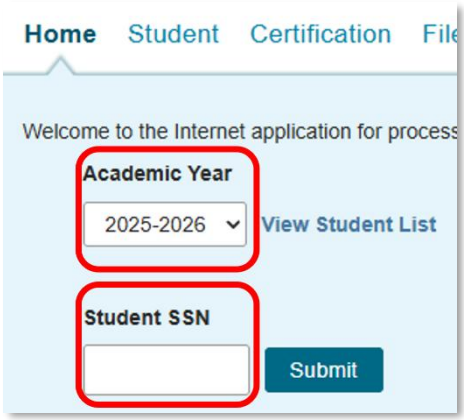
GAP Access Navigation

Users must have the appropriate program privileges for all applicable programs to complete processes for GA. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the GAP Access User Guide for guidance on granting program privileges).

Once a user has been granted update privileges for the appropriate program, the user can log in to GAP and select the GA program from the “Programs” drop-down menu. After selecting the GA program, the **current academic year should be selected** before navigating to any other tabs.

After selecting the correct year, click on “View Student List” next to the Academic Year box to be taken to the **Student List Eligibility: View** screen To navigate to a specific student from the Home screen, enter the Student’s SSN in the provided box.





Filtering and Viewing Options

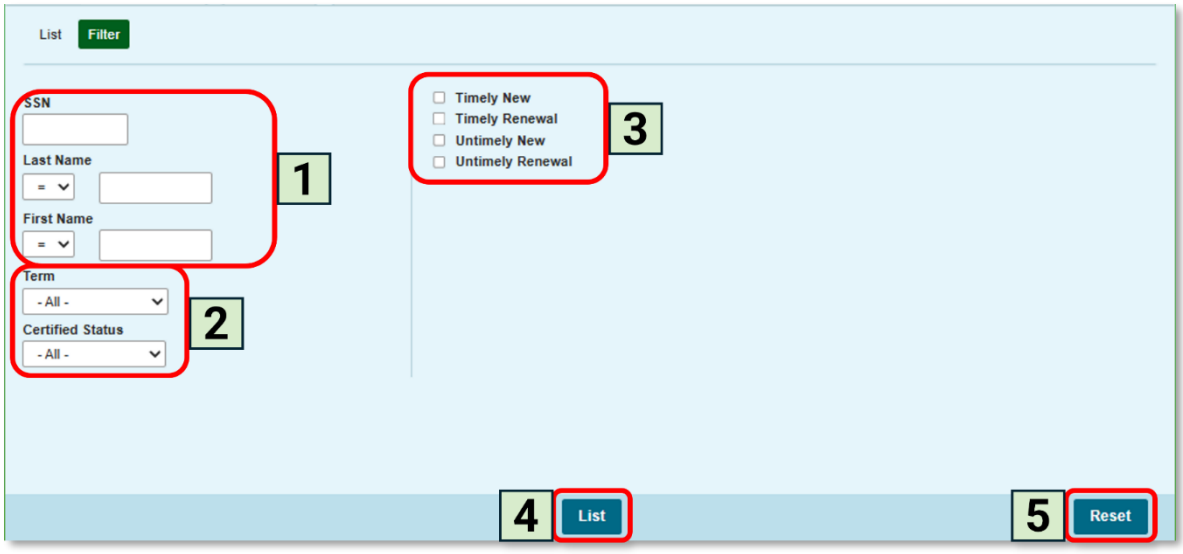
Within each of the tabs, some filtering and viewing options may be available to personalize the student list shown:

- **Student and Payment tabs** – offer the ability to change the Filter, Column, and Sort options.
- **Certification tab** – has a subtab with the ability to change the Filter options.

Filter Screen

Student records can be filtered by selecting specific categories which can be accessed by selecting the **Filter** subtab within the Student, Payment, and Certification tab screens.

1. Individual students can be filtered using the options to search by SSN, Last Name, First Name.
2. Records can also be sorted by Term or Certified status.
3. Criteria and/or selected category options are found on the right of the screen. By clicking the box next to the listed items, the records can be sorted based on the criteria listed for that specific Filter screen. **Depending on the screen selected (Student, Certification, or Payment) these options will vary.**
4. Once filter options have been selected/entered select the **List** button at the bottom of the screen to generate the customized view.
5. A **Reset** button is also available at the bottom right to clear multiple selections with one click.



Sort Screen

The **Sort** screen provides several options for sorting the student list. This screen is accessed by selecting the **Sort** subtab. The sort options are available within the Student and Payment screens.

The Sort screen is separated into two lists of elements(s). The list on the left side of the screen are **Unselected** items that are not currently being used to sort the list. Items on the right side of the screen are **Selected** and are being used to sort the list.

The list is sorted with the elements as they are listed from top to bottom. I.e. if “Last Name” is the first element listed followed by “First Name”, the list will first be sorted by the students’ last names and then first names.

To move items between the **Unselected** and **Selected** groups, either click the box next to the item and use the arrows to move the item in the desired side or click on an element and drag it to the desired location.

Method 1: Using Arrows to Arrange Elements.

1. To add an element to sort the list, check the box next to the data element(s) from the Unselected group, then select the **Add** arrow (arrow that points to the right) to add them to the **Selected** group.

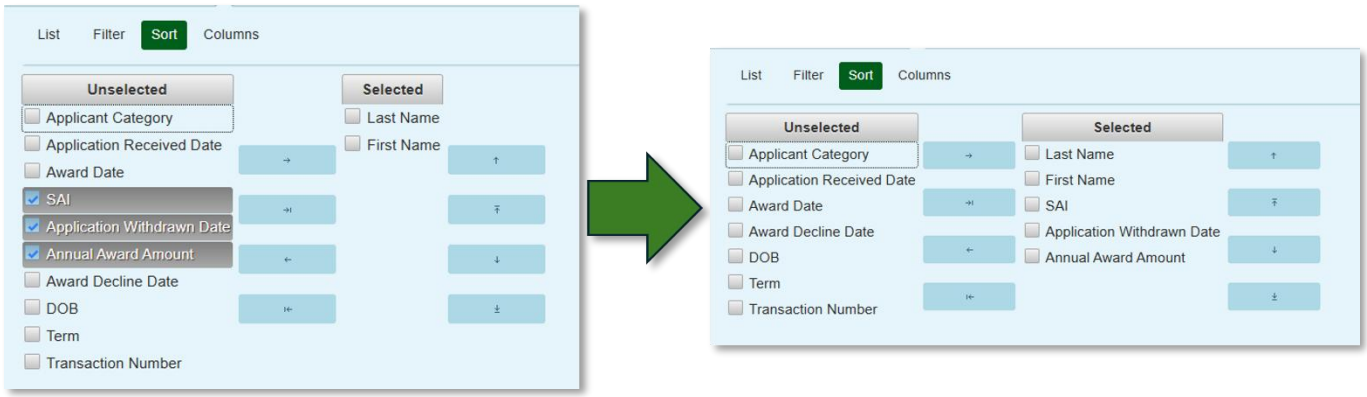
    a. Arrows come in two varieties:

        i. Standard Arrow – moves an element in that direction and places it at the bottom of the group.

        ii. Arrow pointing to bar – places an element to the top or bottom of the group in the indicated direction.



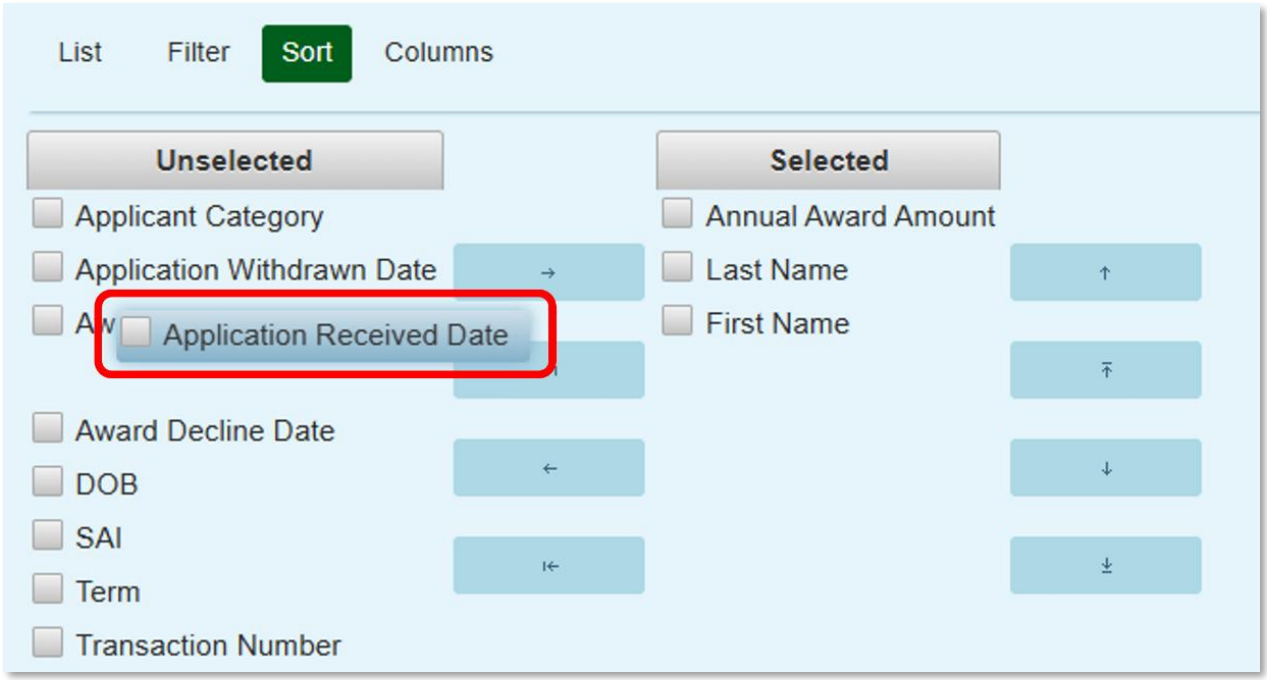
2. Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.



Method 2: Dragging and Dropping to Arrange Elements.

1. To move an item between groups, simply click the item and, while holding the click, drag the item to the desired group. While dragging the item, it will appear as a light blue box that can be moved around the screen.

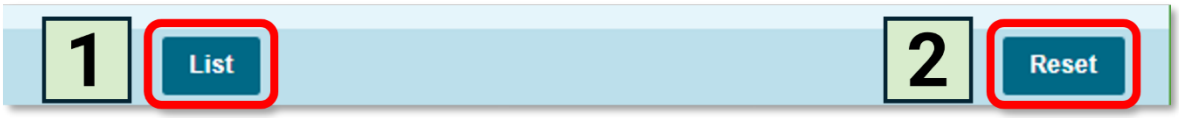
    a. This method can also be used to move items up or down a group.



Viewing Custom Sort Lists

1. Once all the Column Heading selections have been made, click on the **List** tab at the bottom of the screen to generate a customized list.

2. A **Reset** tab is available in the bottom right corner to clear multiple selections with one click.



Columns Screen

The **Columns** screen allows the column headings to be customize in the order in which they appear. This screen is accessed in the Student and Payment screens by selecting the **Columns** subtab. The Column Headings appear in two group lists: Unselected (not viewed in the student list) and Selected (appear on the student list). Note, only one Column Heading can be moved at a time within the Column Screen. The Column Headings can be moved between groups using different methods:

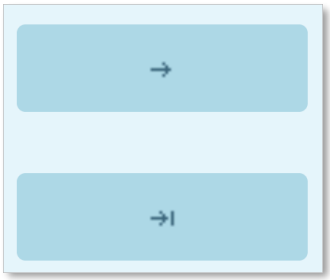
Method 1: Using the Arrows to Arrange Headings.

1. To add a column to the list, click the Column Heading from the Unselected group, then select the **Add** arrow (arrow that points to the right) to add it to the **Selected** group. Removing a heading is done similarly but by selecting the arrow that points to the left.

    a. Arrows come in two varieties:

        i. Standard Arrow – moves an element in that direction and places it at the bottom of the group.

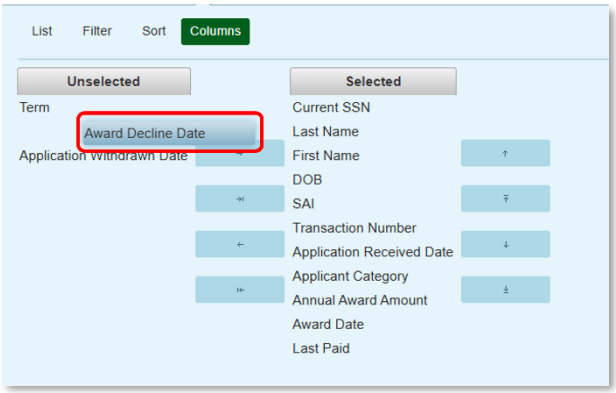
        ii. Arrow pointing to bar – places an element to the top of the group in the indicated direction. Or if the arrow points down, it will move it to the bottom of the group.



Method 2: Dragging and Dropping to Arrange Headings.

1. To move a Column Heading between groups, simply click the Column Heading and, while holding the click, drag the item to the desired group. While dragging the item, it will appear as a light blue box that can be moved around the screen.

    a. This method can also be used to move items up or down a group list.



Method 3: Double Clicking to Arrange Headings.

1. A quick method of moving a Column Heading from one group list to the other is to simply double click the Column Heading label.

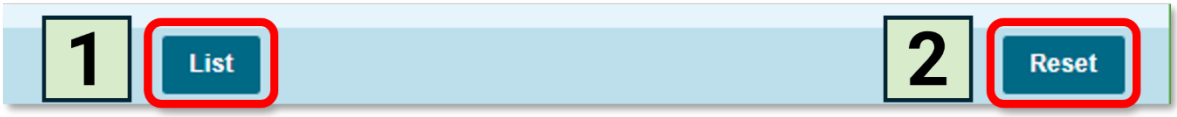
    a. This automatically adds the heading to the bottom of the opposite group list.

2. To change the Column Heading order after using the double click method, utilize either the arrows or drag and drop methods.

Viewing Customized Column Lists

1. Once all the Column Heading selections have been made, click on the **List** tab at the bottom of the screen to generate a customized list.

2. A **Reset** tab is available in the bottom right corner to clear multiple selections with one click.



Student List Eligibility: View Screen

By clicking the Student Tab in the GA program, the **Student List Eligibility: View** screen will appear. This is a list of the students who have submitted a GA application and listed your school as the college the applicant plans to attend.

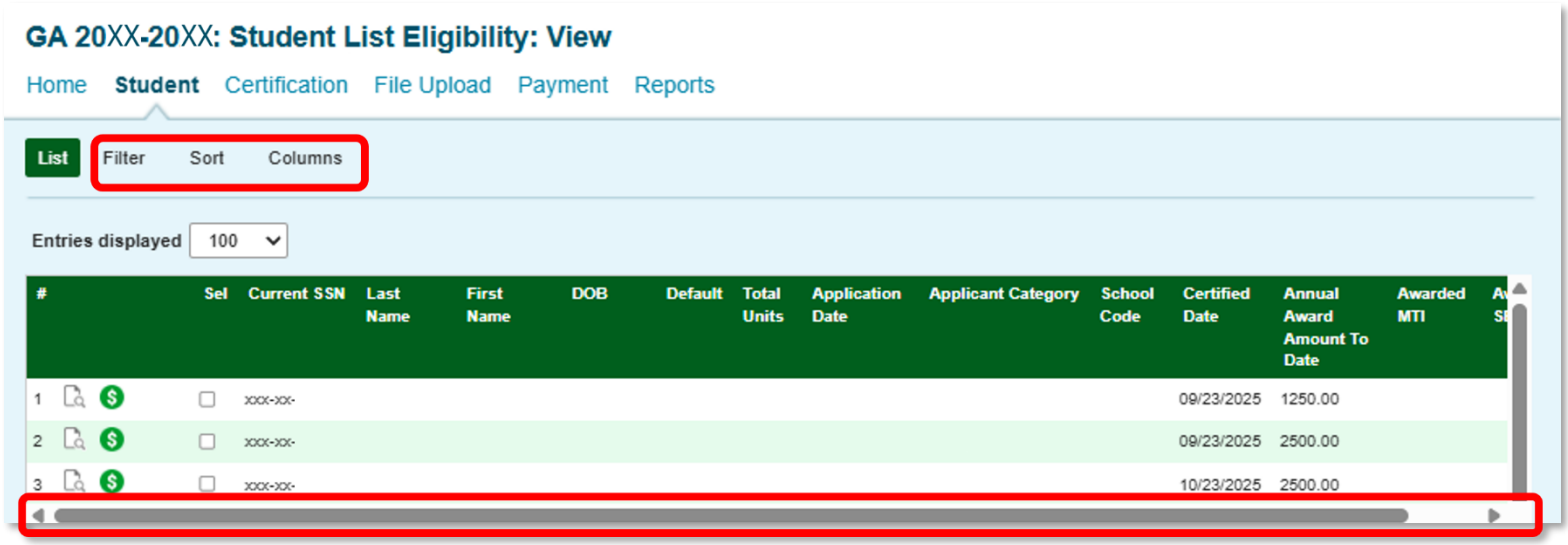
The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Current SSN
- Last Name
- First Name
- DOB (Date of Birth)
- Default
- Total Units
- Application Date
- Applicant Category
- School Code
- Certified Date
- Annual Award Amount to Date
- Awarded MTI
- Awarded SETTW

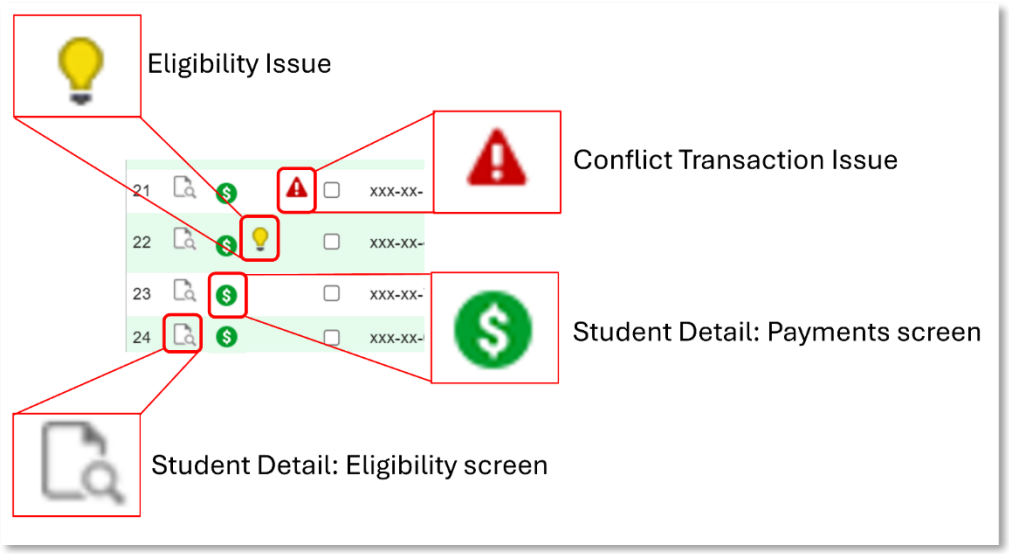
Depending on the size of the computer monitor, and screen settings, not all columns may be visible at once. To see any hidden columns, use the horizontal scroll bar at the bottom of the page to navigate to the right.

The list will initially appear in alphabetical order; however, the **Filter, Sort** and **Columns** functionality can be used to customize the view as needed. See the Filtering and Viewing Options section of this document for how to customize the list.

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



More information can be obtained on the applicant's **Student Detail: Eligibility** screen by selecting the **magnifying icon** in first column on the left of the student record. The **Student Detail: Payments** screen can be accessed by clicking the green dollar sign icon.



Conflicts

Applicants with eligibility or conflict issues will be identified by icons in the list:

- **Yellow lightbulb –** an indicator of student eligibility issues. Potential causes could include:
    - Missing documentation in application
    - Incorrect grade level reported
- **Red triangle w/ Exclamation Mark –** an indicator of a conflict issue. Potential causes could include:
    - Name(s) on FAFSA do not match ISAC data.
        - Potentially the student has changed their name.
    - SSN does not match
    - Wrong date of birth (DOB) entered on a previous FAFSA

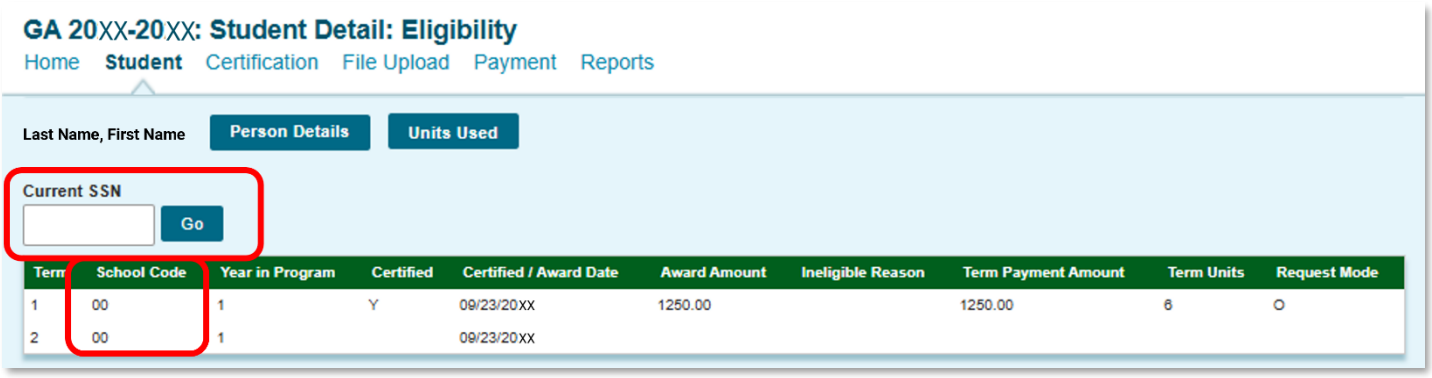
Resolving conflicts

If a conflict is encountered (yellow lightbulb or red triangle), a correction must be made to allow for certification and payment to continue. For help with resolving these issues, send an email with any known details to ISAC.PartnerServices@illinois.gov.

Student Detail: Eligibility Screen

The **Student Detail: Eligibility** screen allows schools to view an individual student's application and eligibility information. This screen is accessed by clicking on the **Paper/magnifying glass** icon that is on the same line as the student's name on the **Student List Eligibility: View** screen.

This screen shows current term payment amounts. To navigate to another student's information from the **Student Detail** screen, enter the student's Social Security Number in the **Current SSN** field and click the **Go** button.



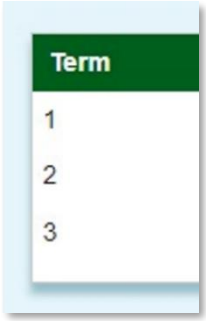
The Terms are displayed as follows:

- **Semester schools** – will display two terms of eligibility:



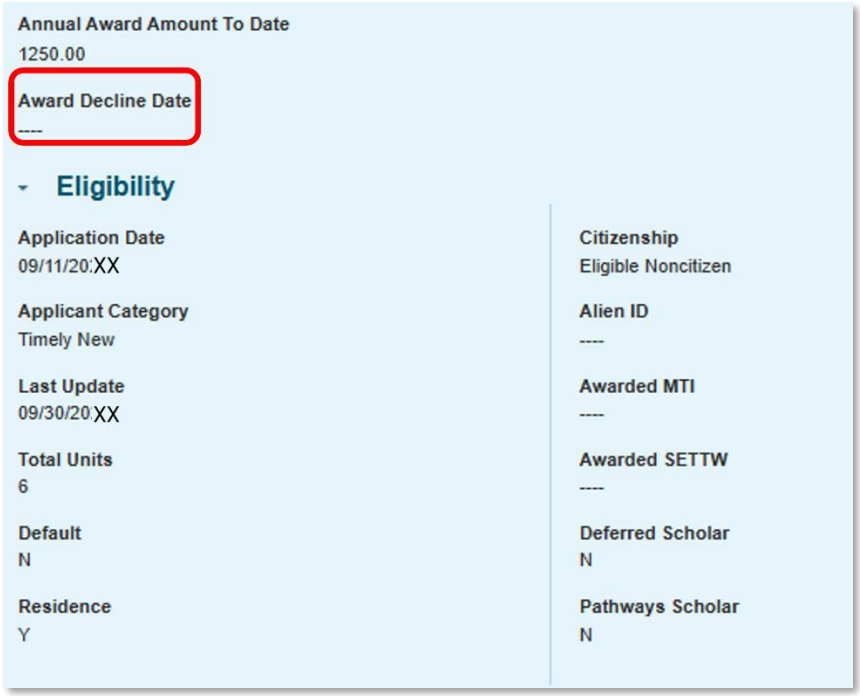
  - 1 = Fall
  - 2 = Spring

- **Quarter schools** – will display three terms of eligibility:



  - 1 = Fall
  - 2= Spring
  - 3 = Winter

Additional student details appear at the bottom of the screen, including a date indicating if an award has been declined.



Certification Process

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete GA application with your college listed on the application. The Application, Certification and Award Determination functions for the Golden Apple Scholars of Illinois Program are performed by the Golden Apple Foundation. Once a student has been certified as eligible by the Golden Apple Foundation, their award will immediately appear on the "Student List Eligibility: View" screen.

Payment

Determining Award Amounts

Awards are made in multiple disbursements. The Golden Apple Foundation certifies recipients' eligibility one term at time. Only the term(s) that have been certified will be available for payment. The maximum award amount per regular school year and the disbursement amounts are as follows:

- **First- & Second-Year Scholars –$2,500 Maximum Annual Award**
    - **Semester Schools:** Receive $1,250 per term
    - **Quarter Schools:** Receive $834 for 1st quarter, $833 for the 2nd, & $833 for the 3rd quarter.
- **Third- and Fourth-Year Scholars - $5,000 Maximum Annual Award**
    - **Semester Schools:** Receive $2,500 per term
    - **Quarter Schools:** Receive $1,667 for 1st quarter, $1,667 for the 2nd, & $1,666 for the 3rd quarter.

Multiple disbursements are not required in cases where the recipient's eligibility is not determined until the final term of the award year for which the scholarship is being awarded. If the student has applied for or is enrolled in a term(s) which is less than the award year, they may receive the full award based on their year in the program.

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. Colleges can match the invoice number on the Payment Results/Exceptions report with the payment voucher.

Upon receipt of the scholarship funds from the Comptroller, the college should verify the student's enrollment status for the term for which the award was intended.

- If the recipient is enrolled, the institution may credit the scholarship funds to the recipient's account for expenses due and payable. If appropriate, any balance is to be returned to the recipient.
- If the recipient has withdrawn, or if the college has reduced the amount of the award so as not to exceed the cost of attendance, the college must indicate the reason on the GA Student Detail: Payment screen. The GA system will deobligate the award and the amount will offset a future payment to the college.

If a student fails to meet any of the eligibility requirements during the academic year, all undisbursed funds will be deobligated.

Payment Offset & Reconciliation

The Payment Offset and Reconciliation procedures apply to Golden Apple Scholarship payment processing. Refund checks should not be sent for cancellations/adjustments made throughout the award year. Funds should only be returned to ISAC after a final reconciliation has been completed at the end of the regular school year.

Information about the payment offset process and reconciliation is located in the Refunds and Unpaid Claims section in the Processes area.

Payment Processing

Colleges submit payment requests using the GA system in ISAC's GAP Access portal throughout the course of the award year. Colleges can request payment for individual students via the GA Student Detail: Payment screen or in batches for a group of students via the GA Payment Request Entry screen.

Submitting payment requests is a two-step process, which involves generating the request and then submitting the request. By submitting a payment request to ISAC via the GA system, a college is certifying that the student meets all eligibility criteria.

A Payment Result Summary and Invoice Detail Report can be viewed or printed by selecting the report tab in the GA system the day after a payment request has been processed. The report includes Payment Results and Payment Exceptions as well as Invoice Detail about the payment claim. The Payment Results/Exceptions report should be reviewed the day after submitting payment requests to see which requests, if any, did not process as expected.

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.

Making Payment Requests

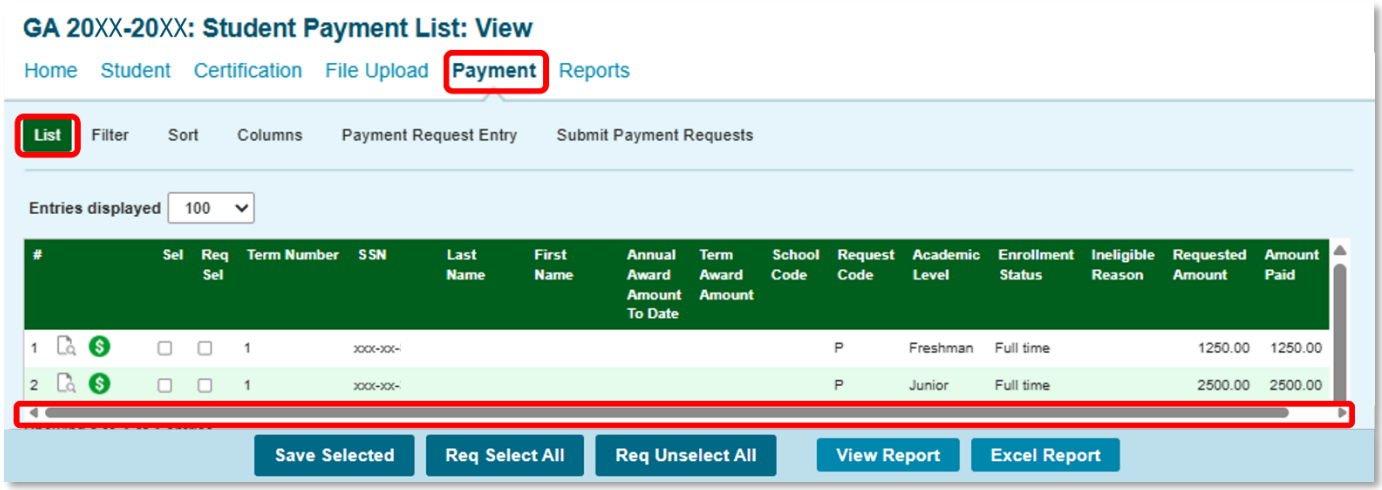
The **Student Payment List: View** screen is accessed by selecting the **Payment** tab. It gives users the ability to select students and view payment-related items such as payment request amounts, payment result amounts, and payment result codes.

The following functions are available: **Filter**, **Sort**, **Columns**, **Payment Request Entry**, and **Submit Payment Requests.** For more information on Filter, Sort, and Columns usage, see the Filtering and Viewing Options section of this document.

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

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

Note: 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 Payment List: View screen.



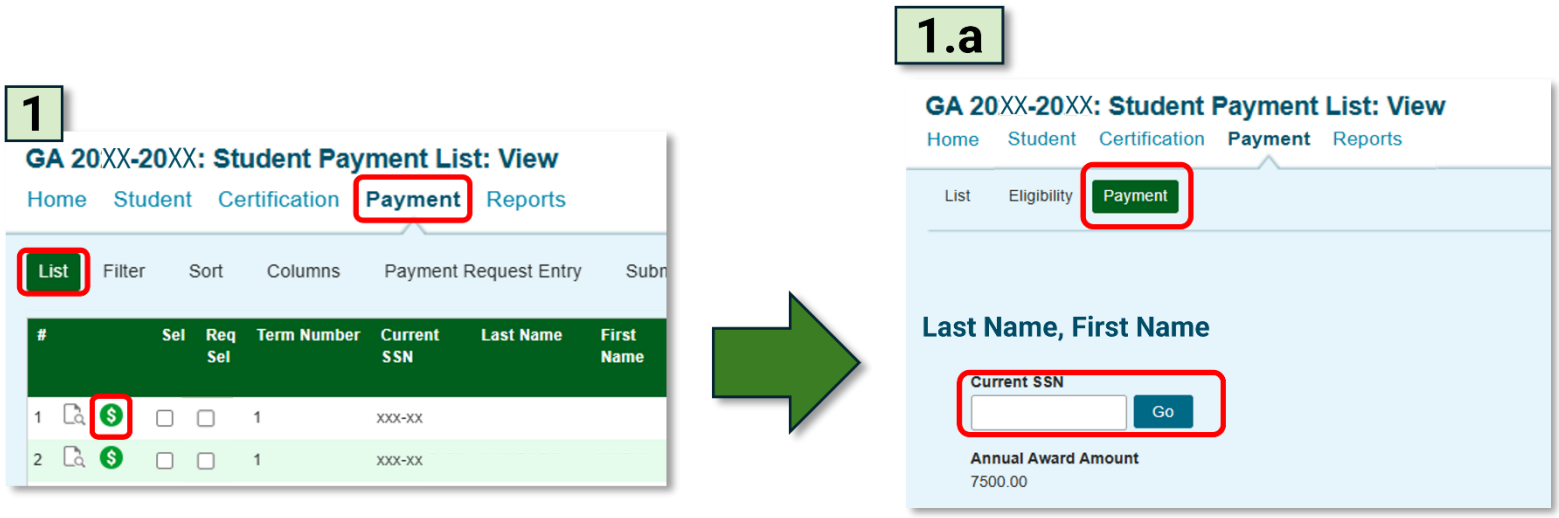
Individual Payment Request

The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to view payment information or to create or adjust payment requests for an individual student record. This process is completed by doing the following:

1. Click on the **dollar sign** icon that is on the same line as the student's name on the **Student Payment List: View** screen.

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

    - **List** – to return to the **Student Payment List: View** screen
    - **Eligibility** – to navigate to the **Student Detail: Eligibility** screen
    - **Navigate to another student** – enter the student's Social Security Number in the **Current SSN** field and click the **Go** button.



2. To complete payment, the following data must be entered by using the dropdown menus provided or by entering the required value:

   a. **Request**:

   - **Payment** – to request a payment.
   - **Cancel** – to cancel a previously requested award.
   - **Ineligible** – to be selected for students who are ineligible.
   - **Delete** – to remove the payment request before submitting.

   b. **Academic Level**:

   - Freshman
   - Sophomore
   - Junior
   - Senior

   c. **Enrollment Status**:

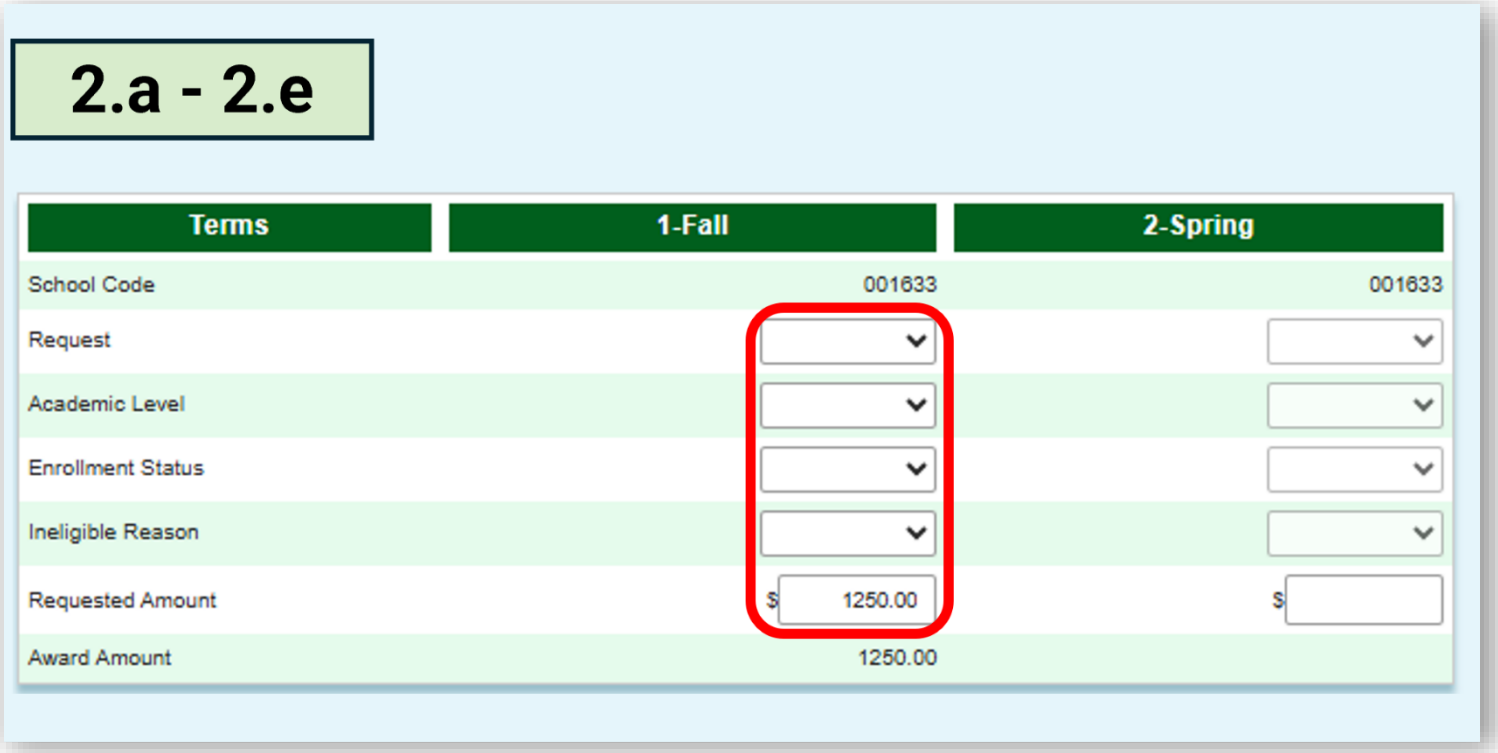
   - Full time
   - Half time

   d. **Ineligible Reason:** If student is marked as ineligible in the request section one of the following reasons must be selected:

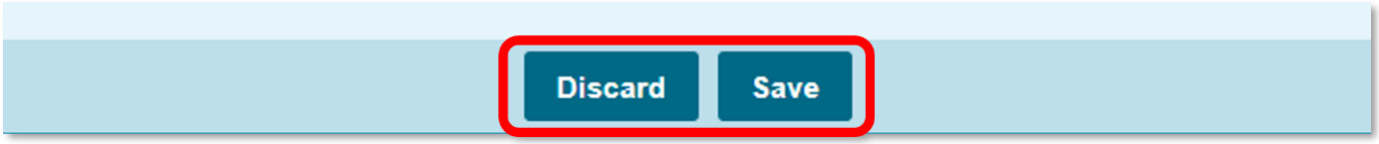
   - Not enrolled this term
   - Not a US Citizen/eligible non-citizen
   - Not an Illinois resident
   - Defaulted student loan
   - Not enrolled in teacher program
   - Conflicting scholarship
   - Not making satisfactory academic progress
   - Reached max number of years allowed
   - Not a HS grad/no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

e. **Requested Amount**: Enter the requested award amount.

- The maximum award amount that may be claimed during the academic year is populated in the "Max Annual Award Amount" field of the GA system.
- **Ineligible students** – a $0 amount should be entered.



3. Click on the **Save Changes** button to save the payment request, or the **Discard** button to discard the payment request.
4. **Note**: The payment request process is not complete until the next step of Submitting the Payment Request to ISAC has been completed using the Submit Payment Requests Screen.

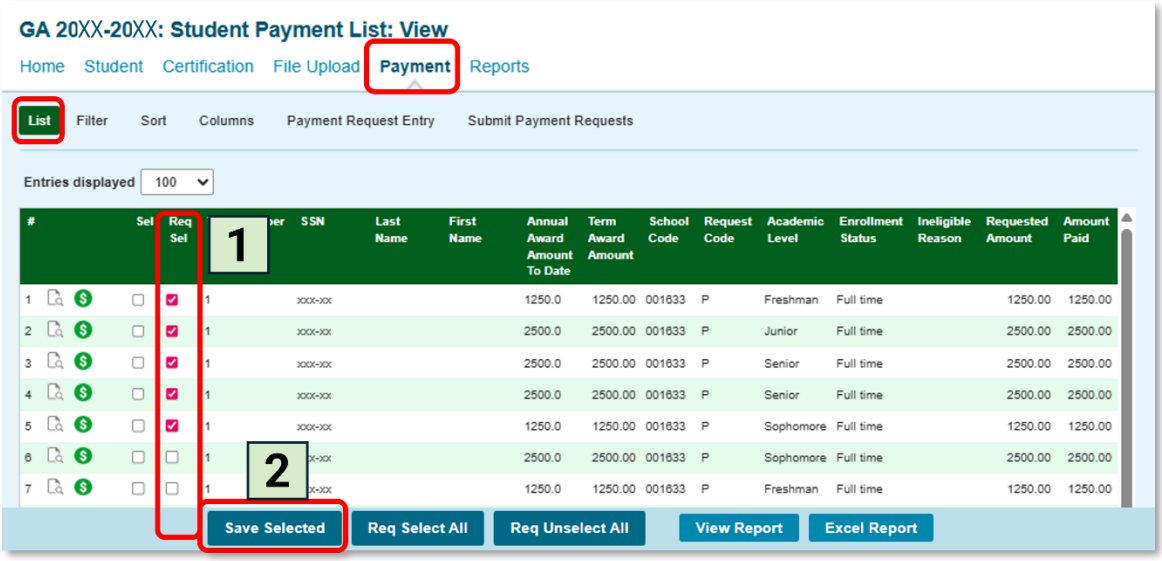


Batch Payment Request

When creating benefit requests for many students, a helpful option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen and then click **Save Selected**. To use this option:

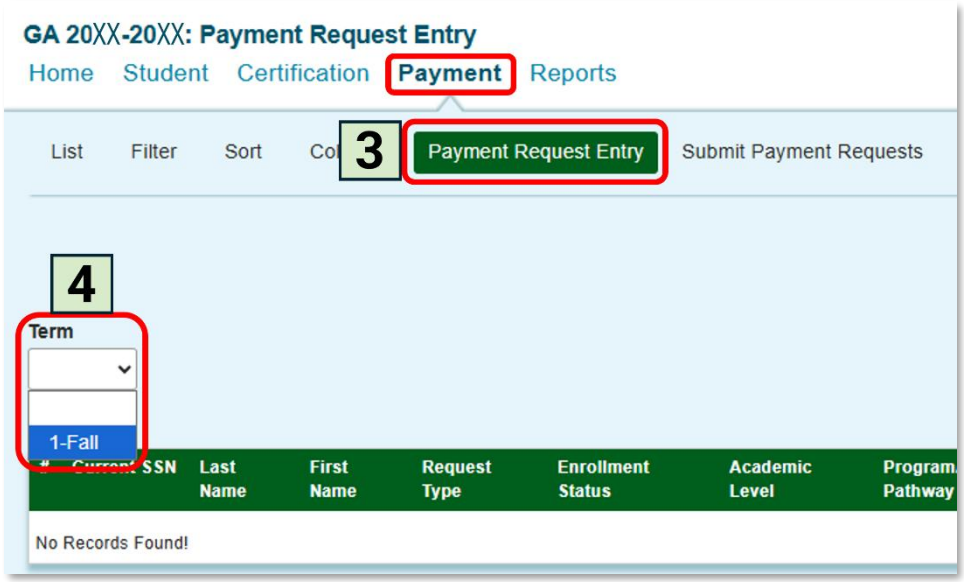
1. Select students for whom payment requests need to be submitted by checking the **Req Sel** box on the **Student Payment List: View** screen.

2. Click **Save Selected** at the bottom of screen.



3. Navigate to the **Payment Request Entry** screen.

4. Select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which a payment request will be created. Once a term has been selected, the list of students selected for that term will be provided, and payment information can be entered.



5. To complete the payment request for each student, enter the required data into the appropriate fields. For more details on what to put in each field, see the above section – Individual Payment Request.

    a. **Request** (select: Payment, Cancel, Ineligible or Delete)

    b. **Academic Level** (select: Freshman, Sophomore, Junior, Senior)

    c. **Enrollment Status** (select: Full time or Half time)

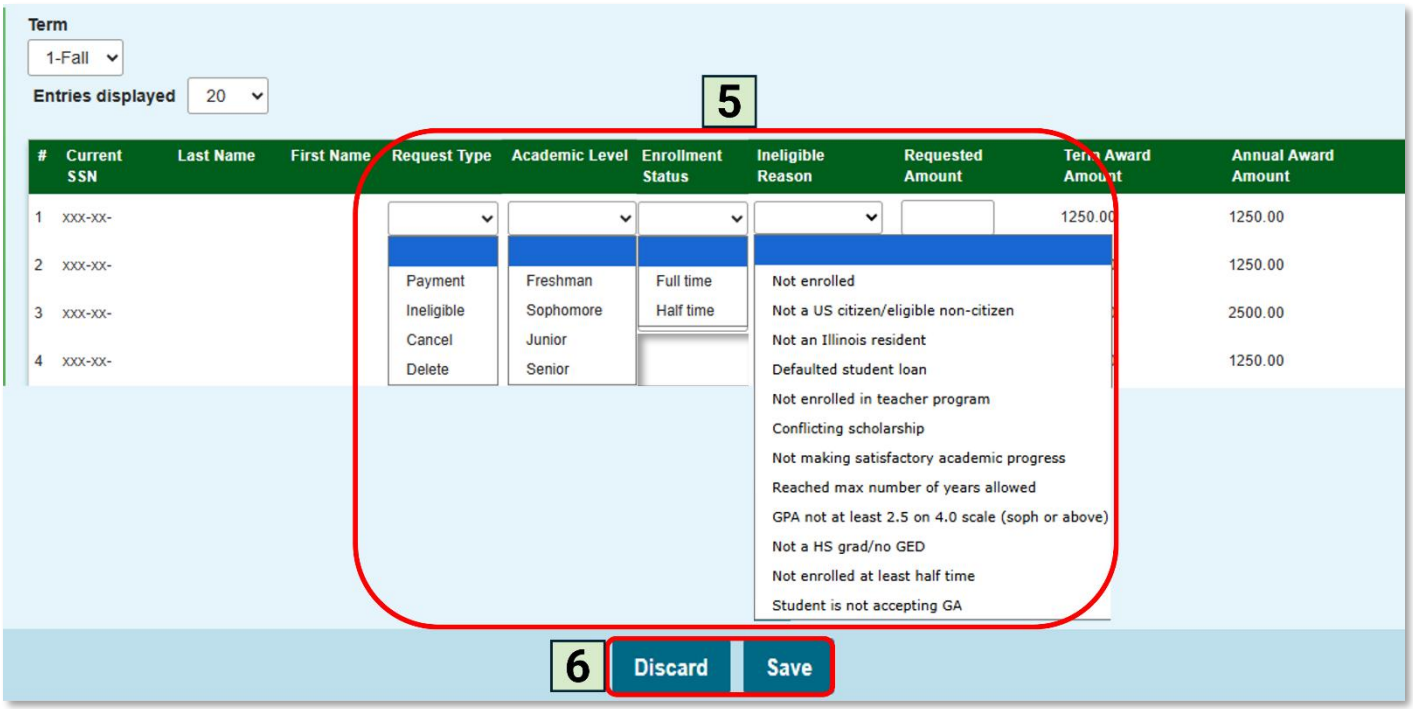
    d. **Ineligible Reason** (see options in previous section)

        - Note: If an **Ineligible** request is submitted, all payment for the term will be canceled.

    e. **Requested Amount** (enter dollar amount)

6. Click the **Save** button to save data before navigating to a new page. Or select the **Discard** button to remove edits.

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.



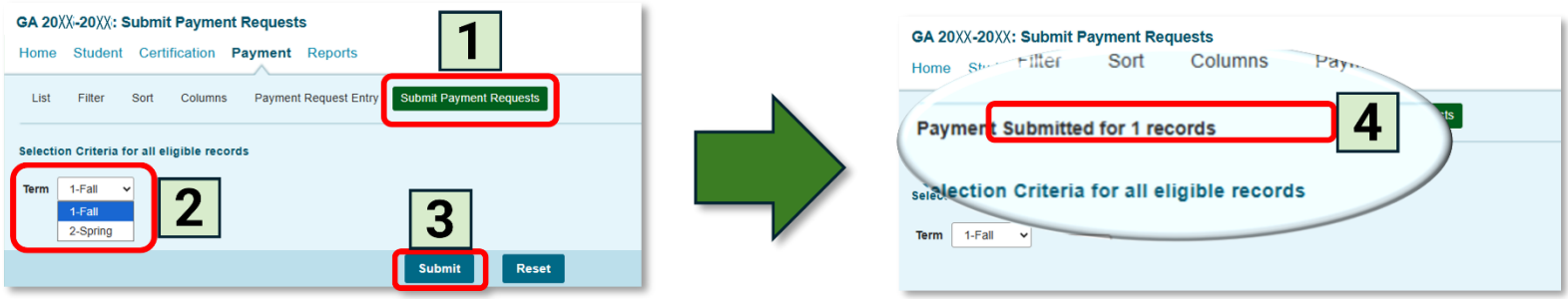
Submit Payment Request Process

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

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 the **Term** selected.

To submit generated payment requests, follow these steps:

1. Selecting the **Submit Payment Requests** tab.
2. Choose the **Term** (initially blank) for which the request is being made from the drop-down menu.
3. Click on the **Submit** button to submit the payment request.
4. Ensure that a submission message is received and make note of the number of records submitted.

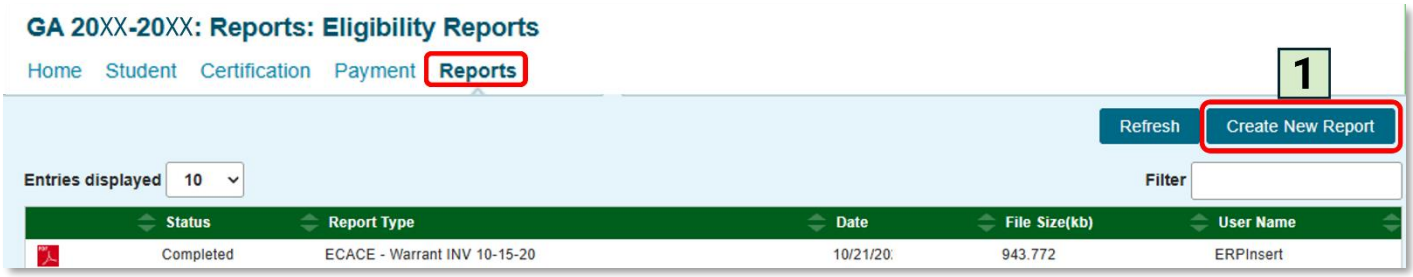


Reports

Payment Reports

All payment results can be obtained at various stages in the payment request process through system-generated reports. To create a report:

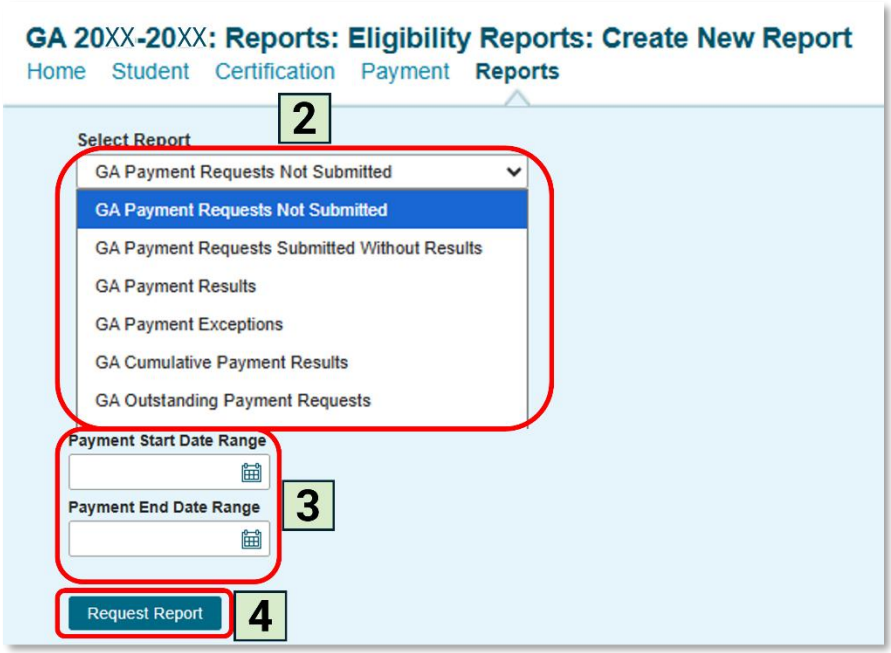
1. Navigate to the **Reports** tab, and then click on the Create **New Report.**



2. **Select Report** drop-down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button.

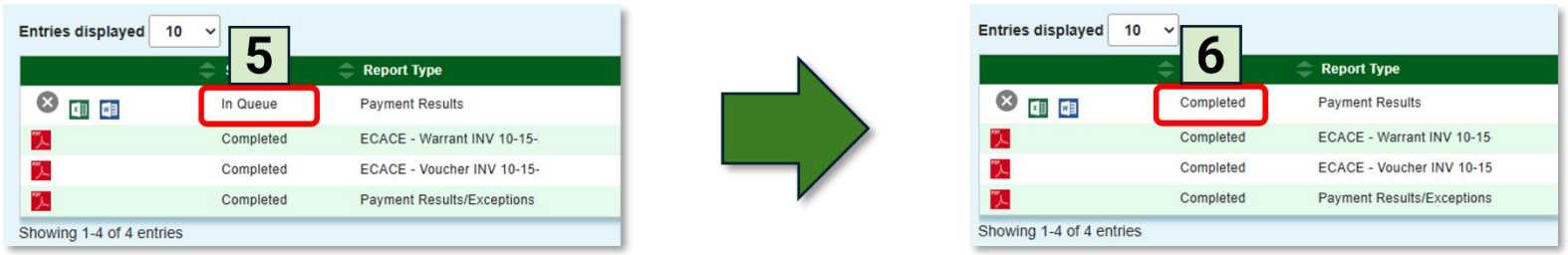
3. **Payment Date Range** fields are provided to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.

4. **Click Request Report**

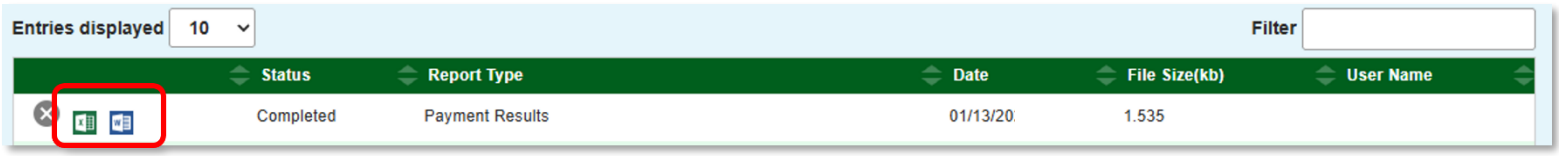


5. The screen will return to the **Reports: Eligibility Reports** screen where a list of reports that have been or are being generated are listed. While the report is processing, the status will indicate *In Queue*. The **Refresh** button completes the report.

6. When it is ready, the status will change to *Completed*.



7. 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 Username** of the person who requested the report will also be listed.

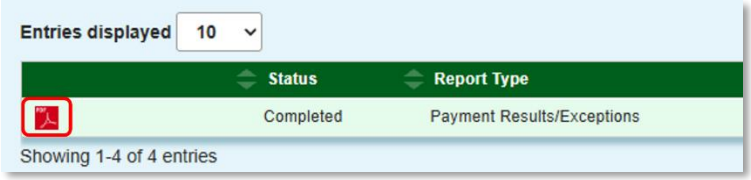


Reports displaying the **pdf icon** are ISAC-generated reports and identifiable by the **Username:** *Invoice or ERPinsert* in the last column of the report list. Typically, this report is made available on the next business day after a school's payment request has been processed and will remain available if space allows. It is suggested to save requested and ISAC-generated reports locally for future reference.

Payment Results/Exceptions Summary

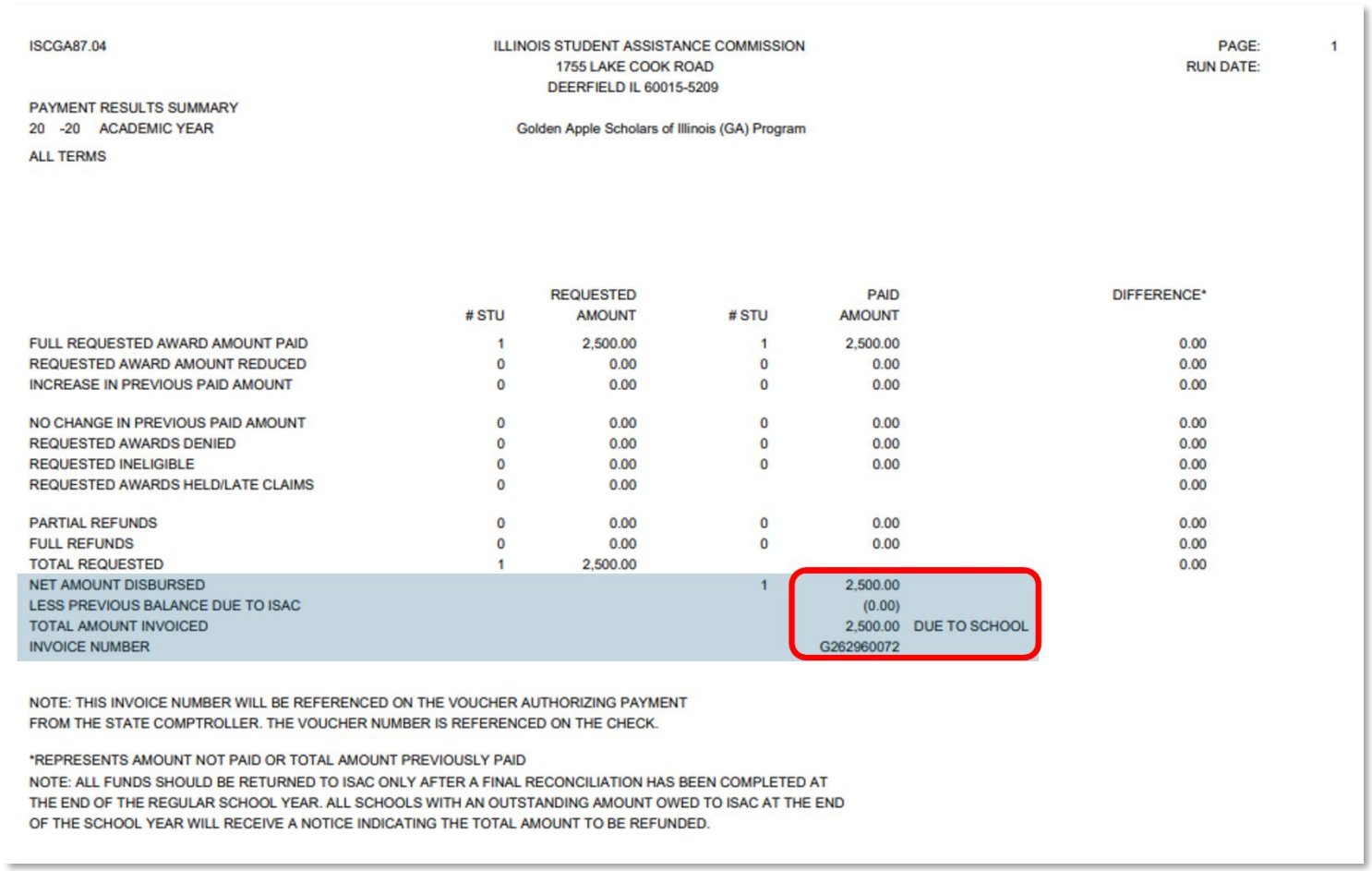
A **Payment Results/Exceptions Summary and Invoice Detail Report** is generated by ISAC after a school's payment request has been processed. It will include a **Payment Results Report** and a **Payment Exceptions Report**, as well as an **Invoice Voucher** about the payment claim.

When they become available, the **Payment Results/Exceptions Summary Reports and Invoice Voucher** will appear on the report list and can be identified by the pdf icon in the first column in the list of reports on the **Reports: Eligibility Reports** screen. Please note that these may not be available until the next business day after submitting a request.



The last page of the **Payment Results/Exceptions 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 for processing.
- The invoice number will be referenced on the voucher authorizing payment. Colleges can match the invoice number on the Payment **Results/Exceptions Report** with the voucher.
- The invoice information is located on the last page of the **Payment Results/Exceptions Reports**, including the amount due to the school and the invoice number.



ISCGA87.04

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

PAGE: 1
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PAYMENT RESULTS SUMMARY
20 -20 ACADEMIC YEAR

Golden Apple Scholars of Illinois (GA) Program

ALL TERMS

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT		DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	1	2,500.00	1	2,500.00		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	0	0.00	0	0.00		0.00
REQUESTED AWARDS HELD/LATE CLAIMS	0	0.00				0.00
PARTIAL REFUNDS	0	0.00	0	0.00		0.00
FULL REFUNDS	0	0.00	0	0.00		0.00
TOTAL REQUESTED	1	2,500.00				0.00
NET AMOUNT DISBURSED			1	2,500.00		
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)		
TOTAL AMOUNT INVOICED				2,500.00	DUE TO SCHOOL	
INVOICE NUMBER				G262960072		

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

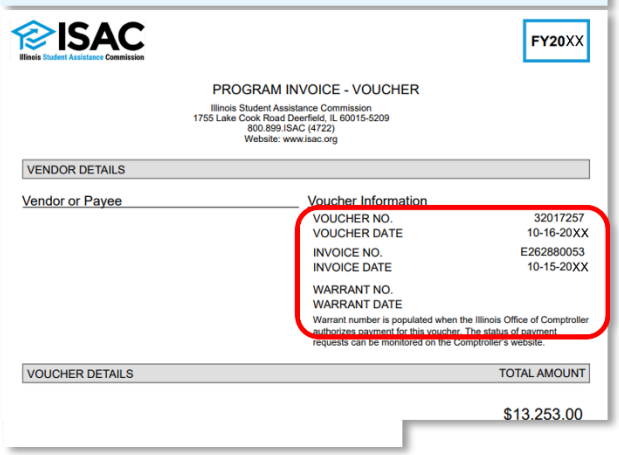
*REPRESENTS AMOUNT NOT PAID OR TOTAL AMOUNT PREVIOUSLY PAID
NOTE: ALL FUNDS SHOULD BE RETURNED TO ISAC ONLY AFTER A FINAL RECONCILIATION HAS BEEN COMPLETED AT THE END OF THE REGULAR SCHOOL YEAR. ALL SCHOOLS WITH AN OUTSTANDING AMOUNT OWED TO ISAC AT THE END OF THE SCHOOL YEAR WILL RECEIVE A NOTICE INDICATING THE TOTAL AMOUNT TO BE REFUNDED.

- Once ISAC processes a payment request and sends it to the State Comptroller's Office, the report will appear with the following information: **Voucher No.** and **Voucher Date,** along with an **Invoice No.** and **Invoice Date,** which will be the same number referenced on the voucher from the State Comptroller's Office, authorizing payment.

- **GA – Voucher INV 00/00/20XX SCH code**: At this time, the **Warrant No.** and **Warrant Date** fields on the report will be blank.

- **GA – Warrant INV 00/00/20XX SCH code**: Once the State Comptroller has authorized payment, this report will appear. The **Warrant No.** and **Warrant Date** fields will populate on the report after the State Comptroller has authorized payment for the voucher.

GA – Voucher INV 00/00/20XX SCH code



ISAC
Illinois Student Assistance Commission

FY20XX

PROGRAM INVOICE - VOUCHER

Illinois Student Assistance Commission
1755 Lake Cook Road Deerfield, IL 60015-5209
800.899.ISAC (4722)
Website: www.isac.org

VENDOR DETAILS

Vendor or Payee

Voucher Information

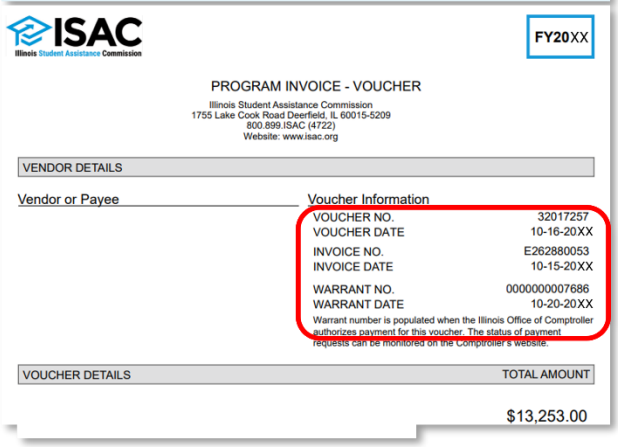
VOUCHER NO.	32017257
VOUCHER DATE	10-16-20XX
INVOICE NO.	E262880053
INVOICE DATE	10-15-20XX
WARRANT NO.	
WARRANT DATE	

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

VOUCHER DETAILS TOTAL AMOUNT

$13,253.00

GA – Warrant INV 00/00/20XX SCH code



ISAC
Illinois Student Assistance Commission

FY20XX

PROGRAM INVOICE - VOUCHER

Illinois Student Assistance Commission
1755 Lake Cook Road Deerfield, IL 60015-5209
800.899.ISAC (4722)
Website: www.isac.org

VENDOR DETAILS

Vendor or Payee

Voucher Information

VOUCHER NO.	32017257
VOUCHER DATE	10-16-20XX
INVOICE NO.	E262880053
INVOICE DATE	10-15-20XX
WARRANT NO.	0000000007686
WARRANT DATE	10-20-20XX

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

VOUCHER DETAILS TOTAL AMOUNT

$13,253.00

- Retain a copy of the report for each payment request submitted, so that the invoice number on the report can be matched with the voucher and the funds received from the State Comptroller's Office.

Payment Result Codes

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

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