



Golden Apple (GA) Scholars of Illinois Program

2023-24

User Guide



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Golden Apple Scholars of Illinois (GA) Program

Application, Certification and Award Determination

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

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

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

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

- Probation
- Exits
- Not Reporting.

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

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

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

Golden Apple Scholars of Illinois (GA) Program

ISAC Identification Number

GA applicants who do not have a Social Security Number (SSN) will be assigned a unique student identification (ID) number by ISAC. The format of the ISAC ID number is similar to a SSN and will remain the same for the student each year as the student continues to receive benefits from the GA program.

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

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

For more information on RISE Act eligibility criteria, visit:

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

For more information on GA eligibility information:

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

Payment

Golden Apple Scholarships are paid directly to the approved institution of record which certified the applicant's eligibility by submitting a payment request (claim). Payment of scholarship benefits is requested by the school through ISAC, prompting ISAC to authorize a voucher in the amount of the claim and submit the voucher to the State Comptroller's Office. Funds are issued by the State Comptroller directly to the institution. Schools may submit Golden Apple Scholarship claims beginning 10 days prior to the start of the term for which payment is being requested.

As part of our ongoing efforts to best leverage appropriated funds to award as many eligible students as possible, priority payment request deadline dates are established for each term.

Link to ISAC website to view Golden Apple Priority Payment Request Deadline Dates:

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

Golden Apple Scholars of Illinois (GA) Program

Determining Award Amounts

When the Golden Apple Foundation certifies that an applicant is eligible to receive a scholarship, an award will display on the Student Eligibility List: View screen.

The amount of each award is determined by the number of years the applicant has been a Golden Apple Scholar (i.e., “Year in Program”). Award amounts are as follows:

- The maximum annual award for those in their first or second year of being a Scholar is \$2,500.
 - Semester schools will receive \$1,250 per term.
 - Quarter schools will receive \$834 for the first quarter, \$833 for the second quarter, and \$833 for the third quarter per term.
- The maximum annual award for those in their third, fourth or fifth year of being a Scholar is \$5,000.
 - Semester schools will receive \$2,500 per term.
 - Quarter schools will receive \$1,667 for the first quarter, \$1,667 for the second quarter, and \$1,666 for the third quarter per term.

Communication to applicants regarding their award status is done by the Golden Apple Foundation.

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

Golden Apple Scholars of Illinois (GA) Program

Disbursement

Awards are made in multiple disbursements. The maximum award amount per regular school year is \$5,000 for those in their third, fourth or fifth year of being a Scholar, and \$2,500 for those in their first or second year of being a Scholar.

For full-year awards, semester schools receive two disbursements; quarter schools receive three disbursements. 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.

The Golden Apple Foundation certifies a recipient's eligibility one term at a time. Only the term(s) that have been certified as eligible will display on the Payment Request Entry screen. (For example, in September, only the fall term payment will be available to request.)

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 and 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.

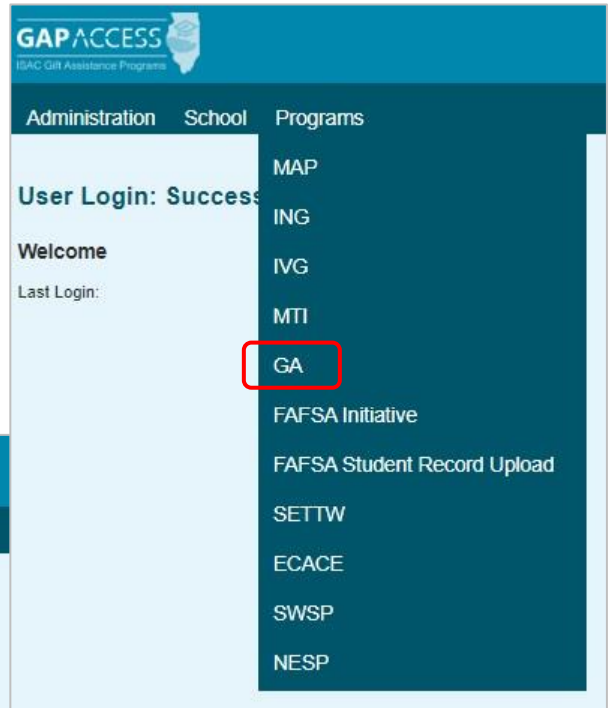
Access and Navigation

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

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

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

Once a school user has successfully logged in to GAP Access, the GA information can be accessed by selecting the GA program from the Program list.




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



GA Student List Eligibility: View

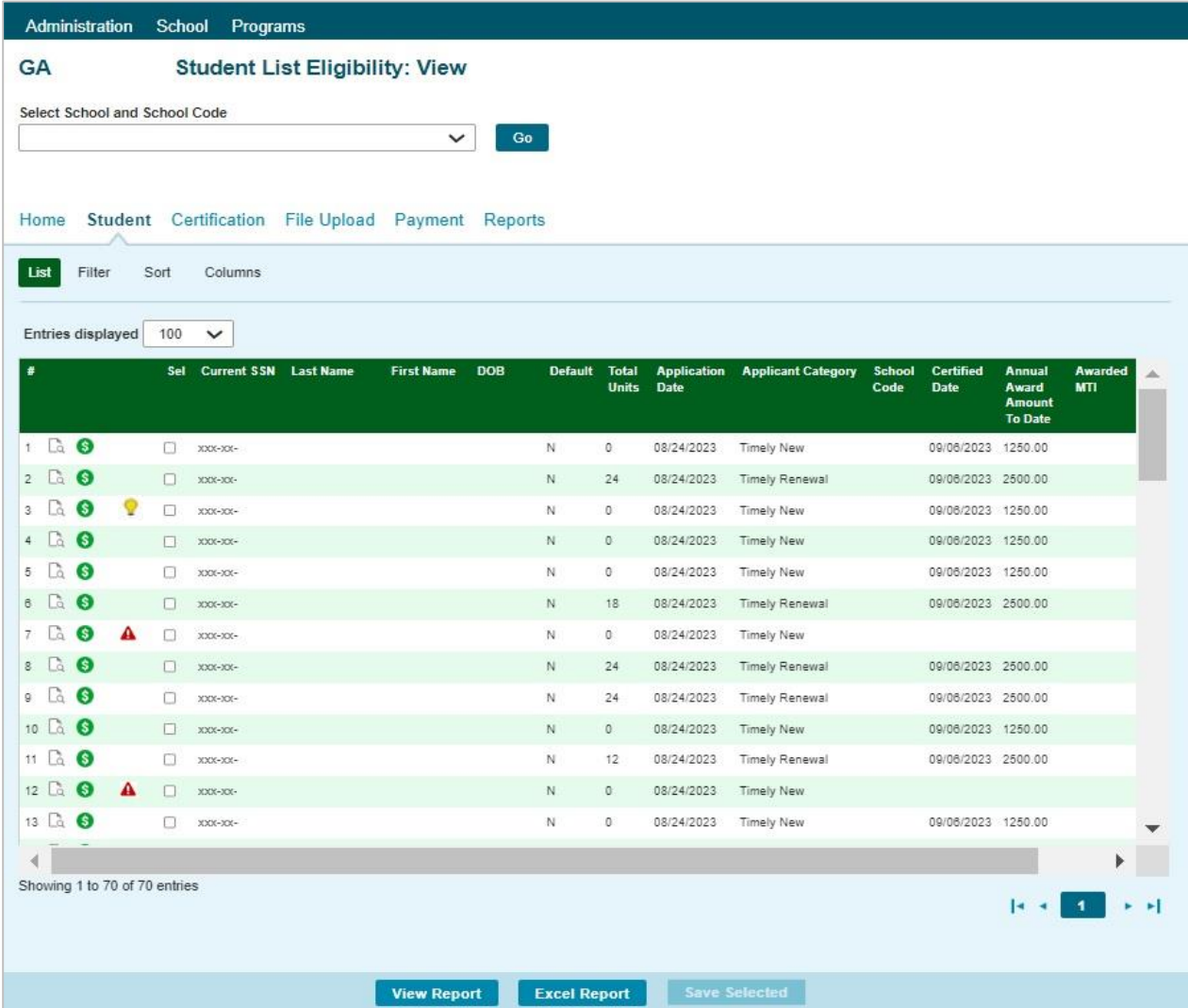
Once you have navigated to the GA Program in GAP Access, you can view the list of applicants provided by the Golden Apple Foundation who may be eligible to receive benefits of the GA program. The list will initially appear in alphabetical order; however, you may use the **Filter**, **Sort** and **Columns** functionality to customize your view as needed.






























In addition to the applicant data, the **Student List Eligibility: View** screen includes the application date, applicant category, certified date, and annual award amount to date.

Keep in mind...a student cannot receive benefits from more than one ISAC teacher program in the same academic year.

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

A yellow lightbulb  is an indicator of student eligibility issues, and a red triangle  is an indicator of a conflict issue.



#	Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Certified Date	Annual Award Amount To Date	Awarded MTI	
1			<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New		09/08/2023	1250.00		
2			<input type="checkbox"/>	xxx-xx-		N	24	08/24/2023	Timely Renewal		09/08/2023	2500.00		
3				<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New		09/08/2023	1250.00	
4			<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New		09/08/2023	1250.00		
5			<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New		09/08/2023	1250.00		
6			<input type="checkbox"/>	xxx-xx-		N	18	08/24/2023	Timely Renewal		09/08/2023	2500.00		
7				<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New				
8			<input type="checkbox"/>	xxx-xx-		N	24	08/24/2023	Timely Renewal		09/08/2023	2500.00		
9			<input type="checkbox"/>	xxx-xx-		N	24	08/24/2023	Timely Renewal		09/08/2023	2500.00		
10			<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New		09/08/2023	1250.00		
11			<input type="checkbox"/>	xxx-xx-		N	12	08/24/2023	Timely Renewal		09/08/2023	2500.00		
12				<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New				
13			<input type="checkbox"/>	xxx-xx-		N	0	08/24/2023	Timely New		09/08/2023	1250.00		

GA Student List Eligibility: View

Administration School Programs

GA Student List Eligibility: View

Select School and School Code

Home **Student** Certification File Upload Payment Reports

List Filter Sort Columns

Entries displayed 100

#	Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Certified Date	Annual Award Amount To Date	Awarded MTI	Awarded SETT
1	<input type="checkbox"/>	xxx-xx-				N	0	08/24/2023	Timely New		08/29/2023	2500.00		

Showing 1 to 1 of 1 entries

- Each recipient's maximum annual award amount is based on the number of years that they have been a Golden Apple Scholar, rather than their academic level in college.
- The award amount will be automatically populated when the Foundation certifies the student as eligible.
- The Foundation has the ability to override and change the award amount, as needed.
- The maximum annual award for those in their first or second year of being a Scholar is \$2,500.
- The maximum annual award for those in their third, fourth or fifth year of being a Scholar is \$5,000.

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

Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Certified Date	Annual Award Amount To Date	Awarded MTI	Awarded SETT
<input type="checkbox"/>	xxx-xx-				N	0	08/24/2023	Timely New		08/29/2023	2500.00		

Showing 1 to 1 of 1 entries

GA Student Eligibility List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the Filter tab.

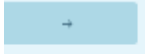
The screenshot displays the 'GA Student Eligibility List: Filter' interface. At the top, there are navigation tabs for 'School', 'Administration', and 'Programs'. Below this, a sub-navigation bar includes 'Home', 'Student', 'Payment', and 'Reports'. The 'Student' tab is selected. A secondary navigation bar contains 'List', 'Filter', 'Sort', and 'Columns', with 'Filter' highlighted in green. The main area contains several filter fields: SSN (text input), Last Name (dropdown and text input), First Name (dropdown and text input), Term (dropdown menu), Year in Program (dropdown menu), Application Date Start End (two date pickers), and Certified Eligible Status (dropdown menu). On the right side, there is a list of checkboxes for category selection: Selected, Eligible, Award Declined, Timely New, Timely Renewal, Deferred Scholar, Pathways Scholar, and Ineligible Reasons (Max Units, Default, Certified Ineligible). At the bottom, there are 'List' and 'Reset' buttons, both highlighted with red boxes.


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 or select the **List** tab at the bottom of the screen.

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

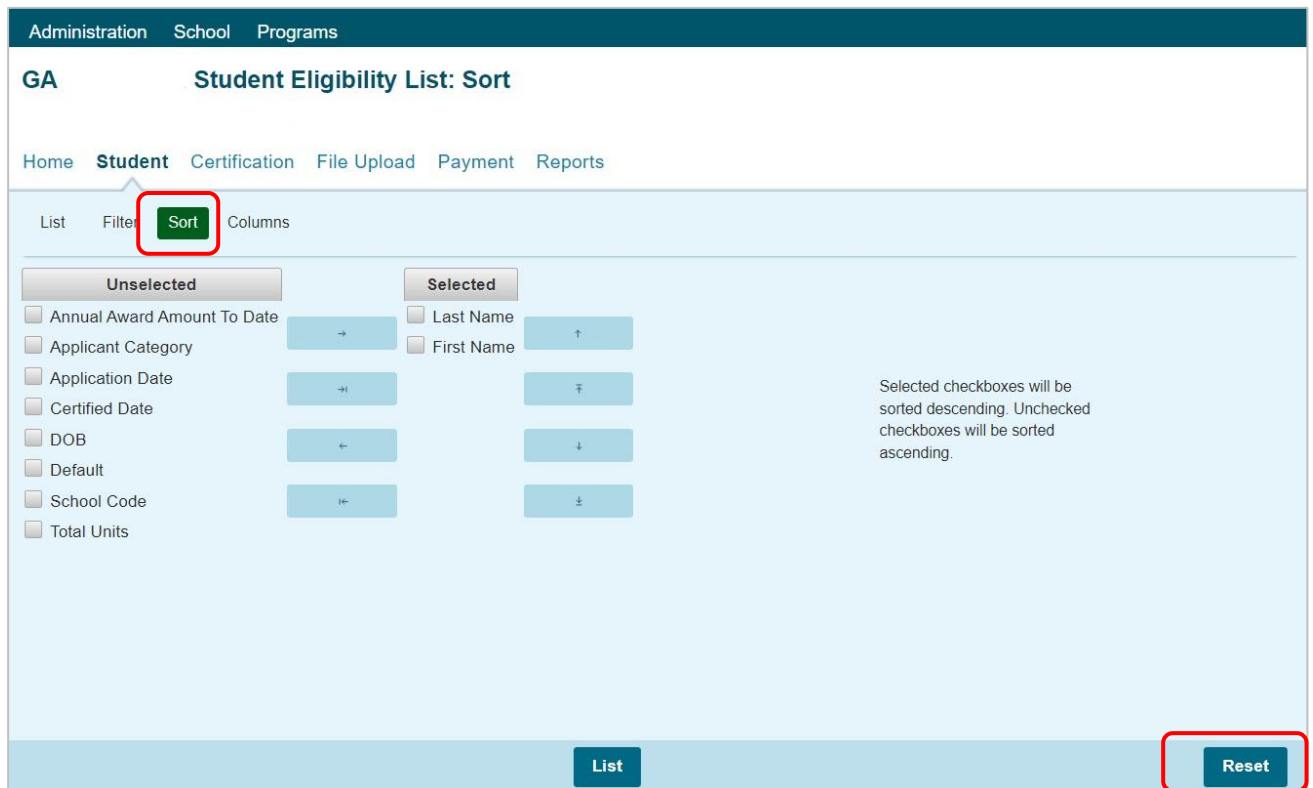
GA Student Eligibility List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the 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 like the list to be sorted. 

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



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

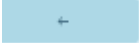
Once you've made all the sorting selections, click on the **List** tab (located to the left of the **Filter** tab) to generate your customized list.



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

GA Student Eligibility List: Columns Screen

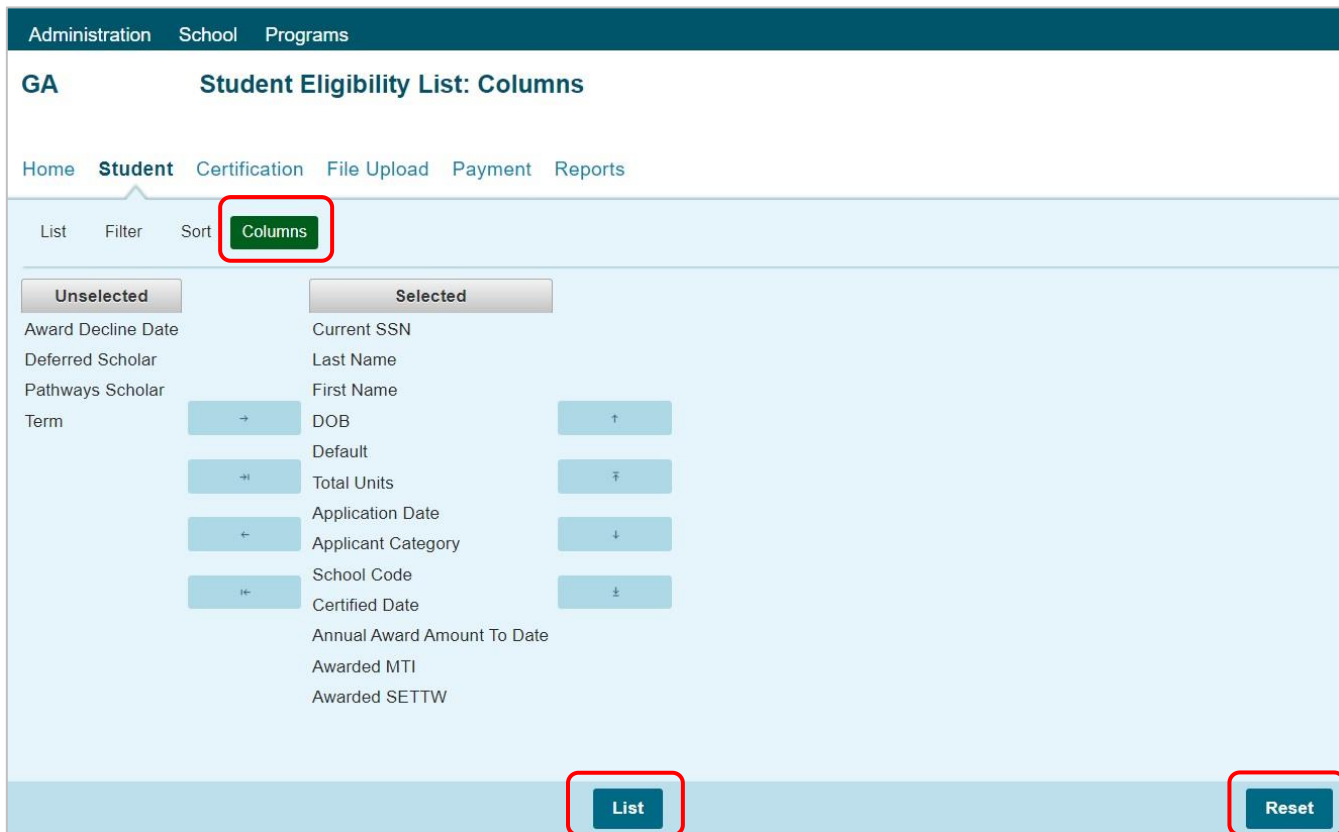
The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a Column for your customized list, click on the column heading to highlight it and then the Add arrow to add it to the Selected list. 

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

Use the Move Up and Move Down arrows to put the columns in the order in which would like them to appear on the List screen.  

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














Administration School Programs

GA Student Eligibility List: Columns

Home **Student** Certification File Upload Payment Reports


List Filter Sort **Columns**

Unselected		Selected	
Award Decline Date		Current SSN	
Deferred Scholar		Last Name	
Pathways Scholar		First Name	
Term		DOB	
		Default	
		Total Units	
		Application Date	
		Applicant Category	
		School Code	
		Certified Date	
		Annual Award Amount To Date	
		Awarded MTI	
		Awarded SETTW	

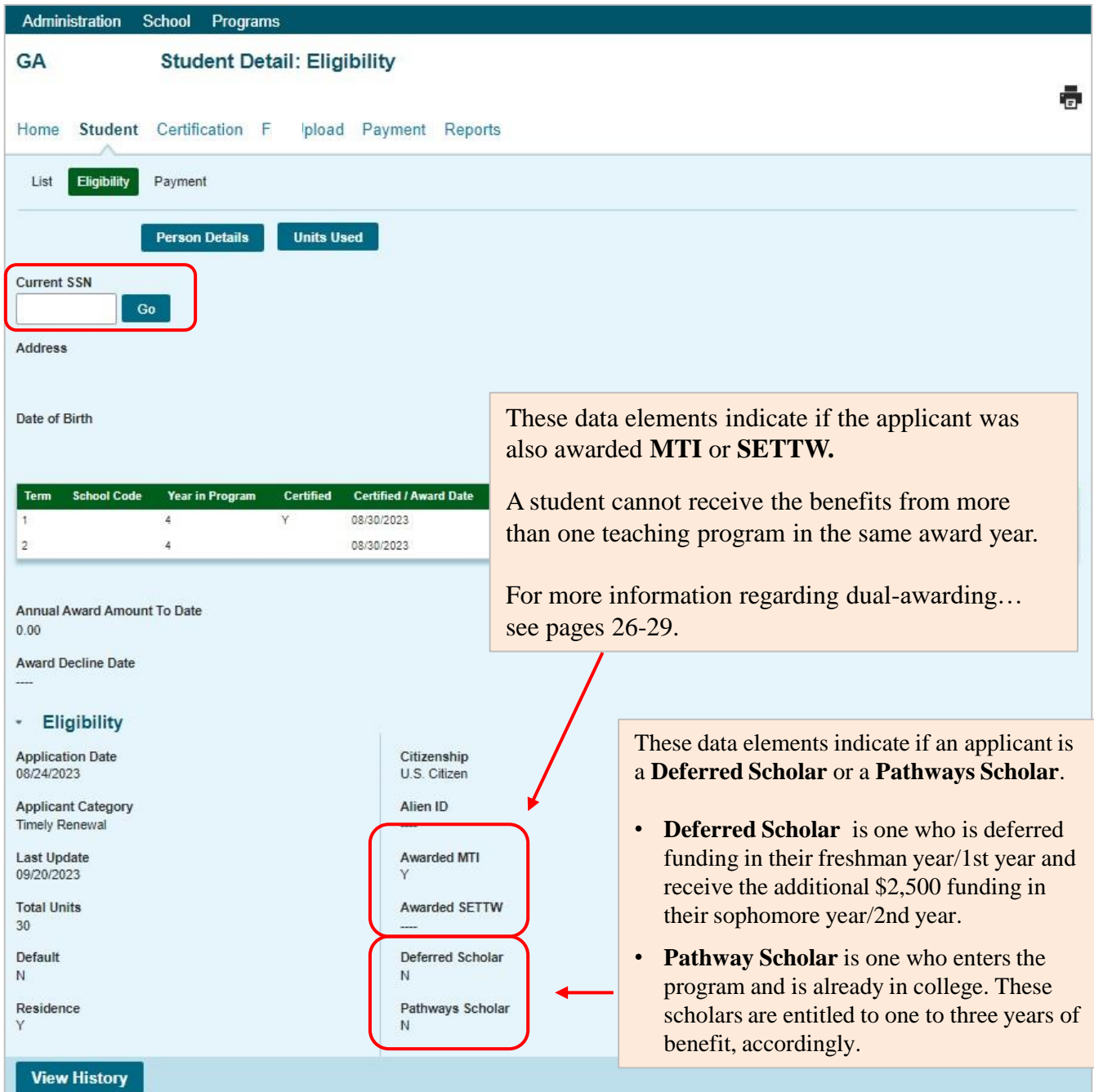
List **Reset**

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

GA Student Detail Eligibility Screen

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

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



The screenshot shows the 'GA Student Detail: Eligibility' screen. At the top, there are navigation tabs: Administration, School, and Programs. Below that, the page title 'GA Student Detail: Eligibility' is displayed. A secondary navigation bar includes Home, Student, Certification, F, Upload, Payment, and Reports. Under the 'Student' tab, there are sub-tabs for List, Eligibility (which is active), and Payment. Two buttons, 'Person Details' and 'Units Used', are visible. A red box highlights the 'Current SSN' input field and the 'Go' button. Below this is the 'Address' field. The 'Date of Birth' field is also present. A table shows the student's award history:

Term	School Code	Year in Program	Certified	Certified / Award Date
1		4	Y	08/30/2023
2		4		08/30/2023

Below the table, there are fields for 'Annual Award Amount To Date' (0.00) and 'Award Decline Date' (---). The 'Eligibility' section is expanded, showing 'Application Date' (08/24/2023), 'Applicant Category' (Timely Renewal), 'Last Update' (09/20/2023), 'Total Units' (30), 'Default' (N), and 'Residence' (Y). On the right side, there are fields for 'Citizenship' (U.S. Citizen), 'Alien ID' (---), 'Awarded MTI' (Y), 'Awarded SETTW' (---), 'Deferred Scholar' (N), and 'Pathways Scholar' (N). A red box highlights the 'Awarded MTI' and 'Awarded SETTW' fields, and another red box highlights the 'Deferred Scholar' and 'Pathways Scholar' fields. Red arrows point from callout boxes to these highlighted areas.

Callout 1: These data elements indicate if the applicant was also awarded **MTI** or **SETTW**. A student cannot receive the benefits from more than one teaching program in the same award year. For more information regarding dual-awarding... see pages 26-29.

Callout 2: These data elements indicate if an applicant is a **Deferred Scholar** or a **Pathways Scholar**.

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

At the bottom left, there is a 'View History' button.

GA Payment Processing

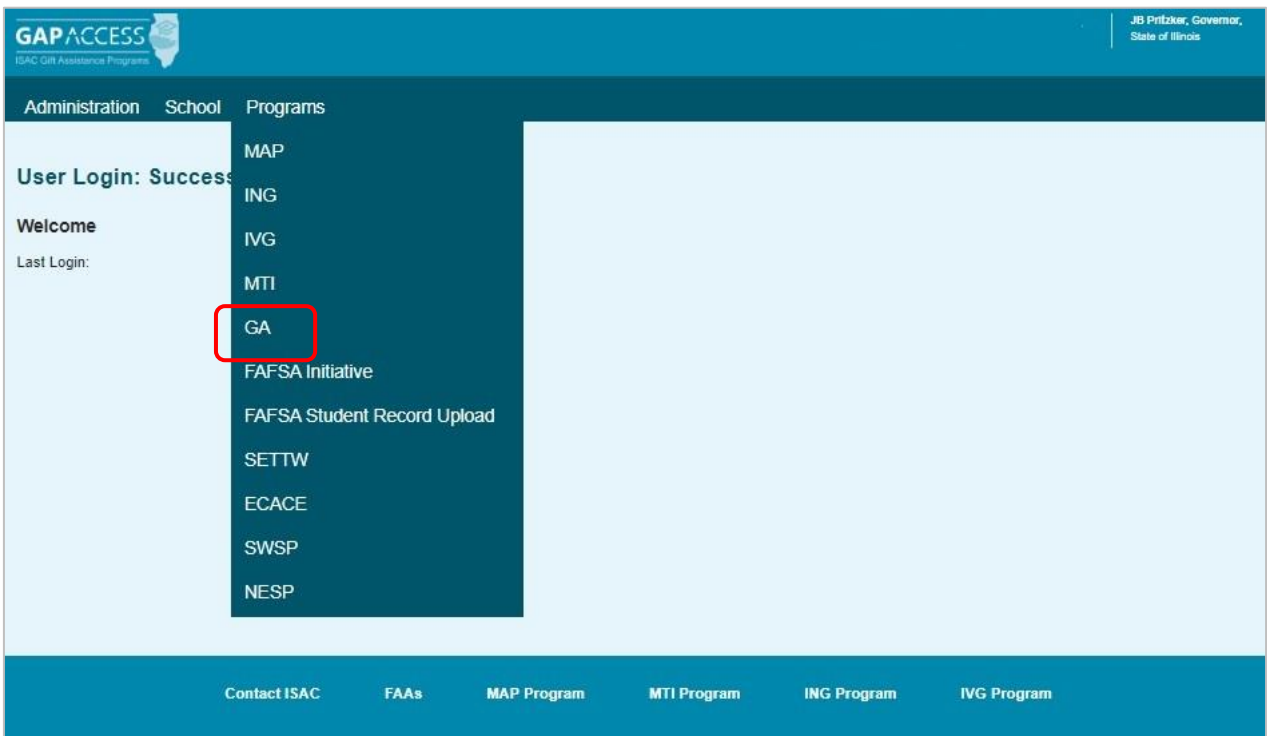
GA payment processing is done using the GA system available through ISAC's Gift Assistance Programs (GAP) Access portal.

GA payment processing can be accessed by selecting **GA** under the **Programs** tab near the top of the screen. Program functions are contingent upon each user program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- “None” will grant you zero access to GA data.
- “Update” will grant you the ability to both edit and view GA data.
- “View” will grant you the ability to only view GA data (i.e., no editing ability)

After completing the payment request process in GAP Access, payment is made to colleges through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC, and payment is made accordingly. This system was developed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, funds should be returned to ISAC only after a final reconciliation has been completed at the end of the regular school year. All schools with an outstanding amount owed to ISAC at the end of the school year receive a notice indicating the total amount to be returned.

Information about the payment offset process and reconciliation is located on the Refunds and Unpaid Claims page in the Processes area of the FAA section at isac.org.



Student Payment List: View Screen

The **Student Payment List: View** screen gives the user the ability to easily select students to view payment-related items such as payment request amounts, payment result amounts, and payment result codes at a glance. It operates like the **Student List Eligibility: View** screen, allowing the user to select students who are attending their school and to filter and sort the list according to specific criteria.

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

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

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

Schools can create a customized **Student Payment List: 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 Payment List: View** screen: **View, Filter, Sort, Columns, Payment Request Entry** and **Submit Payment Requests**.

#	Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount To Date	Term Award Amount	School Code	Request Code	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjusted Amount
1			1	xxx-xx-			2500.0	2500.00								

Last Name	First Name	Annual Award Amount To Date	Term Award Amount	School Code	Request Code	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjusted Amount	Result Code	Expanded Result	Result Date	Status Code	Invoice Number
		2500.0	2500.00													

You may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see these columns on the Student Payment List: View screen.

Student Payment List: View Screen

GA Student Payment List: View

Select School and School Code:

Home Student Certification File Upload **Payment** Reports

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed 100

#	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount To Date	Term Award Amount	School Code	Request Code	Academic Level	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjusted Amount
1	<input type="checkbox"/>		xxx-xx-			2500.0	2500.00								

Showing 1 to 1 of 1 entries

1

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 Detail: Payment Screen

Individual Payment Requests

The **Student Detail: Payment** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to payment requests for an individual student record. This screen is accessed by clicking on the **dollar sign** icon that is on the same line as the student's last name on the **Student Payment List: 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 Payment List: 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.

The screenshot shows the 'Student Detail: Payment' screen. At the top, there are navigation tabs: Home, Student, Certification, File Upload, **Payment**, and Reports. Below these, there are sub-tabs: List, Eligibility, and **Payment** (highlighted with a red box). Under the 'Payment' sub-tab, there is a 'Current SSN' field with a 'Go' button. Below that, there is a 'Deferred Scholar' section with a 'N' button. The 'Annual Award Amount To Date' field shows 2500.00 and is highlighted with a red box. Below this, there is a table with 'Terms' and '1-Fall'. At the bottom, there is a 'Requested Amount' field and an 'Award Amount' field showing 2500.00.

The **Annual Award Amount To Date** is the amount that the Golden Apple Foundation has certified/awarded a student up to the current date.

The Foundation certifies/awards a student for **ONLY ONE TERM AT A TIME**.

For example: If we are currently in the Fall term, then the **Annual Award Amount To Date** is reflecting the Fall term amount only, not the entire award year.

If the same student is then certified/awarded for the Spring term, then the **Annual Award Amount To Date** will increase to reflect the two term amounts combined.

Student Detail: Payment Screen

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

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

Each of these fields must be completed with the appropriate information for payment requests to be processed properly. If the student is ineligible an *Ineligible Reason* must be selected and a and a zero (\$0) should be entered in the Requested Amount field.

Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

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

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

The screenshot shows the 'Student Detail: Payment' screen. At the top, there are navigation tabs: Home, Student, Certification, File Upload, **Payment**, and Reports. Below the tabs are links for List, Eligibility, and **Payment**. The form contains the following fields:

- Current SSN: [input field] Go
- Deferred Scholar: N
- Annual Award Amount To Date: 2500.00

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

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: Payment Screen

GA Student Detail: Payment

Home Student Certification File Upload Payment Reports

List Eligibility **Payment**

Current SSN

Deferred Scholar N

Annual Award Amount To Date 2500.00

Terms	1-Fall	2-Spring
School Code		
Request	Paymer	<input type="checkbox"/>
Academic Level	Senior	<input type="checkbox"/>
Enrollment Status	Full time	<input type="checkbox"/>
Ineligible Reason		<input type="checkbox"/>
Requested Amount	\$ 2500.00	\$
Award Amount	2500.00	
Activity Date		
Status		
Result code		
Expanded Result		
Invoice #		
School Code		
Result code		
Expanded Result		
Amount Paid		
Adjusted Amount		
Result Date		

GA Ineligible Reason

Select the appropriate reason that makes student ineligible.

Not enrolled *

Not a US citizen/eligible non-citizen

Not an Illinois resident

Defaulted student loan

Not enrolled in a teacher program

Conflicting scholarship

Not making satisfactory academic progress

Reached max number of years allowed

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

Not a HS grad/no GED

Not enrolled at least half-time *

Student is not accepting GA

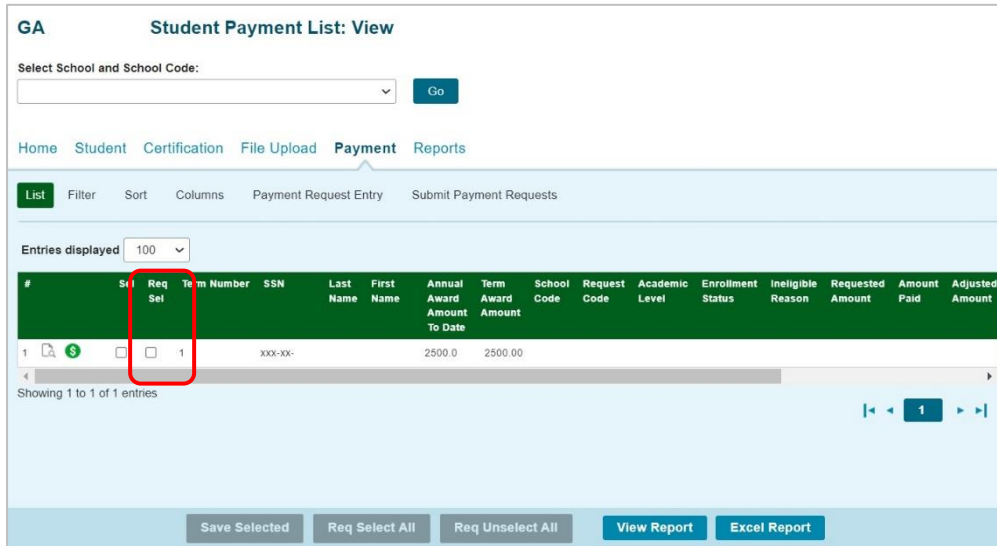
- Not enrolled
- Not a US citizen/eligible non-citizen
- Not an Illinois resident
- Defaulted student loan
- Not enrolled in teacher program
- Conflicting scholarship
- Not making satisfactory academic progress
- Reached max number of years allowed
- GPA not at least 2.5 on 4.0 scale (soph or above)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

* 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

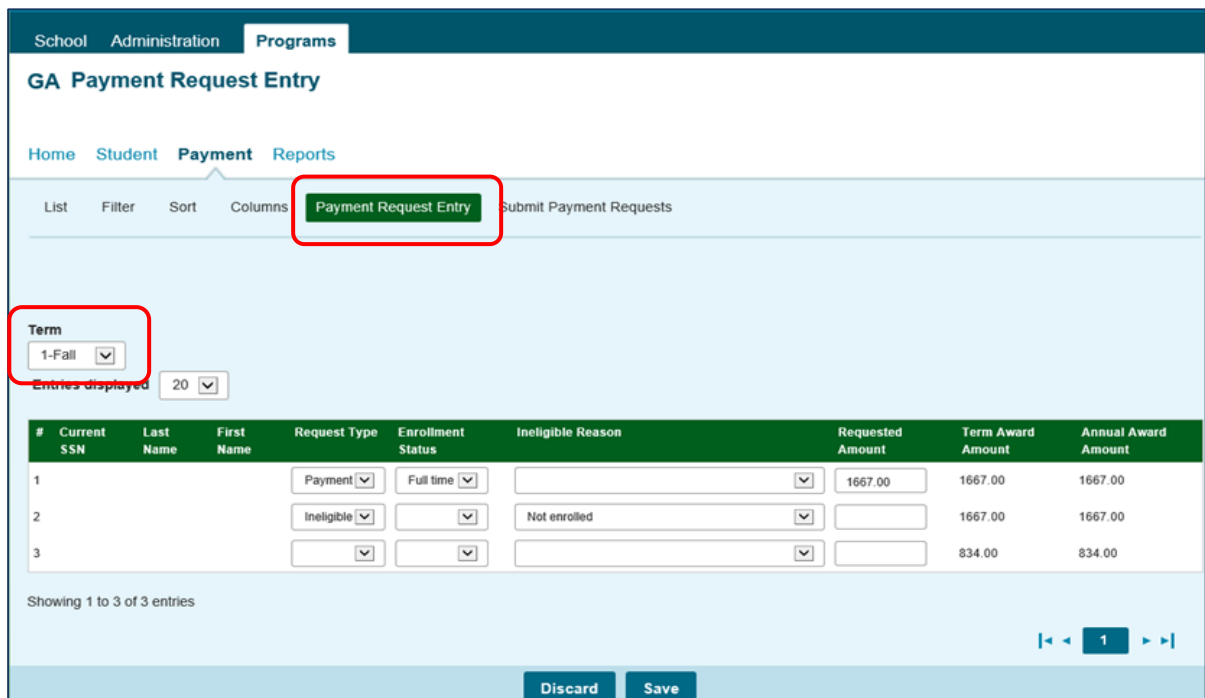
When creating benefit requests for a large number of students, the best option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen.



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.



Payment Request Entry

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

Request – Select the appropriate item from the drop-down menu options:

- “Payment” to create a payment request
- “Delete” to delete a request that has been created but not yet submitted
- “Ineligible” to make a student ineligible
- “Cancel” to cancel a previously requested award

- **Academic Level**

- Freshman
- Sophomore
- Junior
- Senior

- **Enrollment Status** – Enter full time or half time status

- **Ineligible Reason**- If the student is ineligible an *Ineligible Reason* must be selected and a zero (\$0) should be entered in the Requested Amount field.

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

GA Payment Request Entry

Home Student **Payment** Reports

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

Term
1-Fall

Entries displayed 20

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

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

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

Discard **Save**

Submit Payment Requests Process

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

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

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

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

The screenshot displays the 'GA Submit Payment Requests' interface. At the top, there are navigation tabs for 'School', 'Administration', and 'Programs'. Below this, the page title 'GA Submit Payment Requests' is shown. A secondary navigation bar includes 'Home', 'Student', 'Payment', and 'Reports'. Under the 'Payment' tab, there are options for 'List', 'Filter', 'Sort', 'Columns', and 'Payment Request Entry'. A prominent green button labeled 'Submit Payment Requests' is highlighted with a red box. Below this, a message box states 'Payment Submitted for 2 records', also highlighted with a red box. Under the heading 'Selection Criteria for all eligible records', there is a 'Term' dropdown menu currently set to '1-Fall'. At the bottom of the screen, there are two buttons: 'Submit' and 'Reset'.

Payment Eligibility List: Filter Screen

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

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

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

GA Payment Eligibility List: Filter

Home Student Certification File Upload **Payment** Reports

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

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Term
[Dropdown]

Year in Program
[Dropdown]

Enrollment Status
[Dropdown]

Status Code
[Dropdown]

Request Type
[Dropdown]

Selected
 Eligible


Ineligible Reasons

Max Units
 Max Dollars
 Default
 Award Decline

[List] [Reset]

Payment Eligibility List: Sort Screen

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

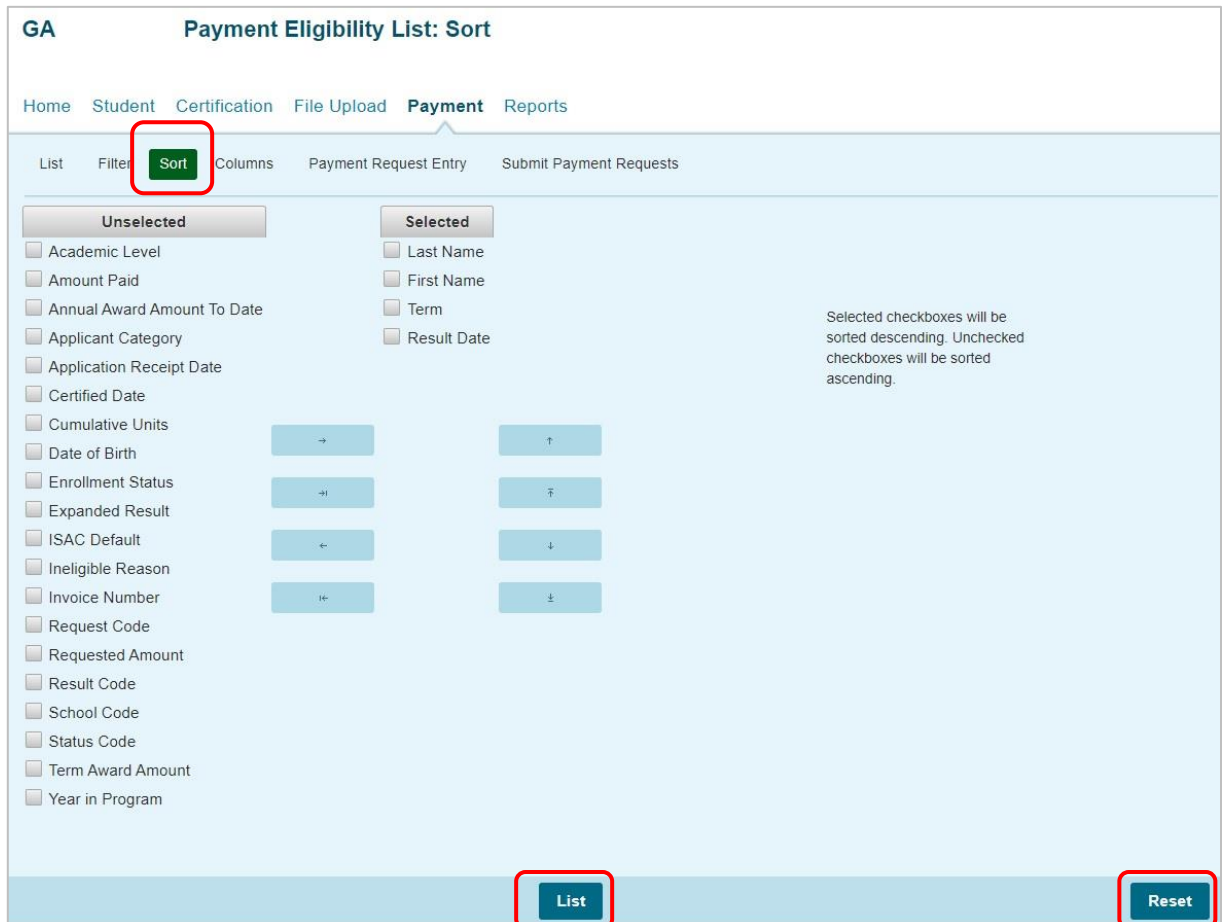
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing  to the right.

This will add it to the **Selected** columns. Then, use the up arrow to move *Enrollment Status* to the top of the **Selected** columns. Click on the **View** tab and you will see a list sorted by *Enrollment Status*. If the checkboxes next to the **Selected** columns are checked, the list will be sorted in descending order. If the boxes are left unchecked, the list will sort in ascending order.

To remove a column from the **Selected** sort list, highlight the column title and then click on the arrow pointing to the left to move it to the **Unselected** list. 

To move all **Unselected** columns to the Selected list, click on 









To clear the entire **Selected** list, click on Reset



GA **Payment Eligibility List: Sort**

Home Student Certification File Upload **Payment** Reports

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

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

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

List **Reset**

Payment Eligibility List: Columns Screen

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

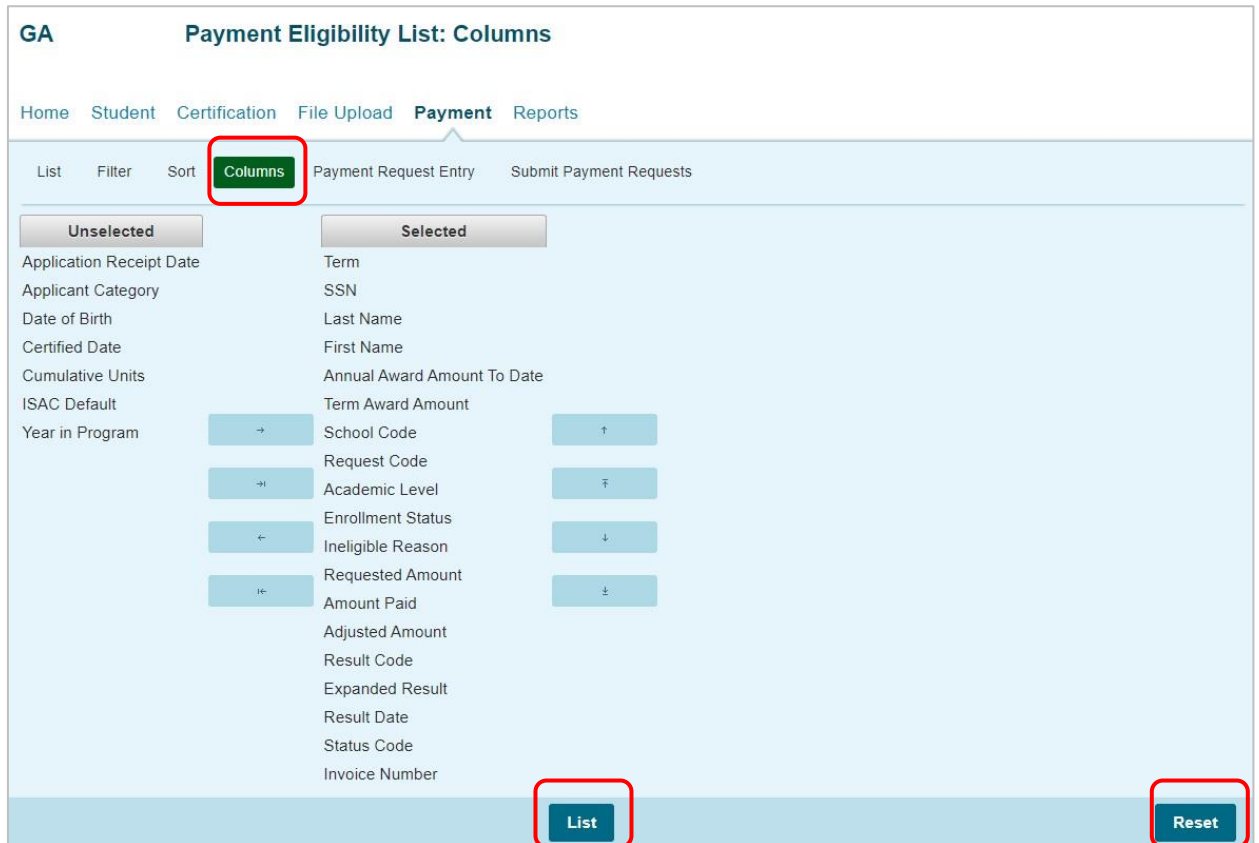
When you click on the **List** tab, the columns will display in the order in which they appear in the **Selected** list.



To move all **Unselected** columns to the **Selected** list, click on



To clear the entire **Selected** list, click on **Reset**.



The screenshot shows the 'Payment Eligibility List: Columns' interface. At the top, there are navigation tabs: Home, Student, Certification, File Upload, **Payment**, and Reports. Below these are sub-tabs: List, Filter, Sort, **Columns** (highlighted in green), Payment Request Entry, and Submit Payment Requests. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' list includes: Application Receipt Date, Applicant Category, Date of Birth, Certified Date, Cumulative Units, ISAC Default, and Year in Program. The 'Selected' list includes: Term, SSN, Last Name, First Name, Annual Award Amount To Date, Term Award Amount, School Code, Request Code, Academic Level, Enrollment Status, Ineligible Reason, Requested Amount, Amount Paid, Adjusted Amount, Result Code, Expanded Result, Result Date, Status Code, and Invoice Number. Between the lists are arrows for moving items: a right arrow (→) for moving from Unselected to Selected, a left arrow (←) for moving from Selected to Unselected, and up/down arrows for re-arranging items in the Selected list. At the bottom, there are two buttons: 'List' (highlighted in red) and 'Reset' (highlighted in red).

Dual-Awarding Students

- If a student qualifies for the MTI, Golden Apple (GA), and/or Illinois Special Education Teacher Tuition Waiver (SETTW), the student must choose which program they would like to use.
 - A student cannot receive the benefits from more than one teaching program in the same award year.
 - ISAC will send the student a letter asking them to choose which program they want to accept – MTI, GA, and/or SETTW.
 - These letters include a deadline date to return the form.
- If a student decides to change which program benefit he/she wants to receive:
 - First confirm that the student has been awarded the other program before cancelling a payment request that may have already been made.
 - For example, make sure the student was awarded funds for MTI before cancelling a payment request for Golden Apple.
- Program teaching obligations:
 - Golden Apple requires a five-year teaching commitment.
 - MTI requires a one-year teaching commitment for each year that the scholarship is received.
 - SETTW requires a two-year teaching commitment.
 - All 3 of these programs will convert to a loan the student must repay if the teaching commitment is not met, plus interest.

23 ILLINOIS ADMINISTRATIVE CODE CH. XIX, SEC. 2763.20
MINORITY TEACHERS OF ILLINOIS (MTI) SCHOLARSHIP PROGRAM

- b) In any academic year in which the qualified applicant accepts or receives financial assistance through the Paul Douglas Teacher Scholarship Program (23 Ill. Adm. Code 2762), Golden Apple Scholars of Illinois Program (23 Ill. Adm. Code 2764), the Special Education Teacher Tuition Waiver Program (23 Ill. Adm. Code 2765), or the Teach Illinois Scholarship Program (23 Ill. Adm. Code 2768), the qualified applicant shall not be eligible for scholarship assistance under this Part.

(Source: Amended at 45 Ill. Reg. 15332, effective January 1, 2022)

Dual-Awarding Students with MTI & Golden Apple (GA)

MTI Student Detail: Payments

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

List Eligibility **Payment**

Current SSN **Go**

Annual Award Amount 7500.00

Terms	1-Fall	2-Spring
School Code		
Request	Paym	Paym
Enrollment Status	Full tm	Full tm
Ineligible Reason		
Requested Amount	\$ 3750.00	\$ 3750.00
Award Amount	3750.00	3750.00

Activity Date 10/12/2022
Status P
Result code -
Expanded Result

Invoice #
School Code
Result code -
Expanded Result
Amount Paid 3750.00
Adjusted Amount 3750.00
Result Date 10/12/2022

• Example of a student for which payment was requested for both the MTI & GA scholarships.

GA Student Detail: Payment

Home Student Certification File Upload **Payment** Reports

List Eligibility **Payment**

Current SSN **Go**

Deferred Scholar N

Annual Award Amount 0.00

Terms	1-Fall	2-Spring
School Code		
Request	Paym	
Academic Level	Freshm	
Enrollment Status	Full tm	
Ineligible Reason		
Requested Amount	\$ 1250.00	
Award Amount	1250.00	

Activity Date 06/10/2022
Status P
Result code -
Expanded Result

Invoice #
School Code
Result code -
Expanded Result
Amount Paid 1250.00
Adjusted Amount 1250.00
Result Date 06/10/2022

• The college must **CANCEL** one of the scholarships.

• This **WILL BE** an audit finding if not corrected.

Ways to View Students Awarded MTI, GA and/or SETTW

MTI Student List Eligibility: View

Home Student Certification Payment Reports File Extraction

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB
1		\$	<input type="checkbox"/>	XXX-XX-	
2		\$	<input type="checkbox"/>	XXX-XX-	No
3		\$	<input type="checkbox"/>	XXX-XX-	No
4		\$	<input type="checkbox"/>	XXX-XX-	No
5		\$	<input type="checkbox"/>	XXX-XX-	
6		\$	<input type="checkbox"/>	XXX-XX-	
7		\$	<input type="checkbox"/>	XXX-XX-	
8		\$	<input type="checkbox"/>	XXX-XX-	
9		\$	<input type="checkbox"/>	XXX-XX-	

View Rep

- Click on icon.
- This will take you to the **Student Detail: Eligibility** screen.



MTI Student Detail: Eligibility

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Eligibility Application Update Student Update School Update Payment

Person Details

Current SSN
 (in)

Address

Date of Birth

Terms	1-Fall	2-Spring
School Code		
Certified	Y	Y
EFC		
Eligible Certification	N	N
Academic Level	Graduate	Graduate
Pathway	N	N
Resign Reason		
Award Amount	\$ 00	\$ 00
Term Payment Amount	\$ 00	
Term Units	0	
Request Status	E	

Eligibility

Application Received Date
03/30/2022

Application Complete Date
03/30/2022

Applicant Category
Timely New

Application Withdrawn Date

Certification Date
05/18/2022

Last Update
10/12/2022

Total Units
0

Bilingual Application
Passed educator licensure proficiency test

Bilingual educator preparation program

Default
N

Male
No

Ethnicity
Hispanic American

Residence
Y

Citizenship
U.S. Citizen

Alien ID

Awarded GA

Awarded SETTW
Y

- Scroll towards bottom of **Student Detail: Eligibility** screen to view if the student was also awarded **GA** or **SETTW**

Ways to View Students Awarded MTI, GA and/or SETTW

MTI Student Eligibility List: Sort

Home Student Certification Payment Reports File Extraction Enrollment Sta

List Filter **Sort** Columns

Unselected Selected

- Applicant Category
- Application Complete
- Award Amount
- Award Date
- Awarded GA
- Awarded SETTW
- Certified Date
- DOB
- Default
- Male
- School Code
- Units

Last Name First Name

List

- Using the '**Sort**' tab, you can create a list of students who have been awarded MTI, sorted by Award Date.
- You can also create a list of students who have been awarded GA or SETTW.
- After selecting your **Sort** options, click on the '**List**' tab to view the sorted list of students

Administration School Programs

MTI Student List Eligibility: View

Select School and School Code

Go

File Extraction Enrollment Status Verification

Applicant Category	Certified Eligible	Certified Date	Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	EFC
Incomplete						Y			
Untimely New	Y	07/19/2022	Freshman	0	09/28/2022				0
Untimely New	Y	07/19/2022	Junior	0	01/19/2023				0
Timely New	Y	07/19/2022	Freshman	0	01/19/2023	Y			39224
Ineligible						Y			
Incomplete						Y			

1

- The **MTI Student List Eligibility: View** screen shows whether a student is also awarded GA or SETTW
- Scroll all the way over using the scroll bar at bottom of screen

Payment Reports

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

The screenshot shows the GA Reports: Eligibility Reports page. At the top, there are navigation tabs: Administration, School, and Programs. Below that, the page title is "GA Reports: Eligibility Reports". There is a dropdown menu for "Select School and School Code:" and a "Go" button. A breadcrumb trail shows: Home > Student > Certification > Payment > Reports. On the right side, there are "Refresh" and "Create New Report" buttons, with the latter highlighted by a red box. Below the buttons, there is a "Filter" input field and a table of reports. The table has columns for Status, Report Type, Date, File Size(kb), and User Name. The table shows 6 entries, with the first one highlighted. At the bottom, it says "Showing 1-6 of 6 entries" and has pagination controls.


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

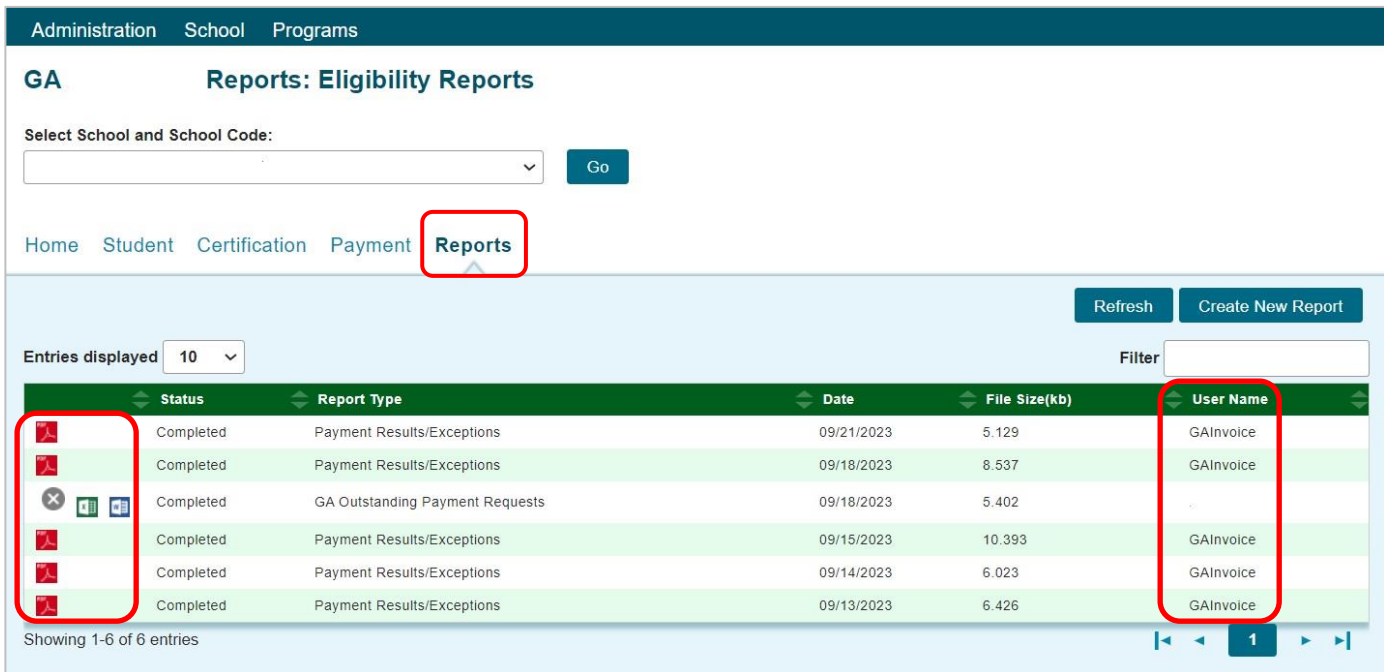
The screenshot shows the GA Reports: Eligibility Reports: Create New Report page. At the top, there are navigation tabs: Administration, School, and Programs. Below that, the page title is "GA Reports: Eligibility Reports: Create New Report". A breadcrumb trail shows: Home > Student > Certification > Payment > Reports. Below the breadcrumb trail, there is a "Select Report" dropdown menu, which is highlighted with a red box. Below the dropdown menu, there are two date range fields: "Payment Start Date Range" and "Payment End Date Range", each with a calendar icon. At the bottom, there is a "Request Report" button. A dropdown list of report options is shown below the "Select Report" dropdown menu, with the first option, "GA Payment Requests Not Submitted", highlighted in blue.

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



Administration School Programs








GA Reports: Eligibility Reports

Select School and School Code:

Home Student Certification Payment **Reports**

Entries displayed 10


Filter

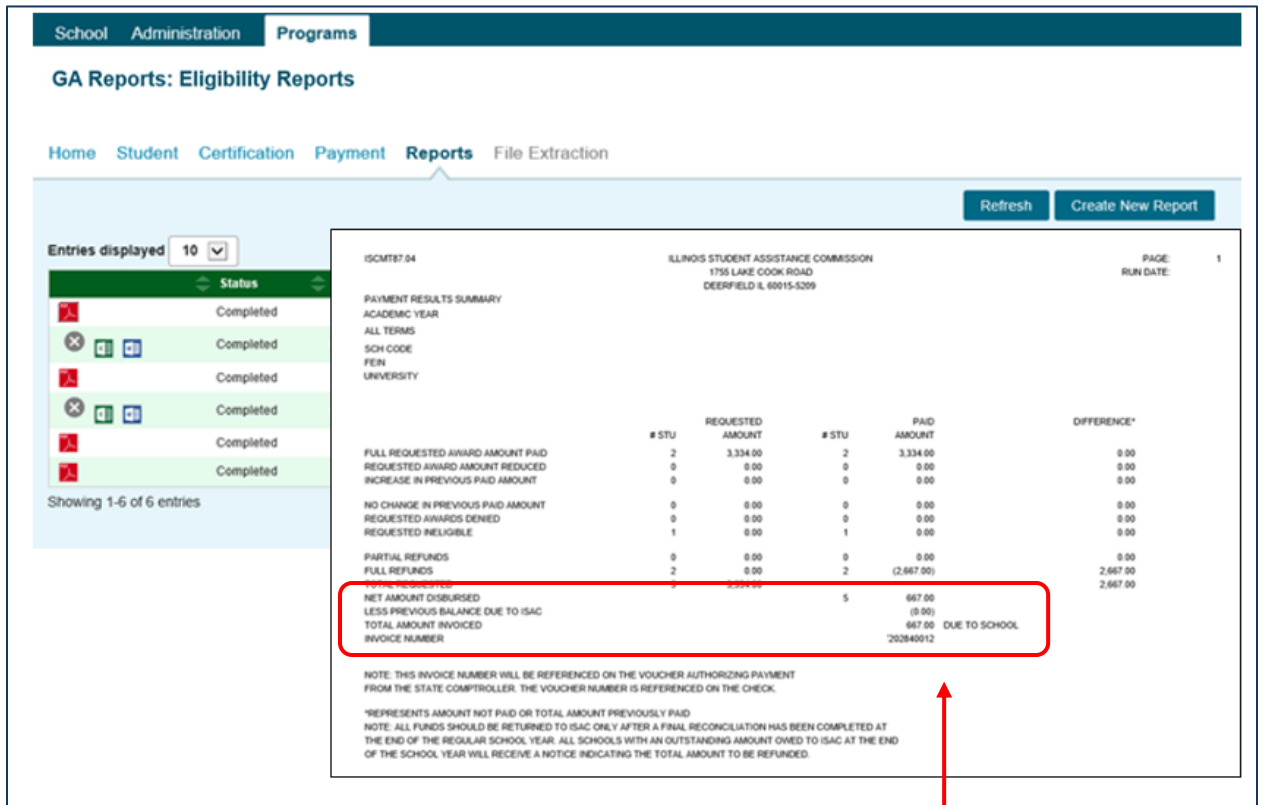
Status	Report Type	Date	File Size(kb)	User Name
 Completed	Payment Results/Exceptions	09/21/2023	5.129	GAInvoice
 Completed	Payment Results/Exceptions	09/18/2023	8.537	GAInvoice
  Completed	GA Outstanding Payment Requests	09/18/2023	5.402	
 Completed	Payment Results/Exceptions	09/15/2023	10.393	GAInvoice
 Completed	Payment Results/Exceptions	09/14/2023	6.023	GAInvoice
 Completed	Payment Results/Exceptions	09/13/2023	6.426	GAInvoice

Showing 1-6 of 6 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 an **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 username of *GAINvoice* in the last column.



ISCMTR7.04 ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-3209

PAGE: 1
RUN DATE:

PAYMENT RESULTS SUMMARY
ACADEMIC YEAR
ALL TERMS
SCH CODE
FEN
UNIVERSITY

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

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

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

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

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

GA Codes

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

Request Code	Definition
P	Payment
C	Cancel
I	Ineligible
D	Delete

Status Code	Definition
U	Updated
S	Submitted
P	Payment

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