Nursing Education Scholarships (NES) Program

2024-25

User Guide

October 2024

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Overview of the NES Administration Process

Application Process

The Nursing Education Scholarships (NES) application must be submitted each academic year, regardless of whether a recipient may have received previous awards (renewals). The application must be completed online via the Program Applications & Status Checks area of the ISAC Student Portal at: studentportal.isac.org/.

To be considered for the 2024-25 academic year, the NES Application/Work Agreement/Promissory Note must have been submitted to ISAC on or before April 30, 2024.

Applicants who may have submitted an unsigned application prior to the deadline date of April 30, 2024, were sent a notification of an incomplete application and informed that they must submit their signed Application/Work Agreement/Promissory Note to ISAC no later than May 31, 2024, in order to be considered for an award.

NES eligibility information:

- isac.org/isac-gift-assistance-programs/NES/NES-eligibility.html

Certification of Eligibility

The first step in the NES process is for colleges to complete the Certification process for each applicant listed in GAP Access. A Certification record is created in the NES system after the online application process has been completed and certification functionality becomes available to colleges for the academic year.

All Certification records available in the system must be completed, regardless of whether the school certifies a student as eligible or ineligible and regardless of whether the student is currently enrolled.

The only way an applicant can be considered for an award and/or receive a NES notification letter is if the applicant's Certification has been completed by the college in GAP Access.

Certification is completed by selecting the Certification tab in the NES system. Only records that need to be certified display on the Certification List: View screen. Once certified, the applicant status information will be updated on the Student List Eligibility: View screen.

A complete application and a complete and eligible Certification record are required for consideration for an award.

Overview of the NES Administration Process

Award Determination

After colleges have completed the Certification process, the award determination process can begin. The number of scholarship awards is based on the number of eligible applicants and the state's appropriation for the program.

All timely applicants whose schools have certified their eligibility by the requested ISAC receipt date are included in each academic year's awarding process.

When appropriated funds for this program are insufficient to provide scholarships for all qualified applicants during any fiscal year, available funds will be awarded to qualified students who submit complete timely applications based on priority order defined in the program rules, isac.org/e-library/documents/administrative-rules/2023-24-isac-rules/2749-NES.pdf

Based on the eligibility certification data submitted by the college and the priority factors, ISAC proceeds with the awarding process and sends the appropriate notification to each applicant.

ISAC sends eligible NES applicants one of the following notifications:

- Eligible - Funded – students who are eligible for the award
- Eligible - Unavailable Funds – students who are eligible for the award, but for whom funds are not available

Applicants determined to be ineligible for the award receive a Notice of Ineligibility and have the option to appeal the denial.

Award Amount and Years of Funding

The certificate, diploma or degree being pursued by the recipient determines the NES maximum award amount and the maximum number of years the award may be received.

The 2024-25 NES maximum annual award amount is either $9,023 or $18,204.

$9,023 *Maximum Award*	***$18,204*** *Maximum Award*
certificate in practical nursing * *any school type* * *one year* of assistance	**associate degree in nursing** * *two-year private colleges or four-year colleges/universities* * *two years* of assistance
associate degree in nursing * *community colleges or nursing schools* * *two years* of assistance	**baccalaureate degree in nursing** * *four-year public or private colleges/universities or nursing schools* * *four years* of assistance
hospital-based diploma in nursing * *community colleges* * *three years* of assistance	**graduate degree in nursing** * *four-year public or private colleges/universities or nursing schools* * *five years* of assistance
	graduate degree in nursing to become a nurse educator * *four-year public or private colleges/universities or nursing schools* * *three years* of assistance

Overview of the NES Administration Process

Payment Process

The payment processing becomes available after the awarding has taken place. The payment requests (claims) are completed in the NES system in the GAP Access portal. Only students who have been awarded will appear on the Student Payment List: View screen and claims may be submitted for individual students by term.

For each awarded student, schools can request a Tuition & Fees amount, and a Living Allowance amount can be requested for students who are considered to be enrolled full-time by the institution.

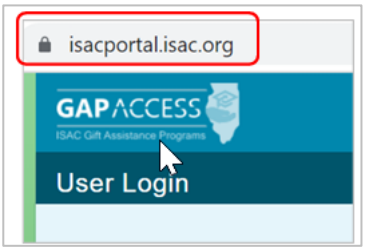
Funds for payment requests submitted via the NES system are delivered to the college in a lump sum (either electronically or as a check, depending on how the college has set up their payments), so that colleges may credit funds to students' accounts accordingly.

Payment Offset and Reconciliation procedures apply to NES. 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.

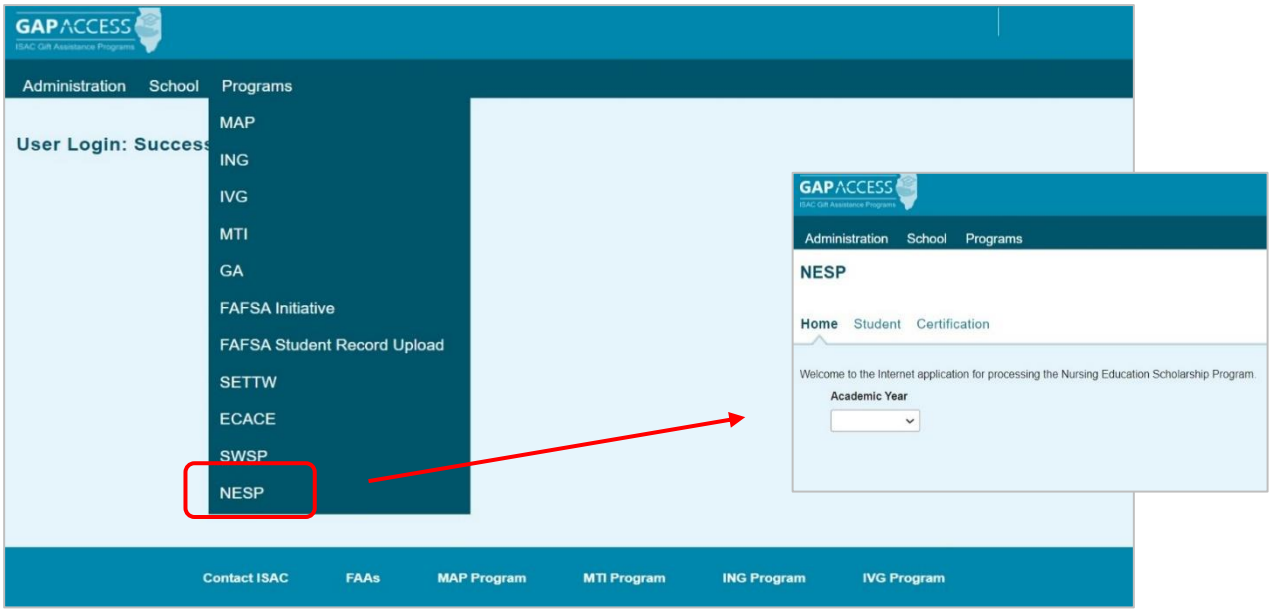
- Payment Offset and Reconciliation information: isac.org/faas/processes/refunds-and-unpaid-claims/payment-offset-and-reconciliation-map.html

Access and Navigation

The system to administer the Nursing Education Scholarships (NES) Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at isacportal.isac.org.



All users need a valid GAP Access ID and password to access the system. Once a school user has successfully logged in to GAP Access, the NES information can be accessed by selecting the program from the list under the **Programs** tab.



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 program in the system.

Program functions are contingent upon each user's program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- "None" does not allow any access to NES records.
- "Update" grants the ability to both edit and view NES records.
- "View" grants view only access to NES data (no editing ability).

Visit isac.org/gap-access/ for more information on using GAP Access, including guidance on activating and updating user accounts.

Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.

NES Student List Eligibility: View Screen

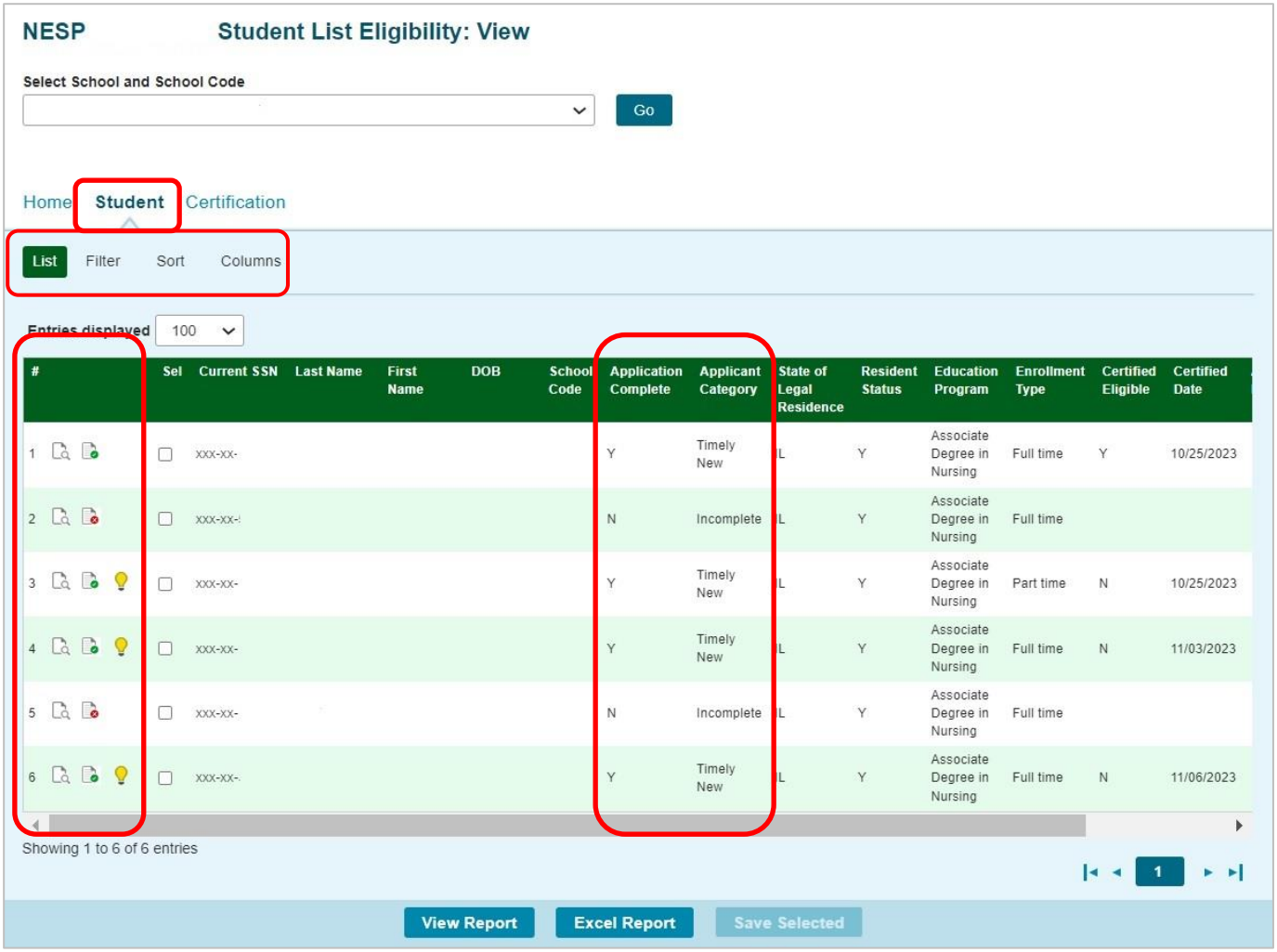
You can view the list of students who have submitted a NES application to ISAC and listed your school as the college the applicant plans to attend.

Click on **Student** for the student list. 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 complete status and icons to indicate eligibility issues.

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

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

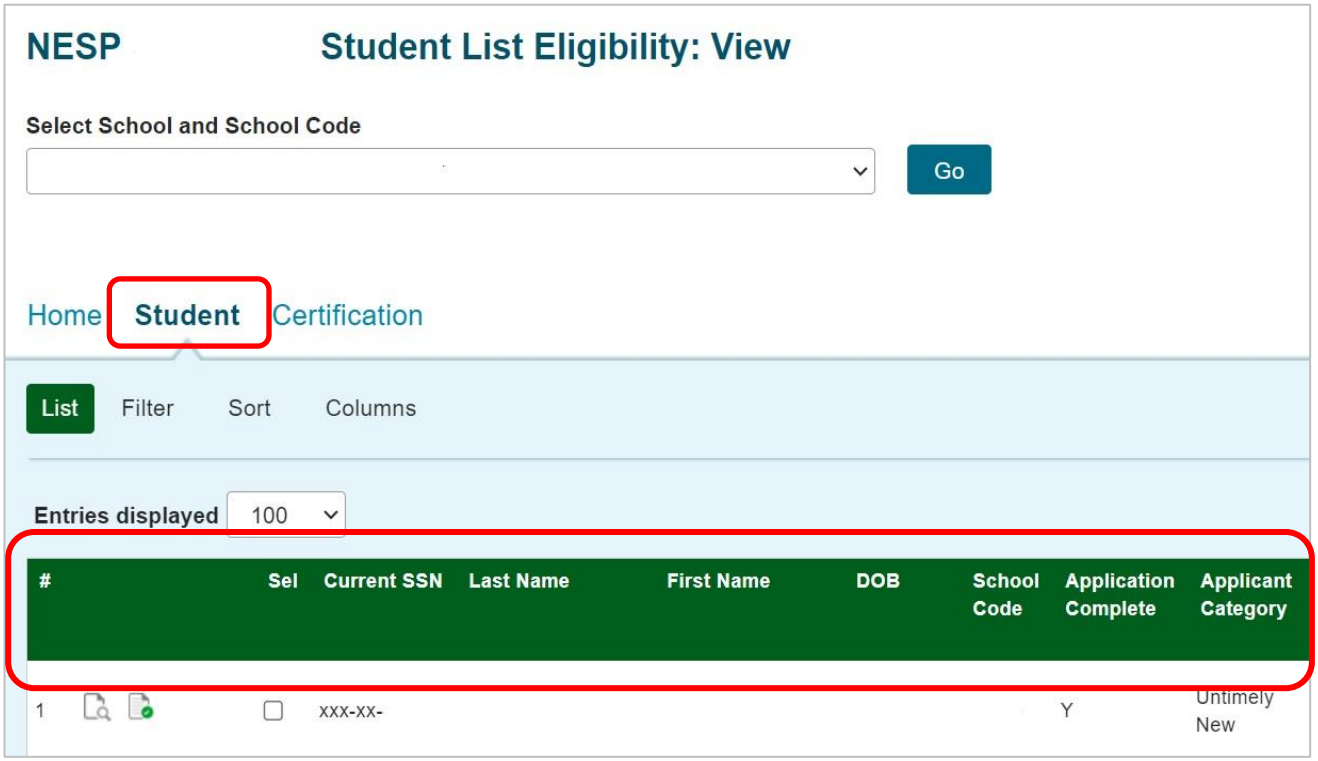


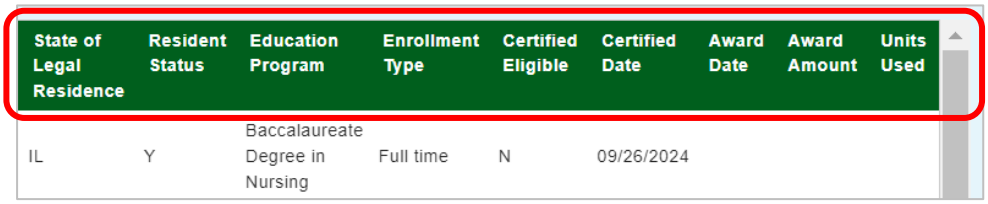
#	Sel	Current SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category	State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date
1		xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Full time	Y	10/25/2023
2		xxx-xx-					N	Incomplete	L	Y	Associate Degree in Nursing	Full time		
3		xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Part time	N	10/25/2023
4		xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Full time	N	11/03/2023
5		xxx-xx-					N	Incomplete	L	Y	Associate Degree in Nursing	Full time		
6		xxx-xx-					Y	Timely New	L	Y	Associate Degree in Nursing	Full time	N	11/06/2023

NES Student List Eligibility: View Screen

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

- # (Rows)
- Sel (Req Select)
- Current SSN
- Last Name
- First Name
- DOB
- School Code
- Application Complete
- Applicant Category
- State of Legal Residence
- Resident Status
- Education Program
- Enrollment Type
- Certified Eligible
- Certified Date
- Award Date
- Award Amount
- Units Used



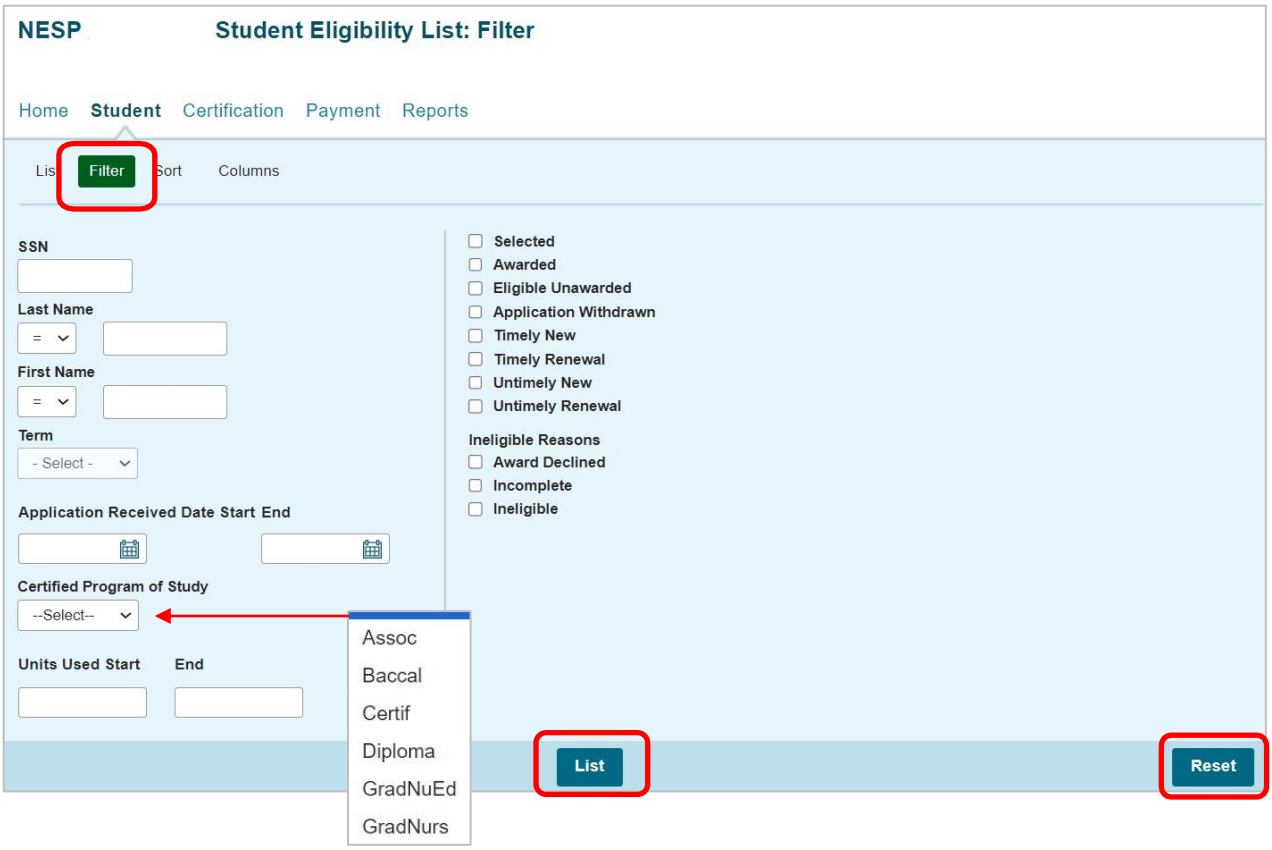


Use the scroll bar at the bottom of the page to navigate to the right to see the remaining columns on the **Student List Eligibility: View** screen.

NES 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.

For example, you may filter by **Awarded** and this will give you a list of students who are eligible for award funds. The list will initially appear in alphabetical order; however, you may use the **Filter** functionality to customize your list as needed.



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 to generate your customized view.

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

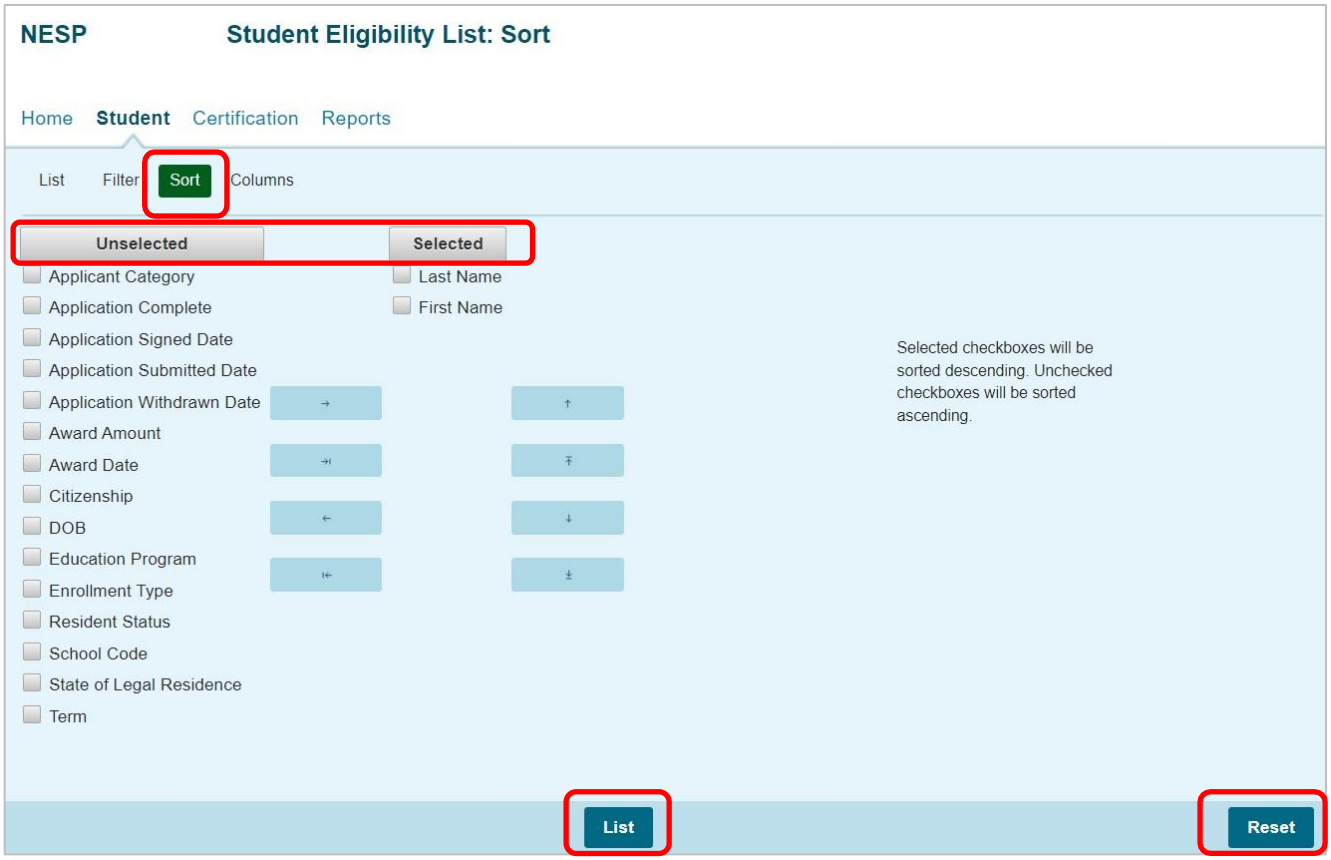
NES Student Eligibility List: Sort Screen

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 to sort.

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



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

Once you've made all of your selections, click on the **List** tab to generate your customized list.

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

NES Student Eligibility List: Columns Screen

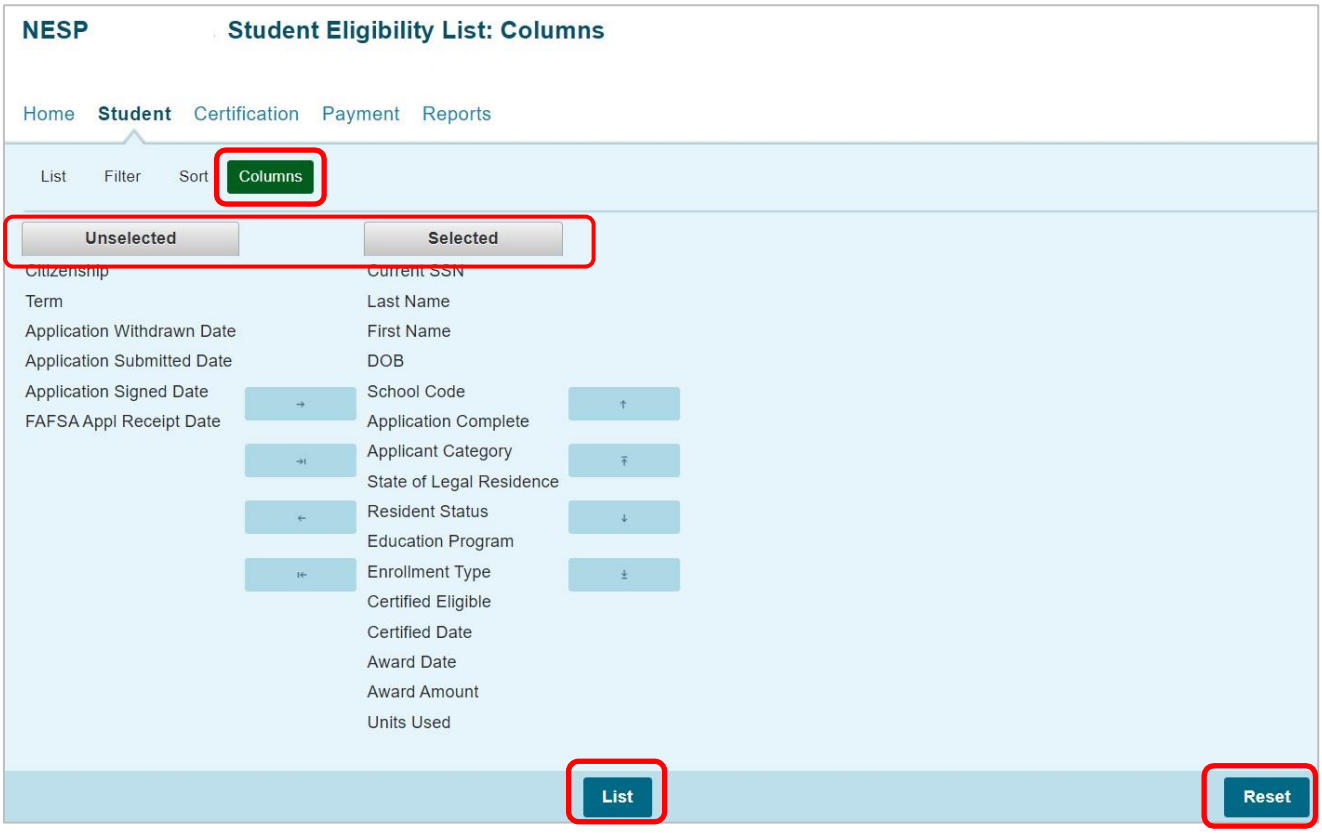
The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

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.



Once you've made all of your selections, click on the **List** tab to generate your customized list.

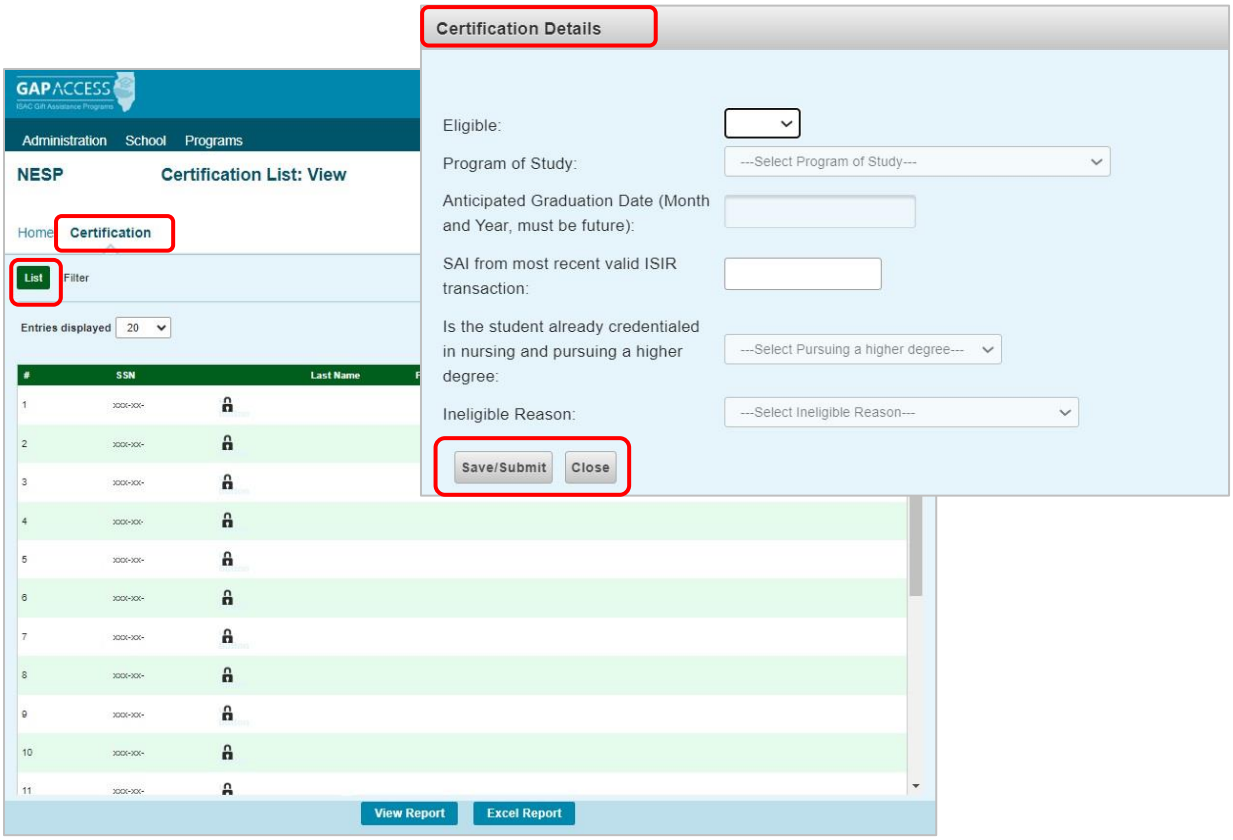
A **Reset** tab is also available to clear multiple selections with one click.

NES Certification List: View Screen

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete NES application with your college listed on the application.

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive a NES notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name to open up the **Certification Details** screen for the student. Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields. Or, to exit without saving and submitting, click on the **Close** button.



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

Once a record has been saved and submitted, it can no longer be edited by the school. If changes are needed to a previously-submitted certification record, contact School Services: isac.schoolservices@illinois.gov.

NES Certification Details Screen

Once the **Certification Details** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

In the first data field, you must indicate if the student is eligible by selecting "**Yes**" or "**No**."

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is "**Yes**," information must be provided in the following data fields:

- **Program of Study** -- Select from the drop-down menu
- **Anticipated Graduation Date --** Month and Year, must be future
- **SAI** -- Report the Student Aid Index (SAI) from the most recent valid Institutional Student Information Record (ISIR) transaction on which a student's financial aid would be based, as of the date that certification is completed.
  - This field is grayed out (not accessible) for non-Title IV institutions that do not receive ISIRs. ISAC will populate that data element for non-Title IV schools, using the most recent ISIR transaction.
- **Is the student already credentialed in nursing and pursuing a higher degree** – "**Yes**" or "**No**"
  - If an award recipient completed a certificate, diploma or degree program for which they received scholarship assistance, and they are now pursuing a higher level of education:
    - They will be considered a new applicant, and
    - Their maximum available years of assistance will be based on the maximum for the new degree being sought.
      - For example, a recipient is now pursuing a baccalaureate degree after receiving assistance for an associate degree; the number of years of assistance previously received do not count toward the new maximum.

After providing the required data elements, click on the **Save/Submit** button to complete the process. Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen.

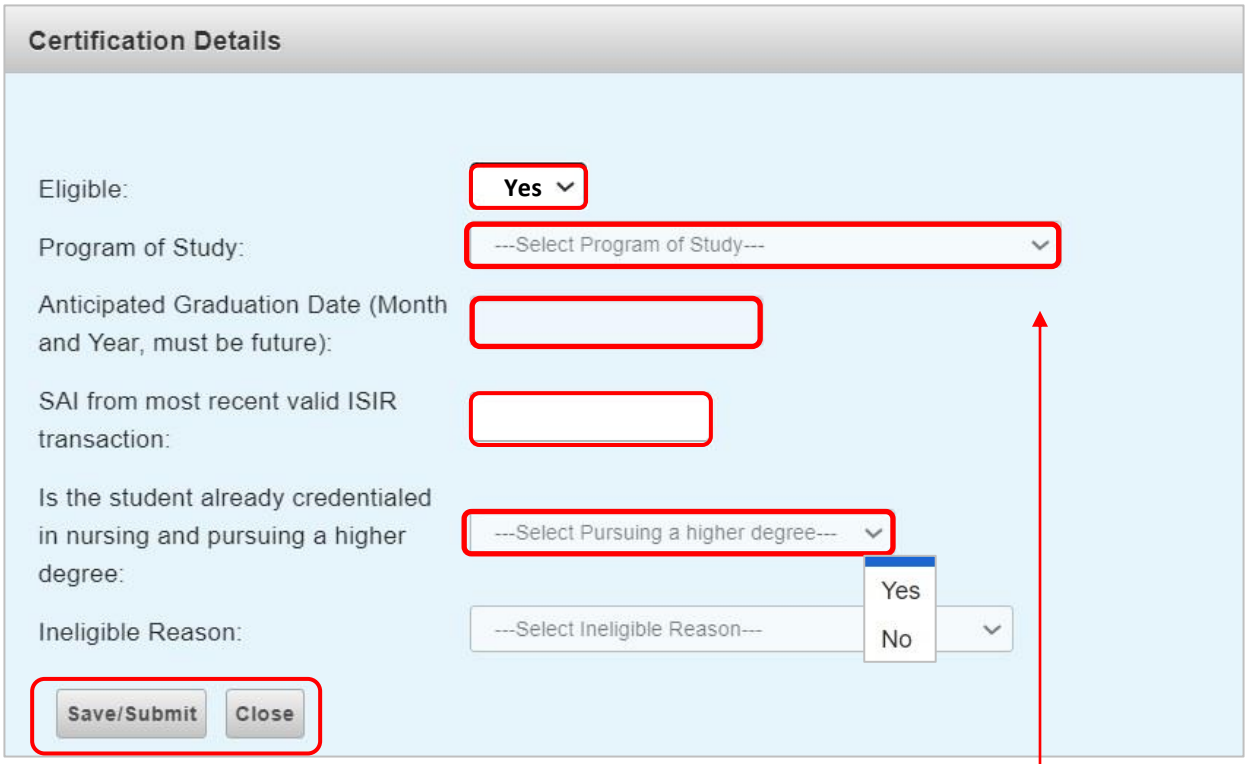
All certification records available in the system must be completed, regardless of whether the school certifies a student as eligible or ineligible and regardless of whether the student is currently enrolled.

NES Certification Details Screen

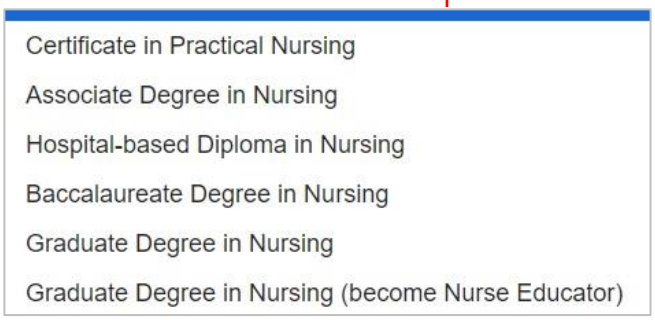
If the answer is "**Yes**," you will need to complete the required data fields outlined in red.

After providing the data elements for the required fields, click on the **Save/Submit** button to complete the process.

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



The **SAI field** will be grayed out (not accessible) for non-Title IV institutions that do not receive ISIRs. ISAC will populate that data element for non-Title IV schools, using the most recent ISIR transaction.

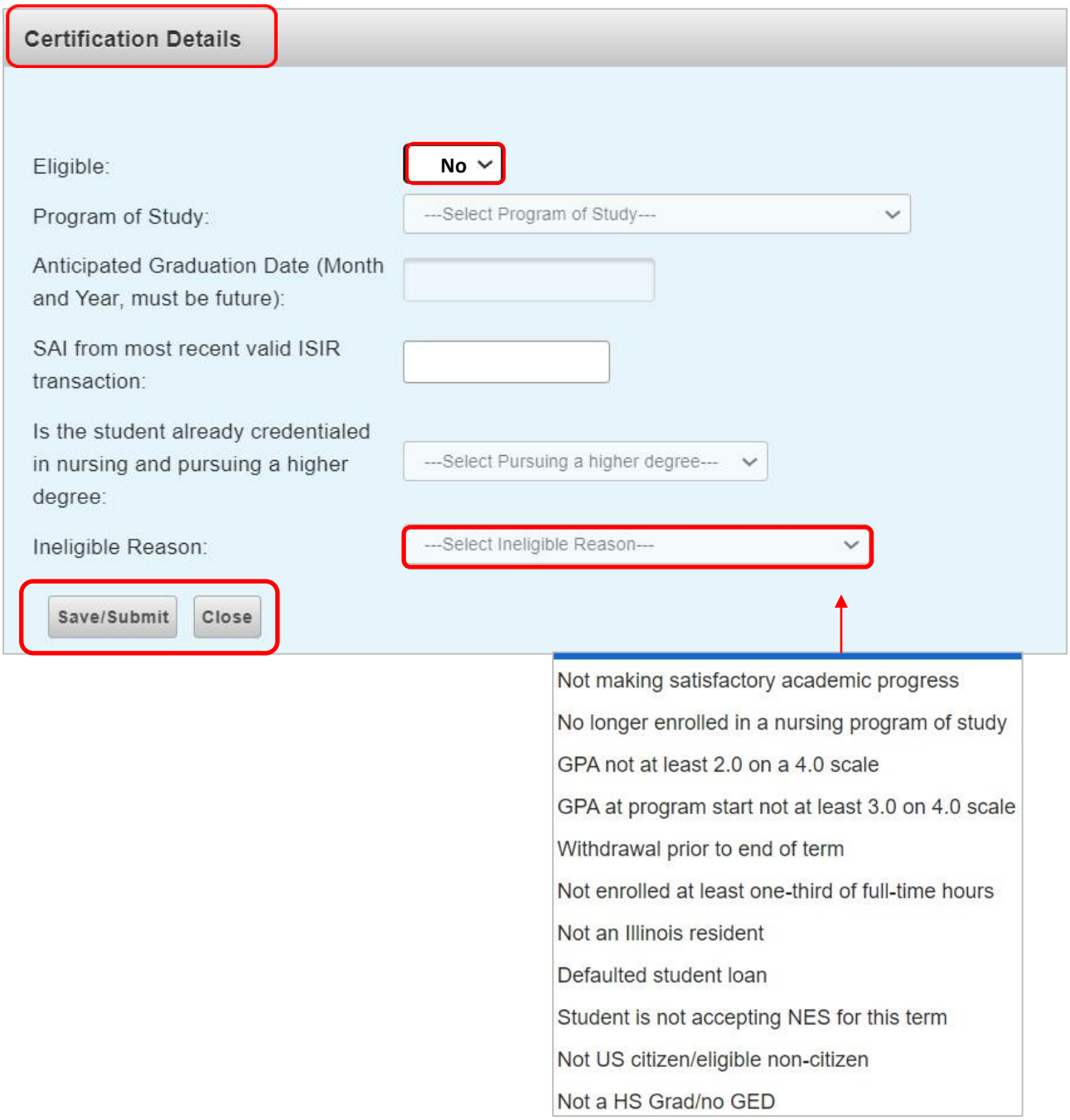


NES Certification Details Screen

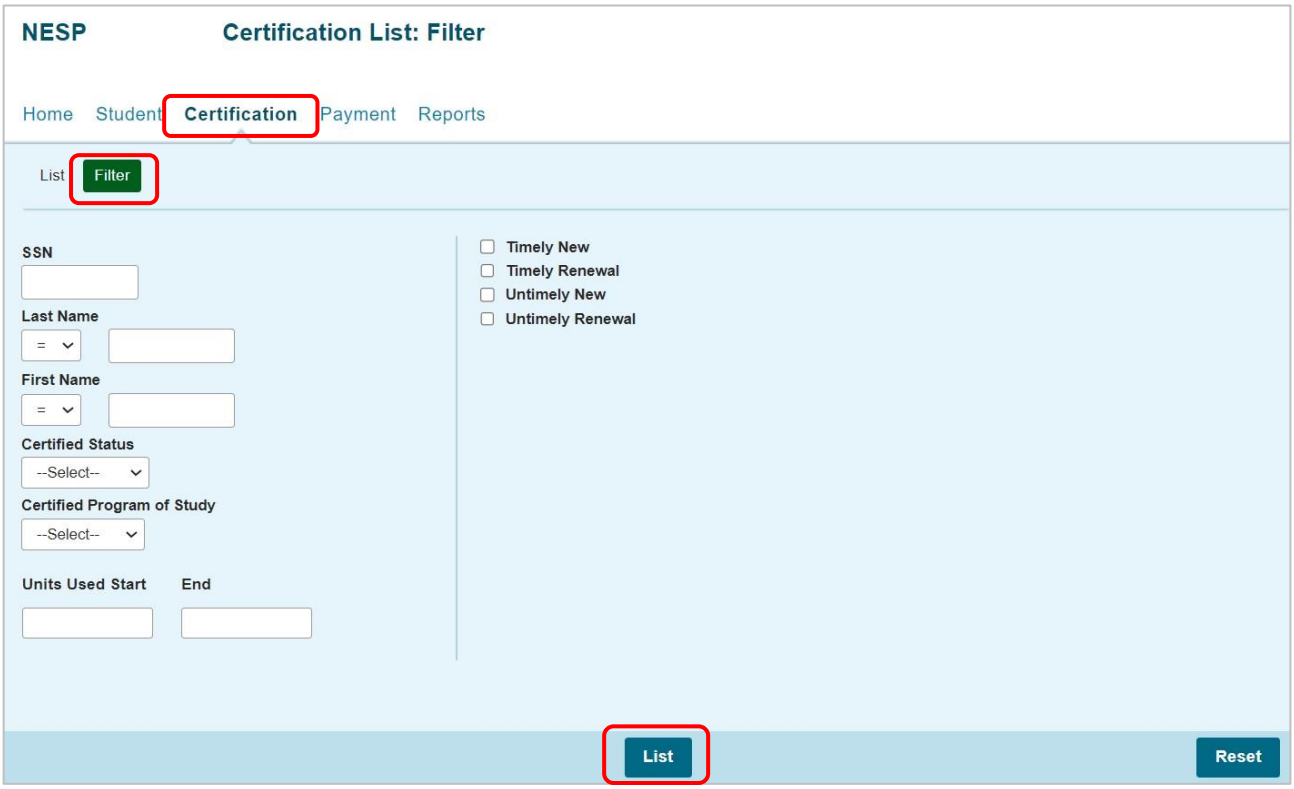
If the answer is "**No**," you will need to select the most appropriate **Ineligible Reason** from the drop-down menu.

After providing the data elements for the required fields, click on the **Save/Submit** button to complete the process.

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

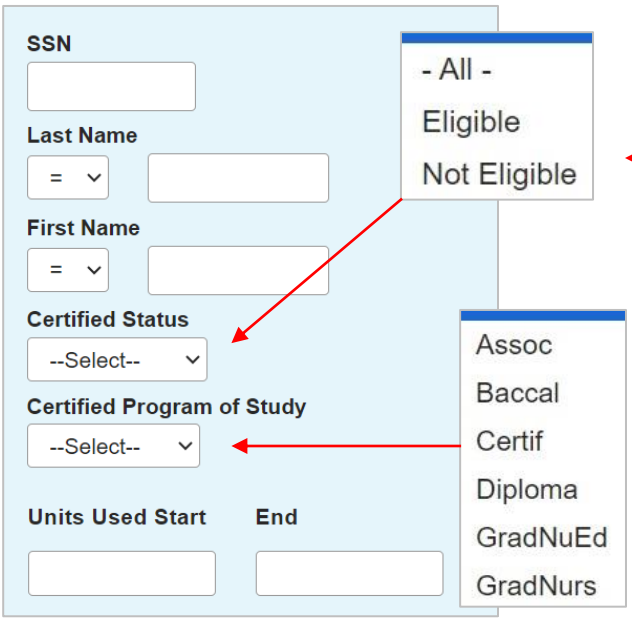


NES Certification List: Filter Screen



A **Filter** functionality is available in the **Certification List** section that will allow you to select certain records for certification if you prefer to complete them in a particular order.

For example, if you prefer to focus on the **Certified Program of Study** of student records, you may select that option on the **Certification List: Filter** screen and select **List** to generate a filtered list.

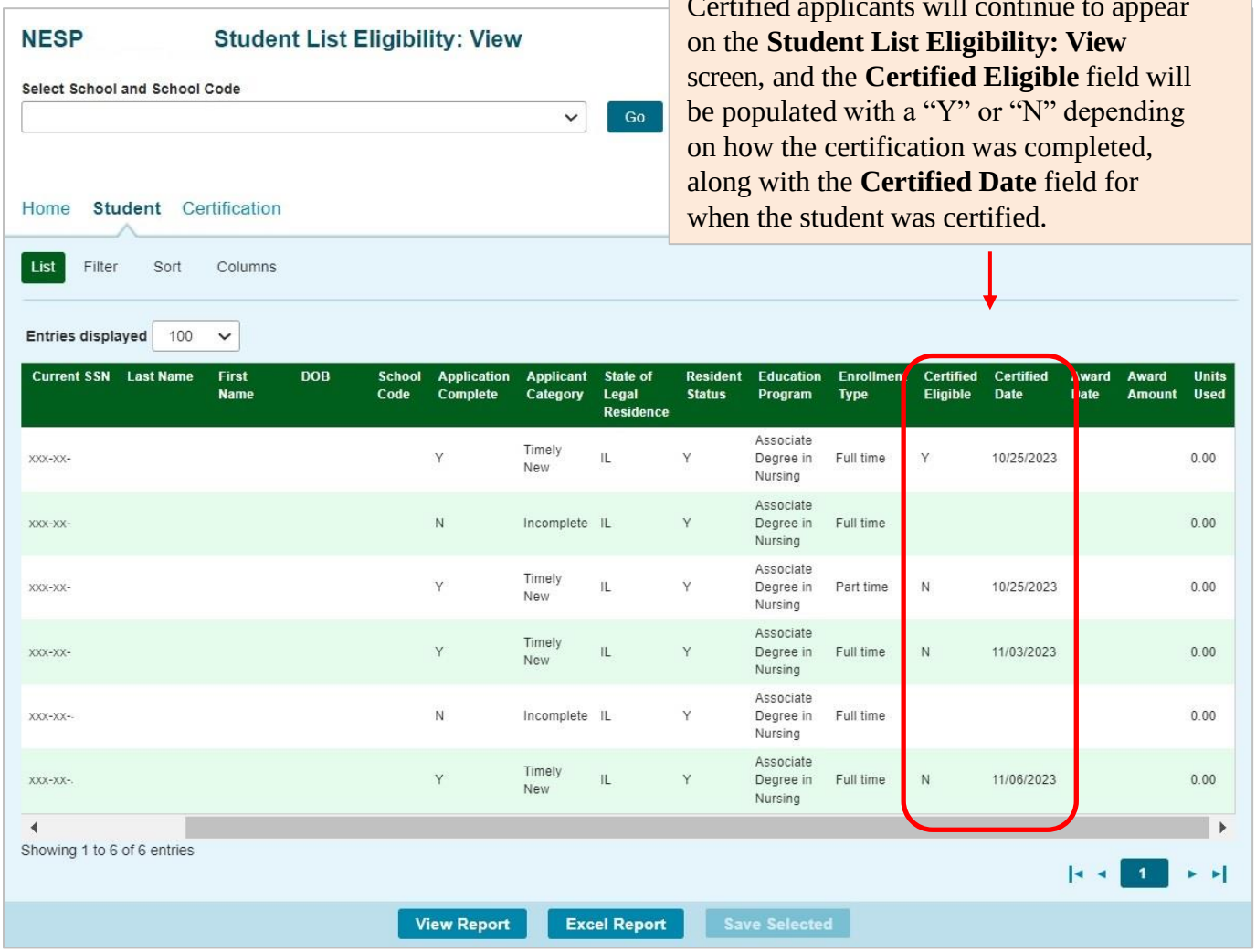


When using the filter options, be sure to select the appropriate **Certified Status** for the record(s) you are wanting to access, or simply select **All** for the **Certified Status** option.

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

NES Student List Eligibility: View Screen

Certified applicants will continue to appear on the **Student List Eligibility: View** screen, and the **Certified Eligible** field will be populated with a "Y" or "N" depending on how the certification was completed, along with the **Certified Date** field for when the student was certified.



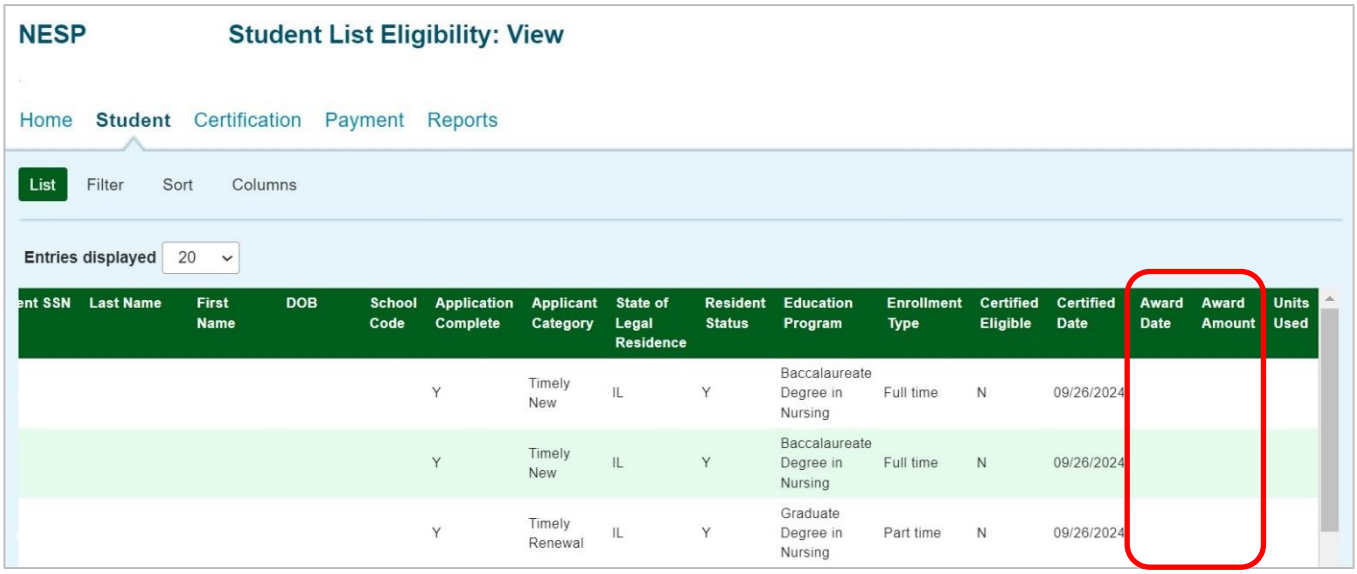
Current SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category	State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date	Award Date	Award Amount	Units Used
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Full time	Y	10/25/2023			0.00
xxx-xx-					N	Incomplete	IL	Y	Associate Degree in Nursing	Full time					0.00
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Part time	N	10/25/2023			0.00
xxx-xx-					Y	Timely New	IL	Y	Associate Degree in Nursing	Full time	N	11/03/2023			0.00
xxx-xx--					N	Incomplete	IL	Y	Associate Degree in Nursing	Full time					0.00
xxx-xx-.					Y	Timely New	IL	Y	Associate Degree in Nursing	Full time	N	11/06/2023			0.00

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

NES Student List Eligibility: View Screen

Once award determinations have been announced, the annual maximum award amount will populate in the **Award Amount** column along with the **Award Date** on the **Student List Eligibility: View** screen. Student records that do not have an award amount or award date populated on the **Student List Eligibility: View** screen have not been awarded a scholarship. If additional rounds of awarding occur during an award year, then those fields will be populated for students who are awarded.

The annual award amount is based on the program of study and type of institution the student is attending and enrolled in.



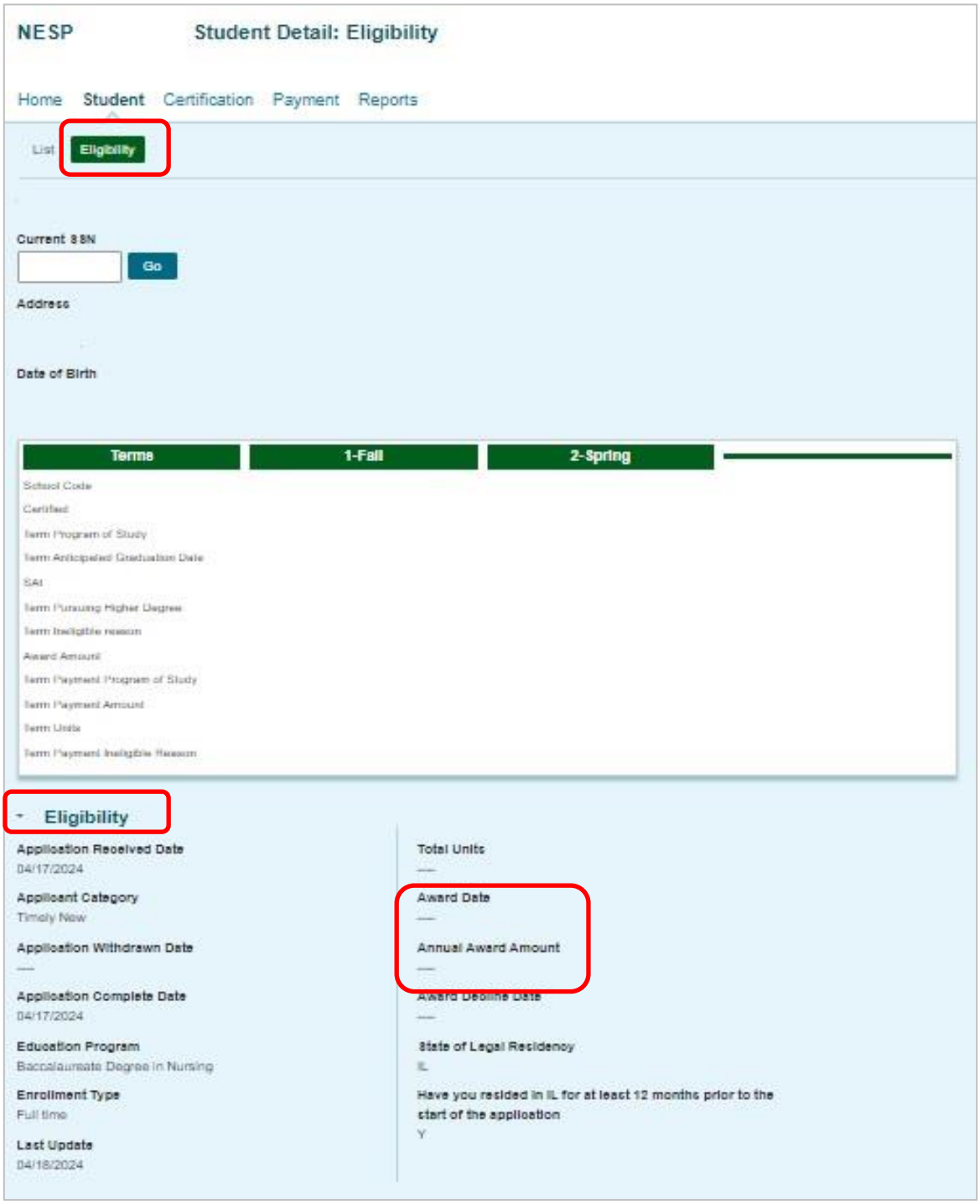
ent SSN	Last Name	First Name	DOB	School Code	Application Complete	Applicant Category	State of Legal Residence	Resident Status	Education Program	Enrollment Type	Certified Eligible	Certified Date	Award Date	Award Amount	Units Used
					Y	Timely New	IL	Y	Baccalaureate Degree in Nursing	Full time	N	09/26/2024			
					Y	Timely New	IL	Y	Baccalaureate Degree in Nursing	Full time	N	09/26/2024			
					Y	Timely Renewal	IL	Y	Graduate Degree in Nursing	Part time	N	09/26/2024			

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

NES Student List Eligibility: View Screen

Another way colleges may view the recipient's **Annual Award Amount** is in the **Student Detail: Eligibility** screen by clicking on the magnifying icon in the first column of the student record on the **Student List Eligibility: View** screen.

On the **Student Detail** screen, scroll down to the **Eligibility** section and the **Annual Award Amount** is located on the right side underneath the **Award Date.**

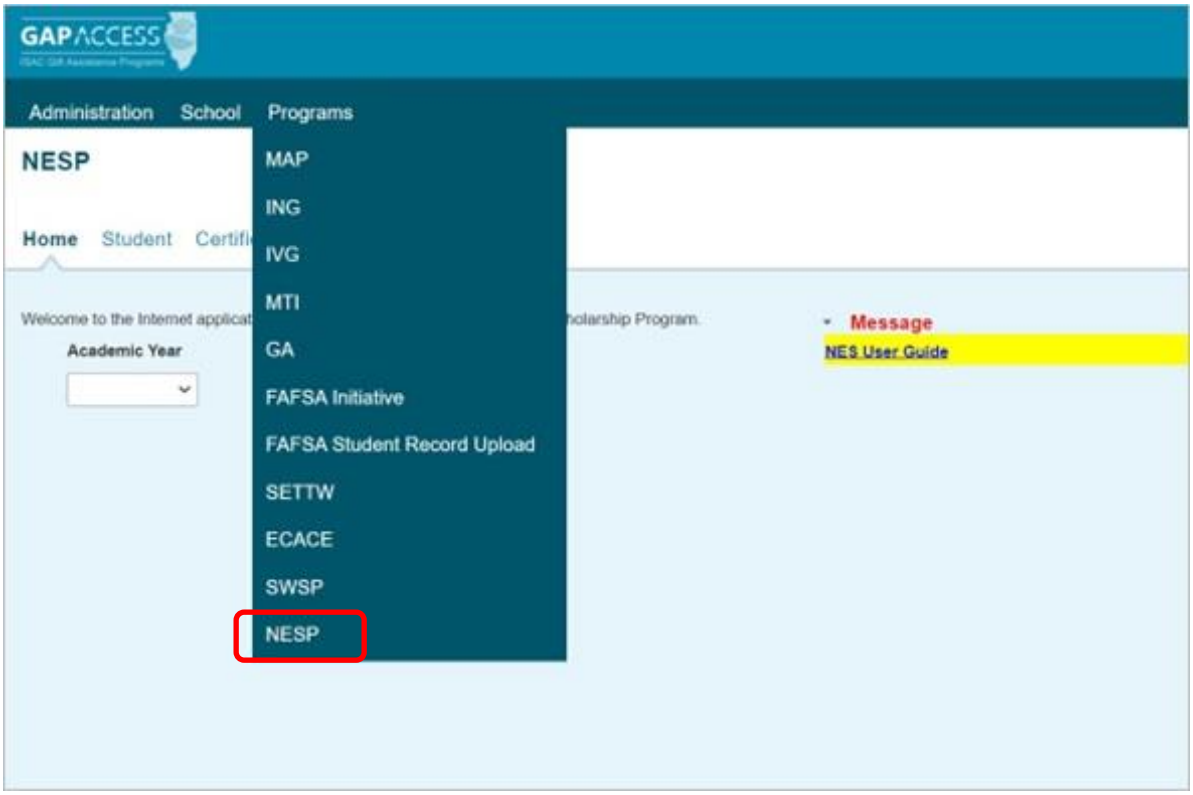


Overview of the NES Payment Process

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

NES eligibility and payment processing can be accessed by selecting **NES** under the **Programs** tab near the top of the screen once the school user has successfully logged into GAP Access. Program functions are contingent upon each user program privileges. The administrator must access the **User Maintenance** area and update the program access and level for each user.

- ***None*** provides no access to NES data.
- ***Update*** provides the ability to both edit and view NES data.
- ***View*** provides the ability to only view NES data, with 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 will receive a notice indicating the total amount to be returned.

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

NES Student Payment List: View Screen

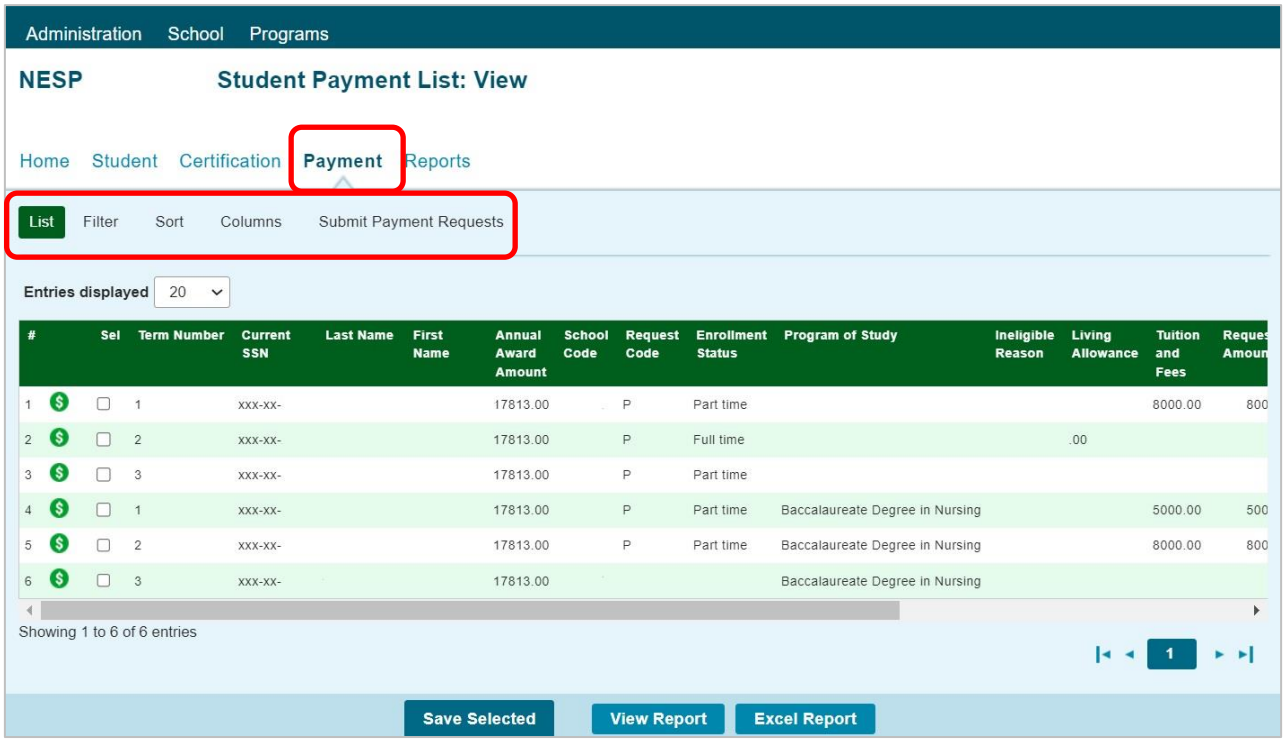
The **Student Payment List: View** screen gives the user the ability to easily select students to view payment-related items such as payment request amounts, payment result amounts, and payment result codes. It operates like the **Student List Eligibility: View** screen, allowing the user to select students 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:

- # (Rows)
- Sel (Select)
- Term Number
- Current SSN
- Last Name
- First Name
- Annual Award Amount
- School Code
- Request Code
- Enrollment Status
- Program of Study
- Ineligible Reason
- Living Allowance
- Tuition and Fees
- Requested Amount
- Amount Paid
- Adjusted Amount
- Result Code
- Expanded Result
- Result Date
- Status Code
- Invoice Number

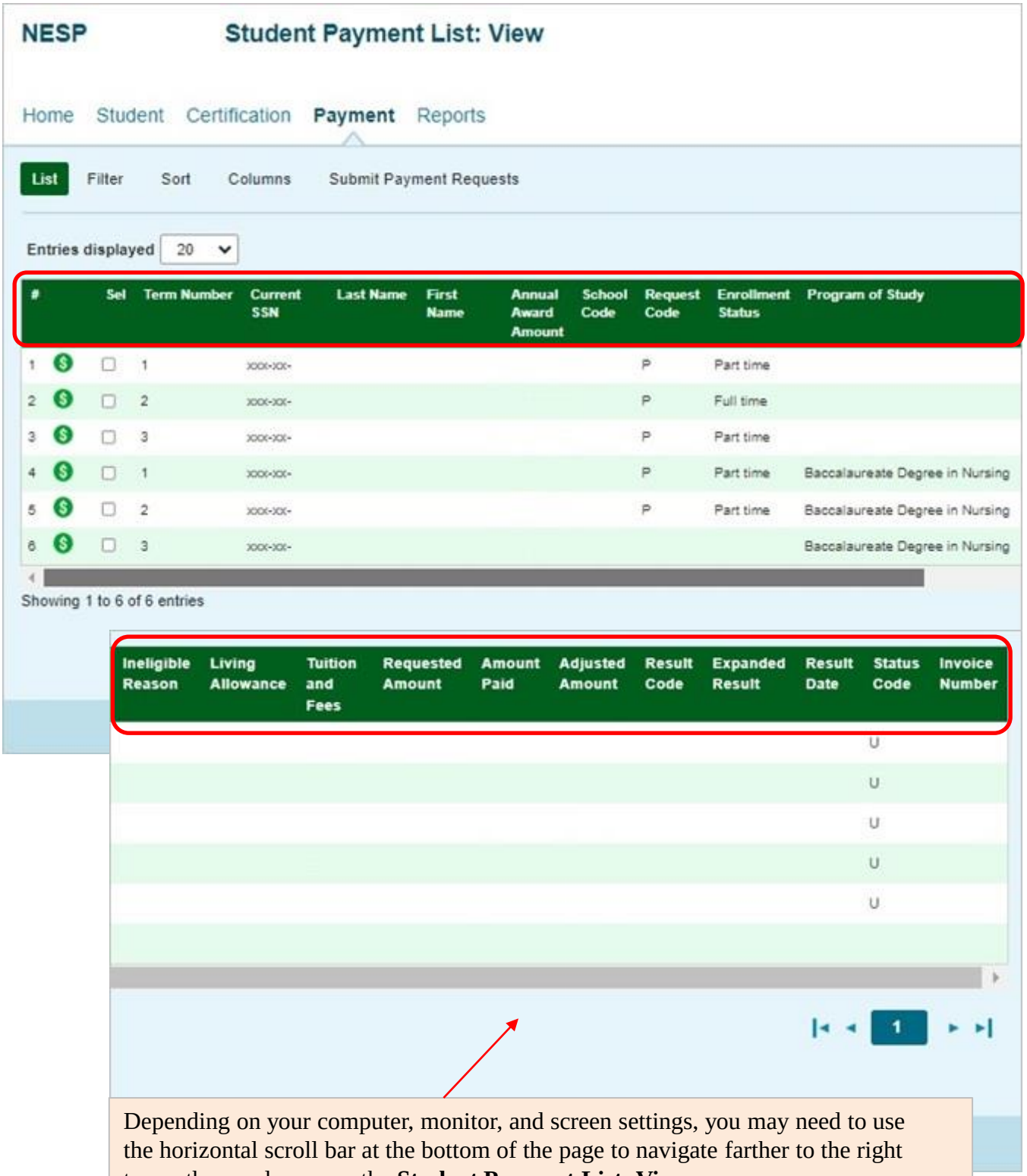
Schools can create a customized **Student Payment List: View** screen by selecting specific columns to be viewed, as well as use data sorting and filtering.

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



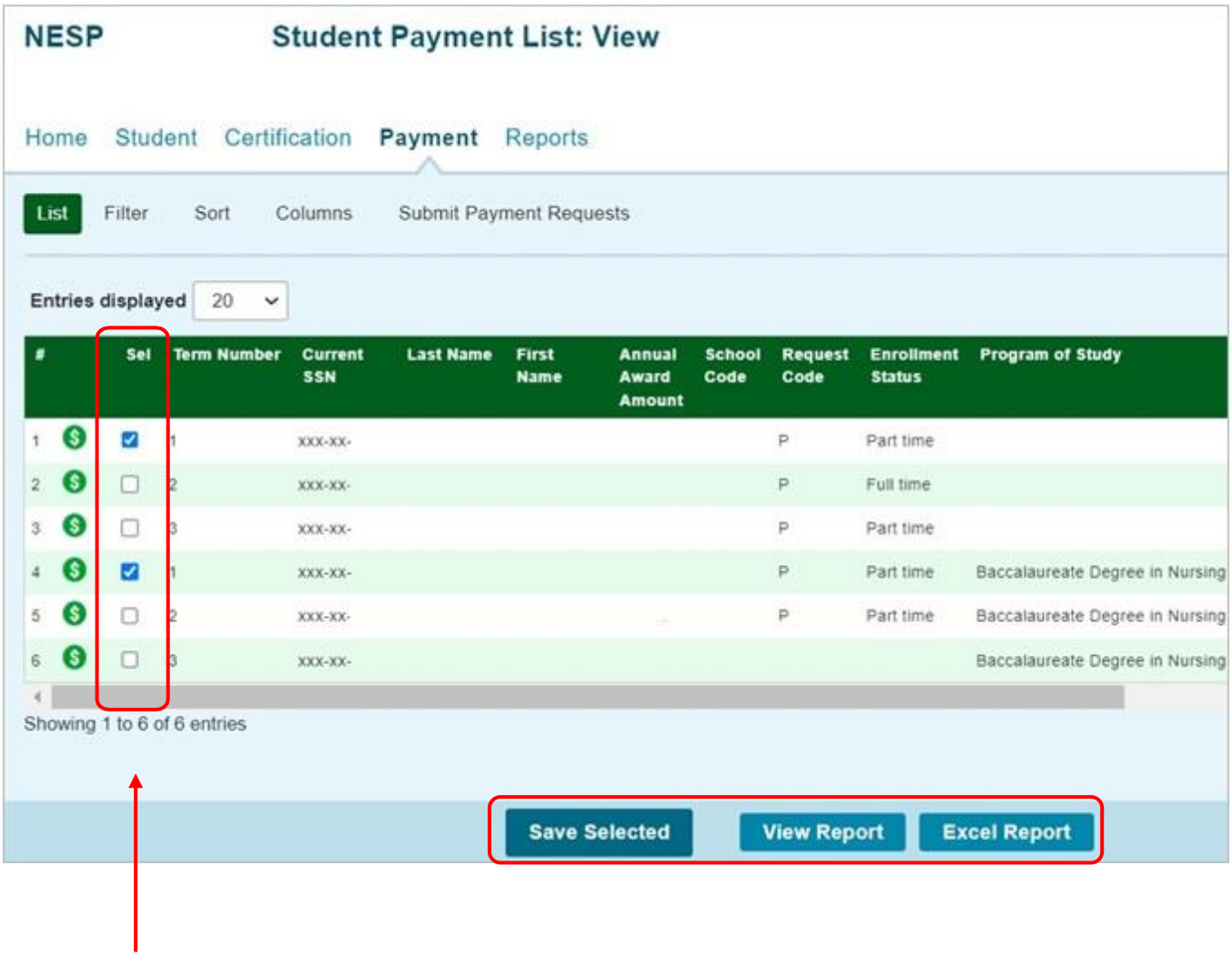
#	Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Program of Study	Ineligible Reason	Living Allowance	Tuition and Fees	Reques Amoun
1	☐	1	xxx-xx-			17813.00		P	Part time				8000.00	800
2	☐	2	xxx-xx-			17813.00		P	Full time			.00		
3	☐	3	xxx-xx-			17813.00		P	Part time					
4	☐	1	xxx-xx-			17813.00		P	Part time	Baccalaureate Degree in Nursing			5000.00	500
5	☐	2	xxx-xx-			17813.00		P	Part time	Baccalaureate Degree in Nursing			8000.00	800
6	☐	3	xxx-xx-			17813.00				Baccalaureate Degree in Nursing				

NES Student Payment List: View Screen



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 Payment List: View screen**.

NES Student Payment List: View Screen



Check the boxes in the **Sel** (select) column to select students who may be eligible for payment to generate a customized report by using the **View Report** or **Excel Report** buttons, or by using the **Selected** option on the **Filter** screen.

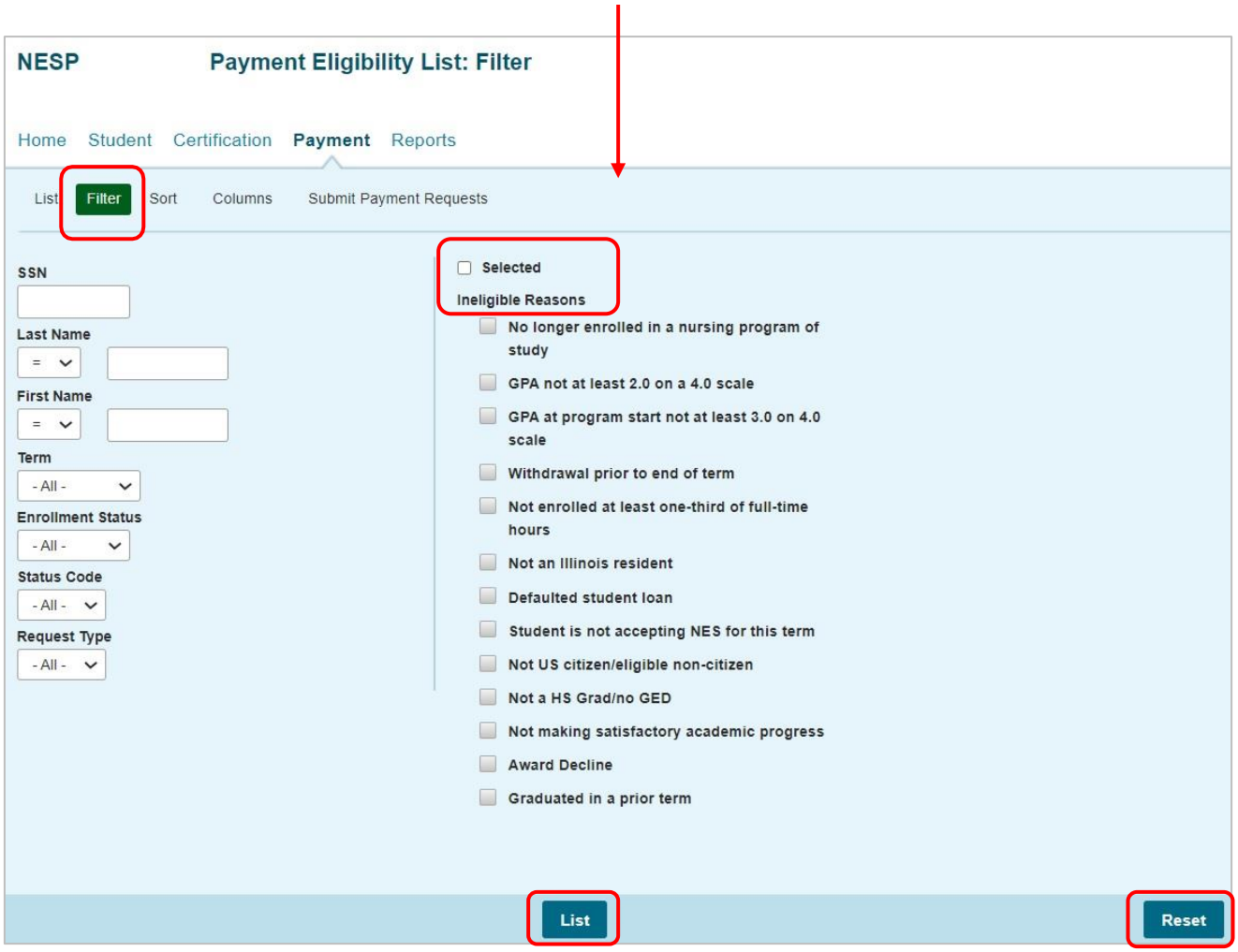
Save your selections by clicking on the **Save Selected** button at the bottom of the page.

NES 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.

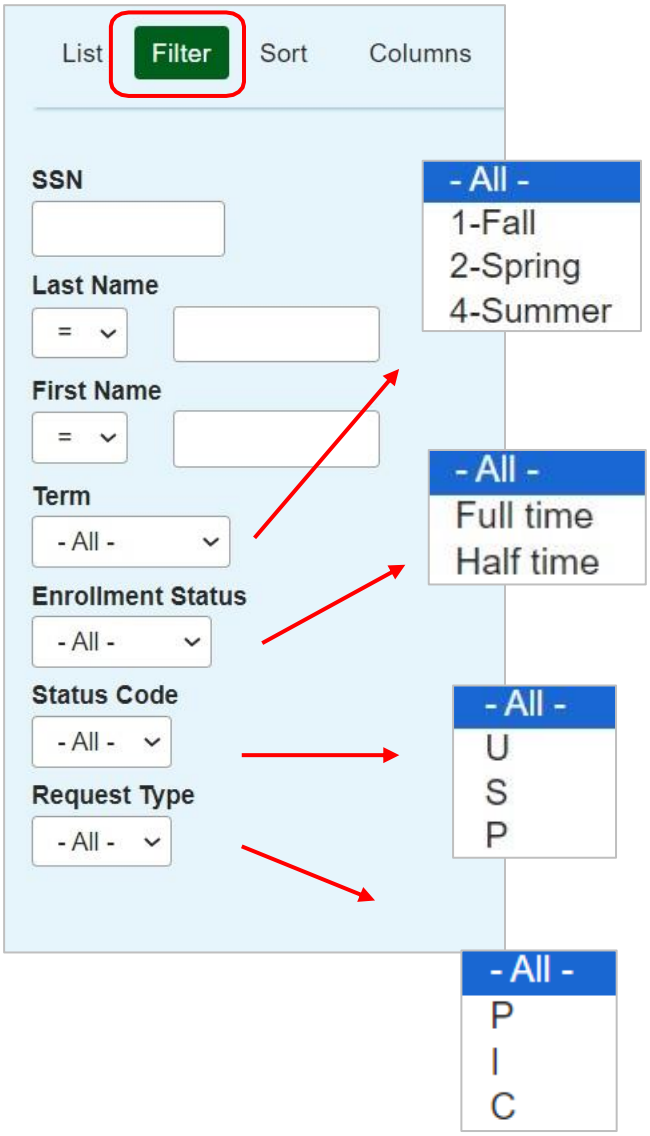
Check the **Selected** option if you would like to view all students you may have selected on the **List** screen who is eligible for payment.

For the **Ineligible Reasons** 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.

NES Payment Eligibility List: Filter Screen



Search for students by:

- **Term:** Based on schools Term type
  - Quarter schools
    - Fall, Winter, Spring or Summer
  - Semester schools
    - Fall, Spring or Summer
- **Enrollment Status:** Full or Half time
- **Status Code:** U = Updated
  S = Submitted
  P = Processed
- **Request Type:** P = Paid
  I = Ineligible
  C = Cancel

NES 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.

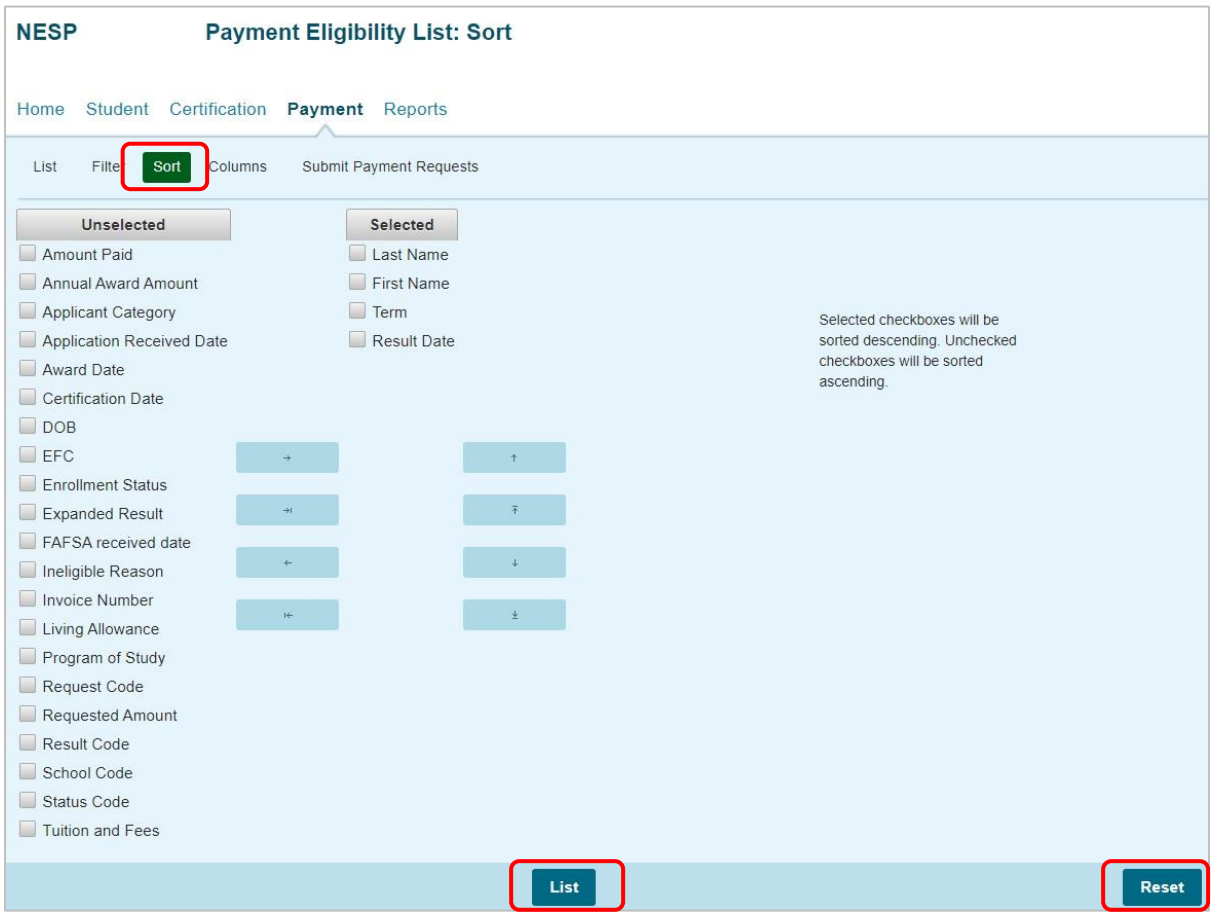
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing → to the right.

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 **List** 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 |←



Student Payment Eligibility List: Columns Screen

This screen allows the user to select which columns will be displayed on the **Student Payment List: View** screen and the order in which they will appear.

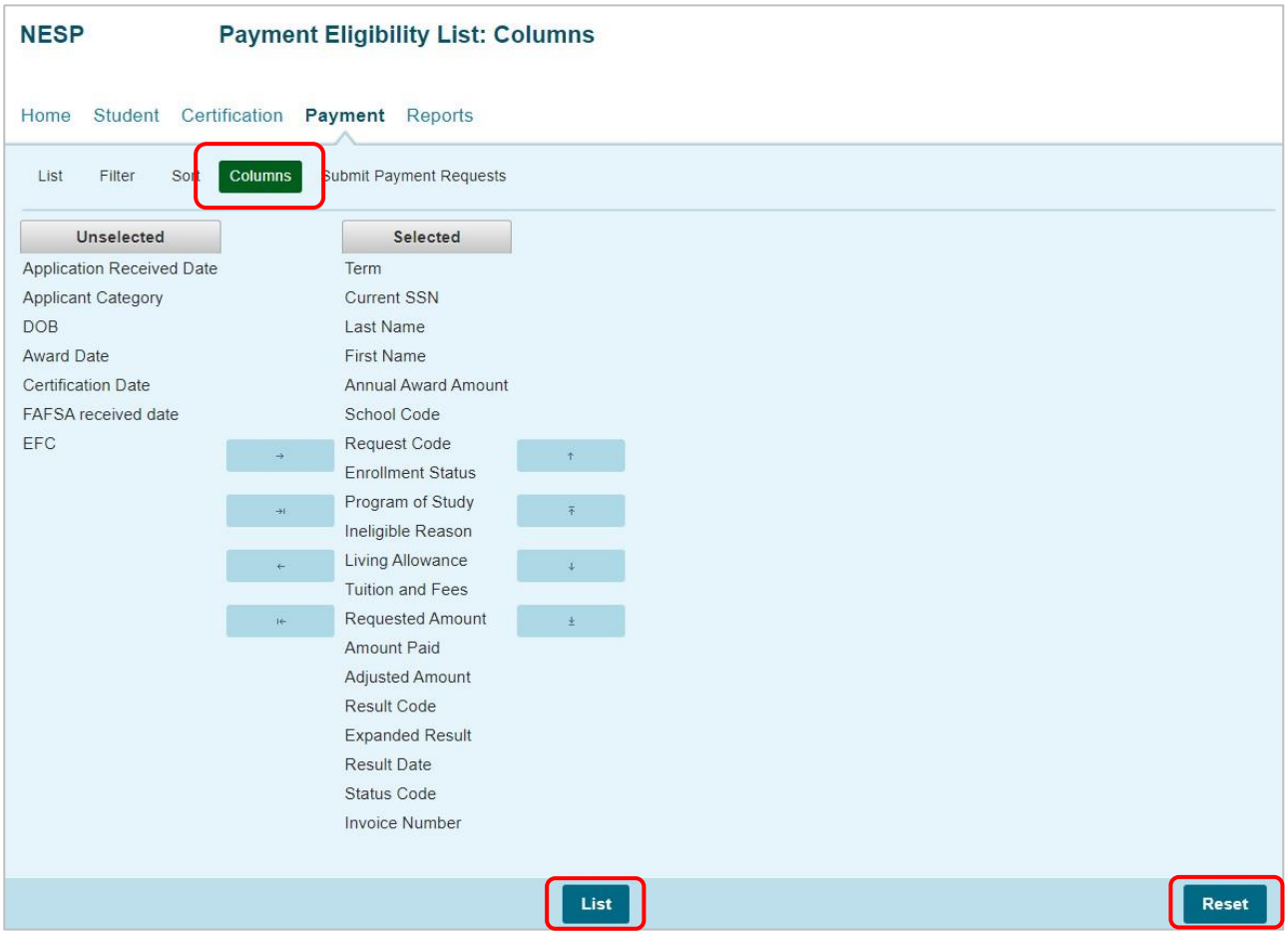
To add columns to the **Selected** list, highlight the column title in the **Unselected** list and click the right arrow → to send it to the **Selected** list. To remove a column from the **Selected** list, highlight it and click the left arrow ← to move it to the **Unselected** list.

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 |←



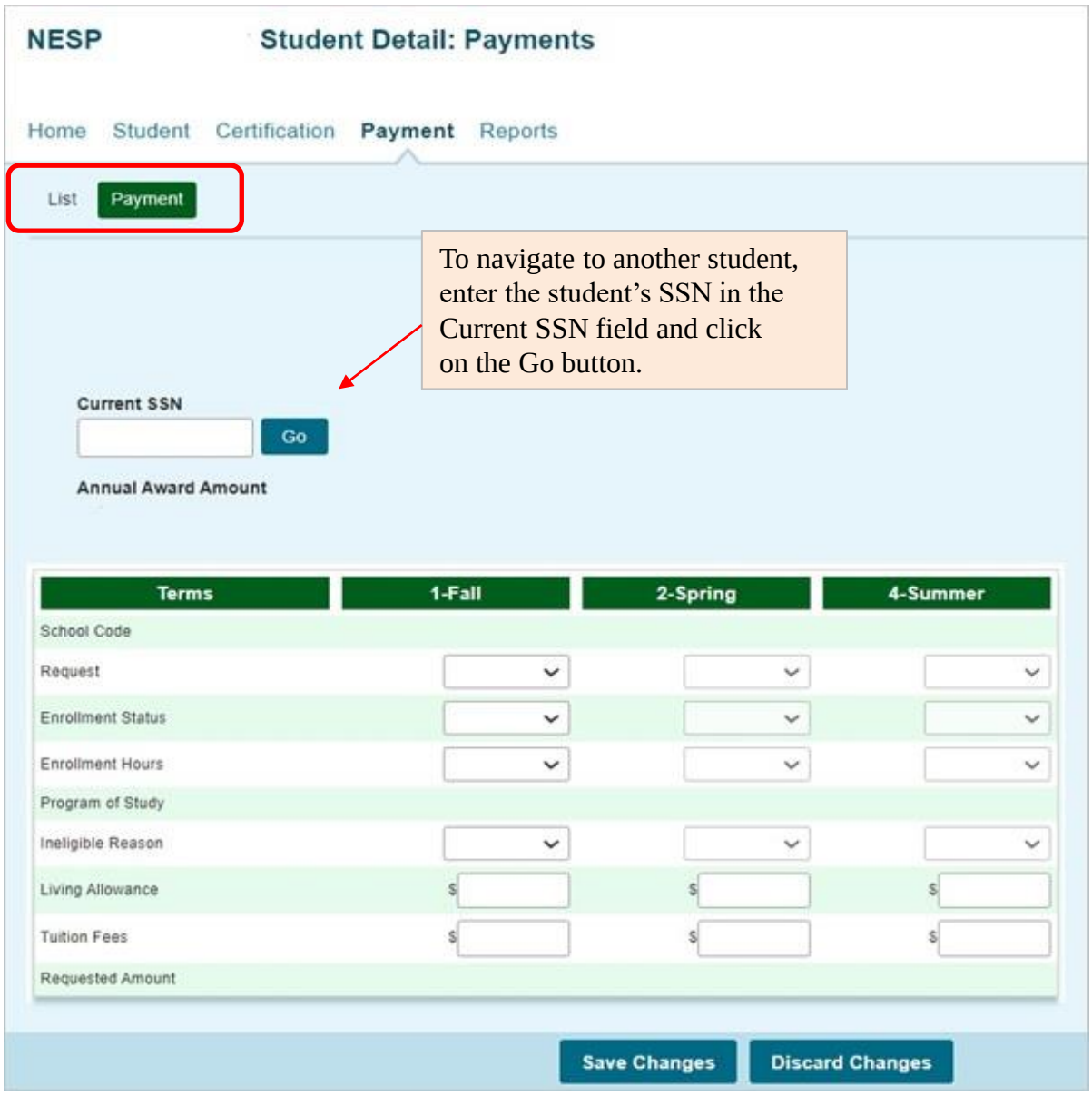
NES Student Detail: Payments Screen

Individual Payment Requests

The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to create or make adjustments to payment requests for an individual student, or to view processing updates. This screen is accessed by clicking on the **dollar sign** icon that is on the same line as the student's name on the **Student Payment List: View** screen and by selecting the **Payment** tab from the **Student List Eligibility: View** screen.

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



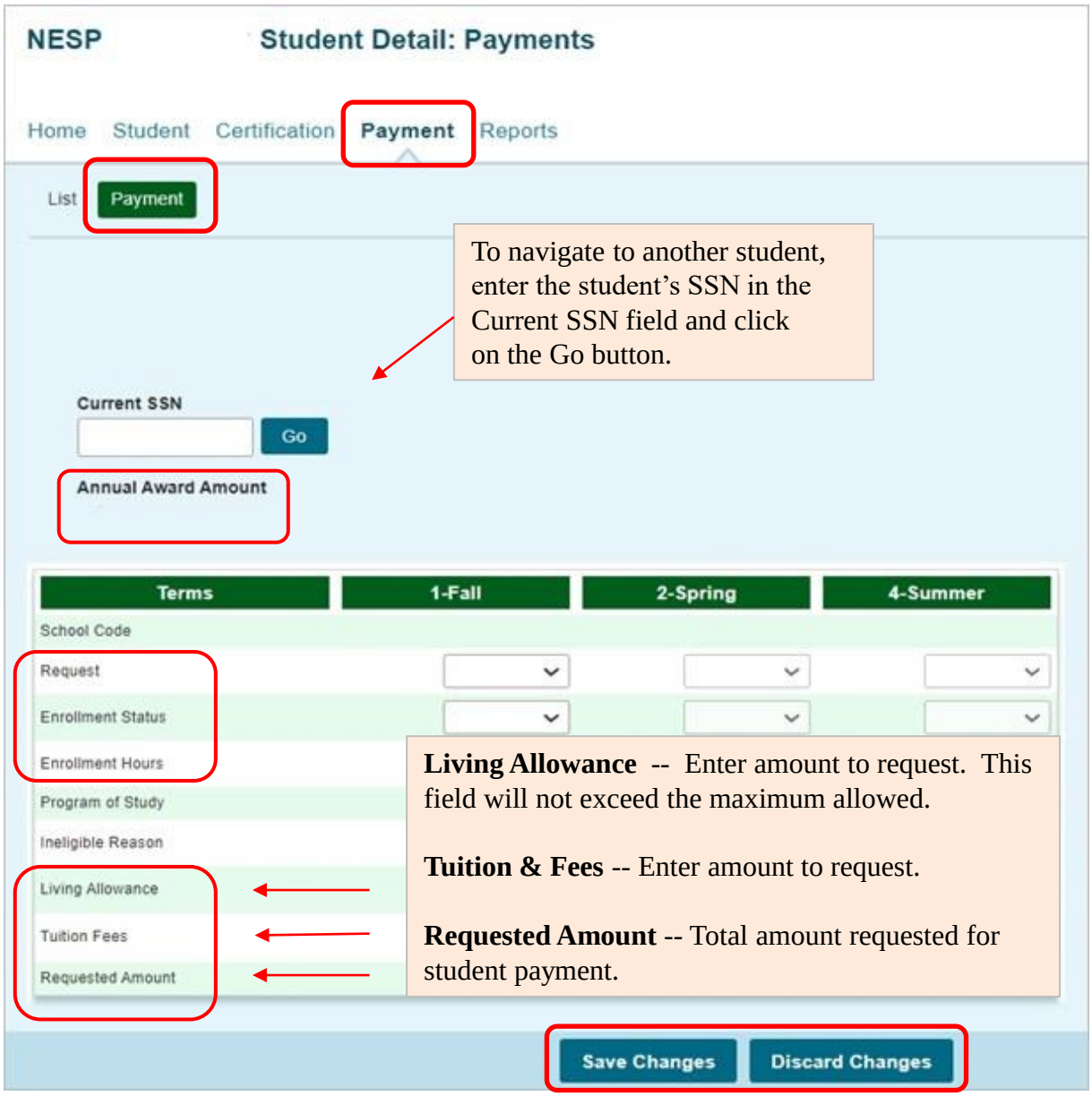
NES Student Detail: Payments Screen

Individual Payment Requests

When requesting payment from the **Student Detail: Payments** screen there are three required fields: **Request, Enrollment Status,** and **Enrollment Hours** (see next page for details)

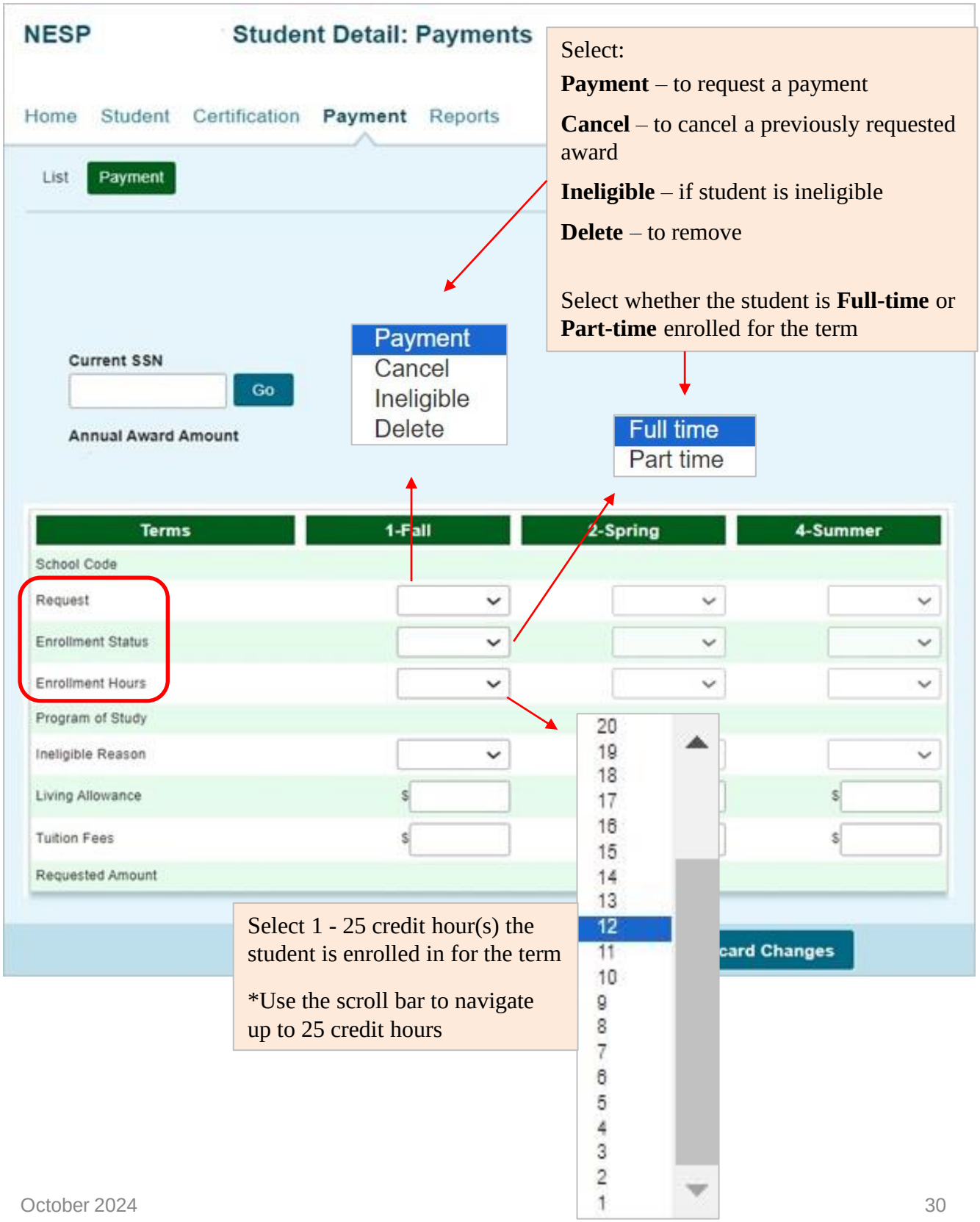
The maximum annual award amount for the student will display in the **Annual Award Amount** field. The maximum award amount includes a living allowance component and assumes full-time enrollment; however, the award amount may need to be adjusted if the student is not enrolled full-time. Payment requests are submitted by term.

If the student is no longer eligible for the scholarship, an ineligible reason should be selected, saved and submitted



NES Student Detail: Payments Screen

Individual Payment Requests



Select:

Payment – to request a payment

Cancel – to cancel a previously requested award

Ineligible – if student is ineligible

Delete – to remove

Select whether the student is **Full-time** or **Part-time** enrolled for the term

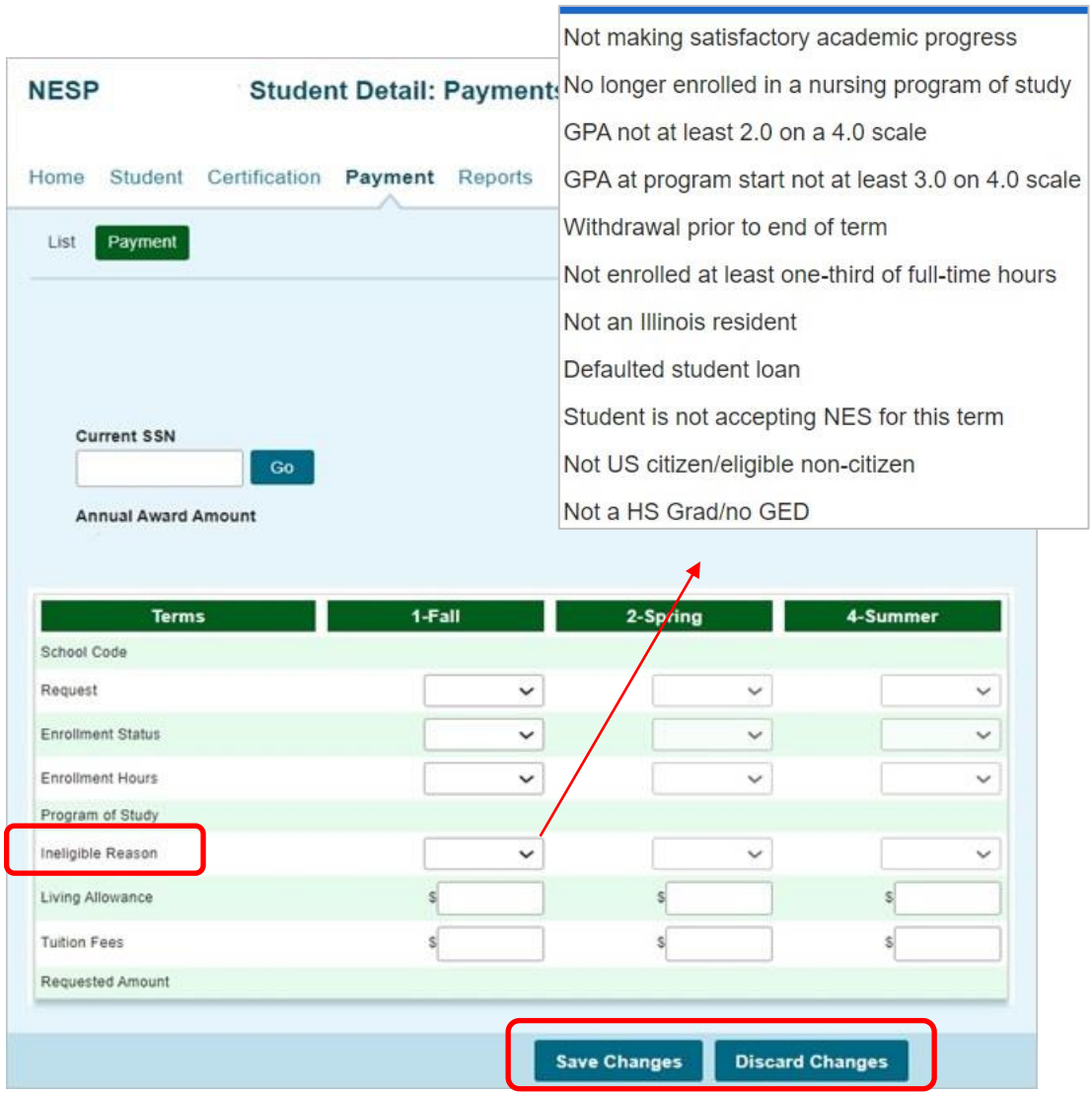
Select 1 - 25 credit hour(s) the student is enrolled in for the term

*Use the scroll bar to navigate up to 25 credit hours

NES Student Detail: Payments Screen

Individual Payment Requests

- Each of these fields must be completed with the appropriate information for payment requests to be processed properly.
- If the student is ineligible an **Ineligible Reason** must be selected and a zero (0) amount would be entered.
- Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.
- **Note: The payment request process is not complete until the next step of Submitting the Payment Request to ISAC has been completed by using the Submit Payment Requests screen.**

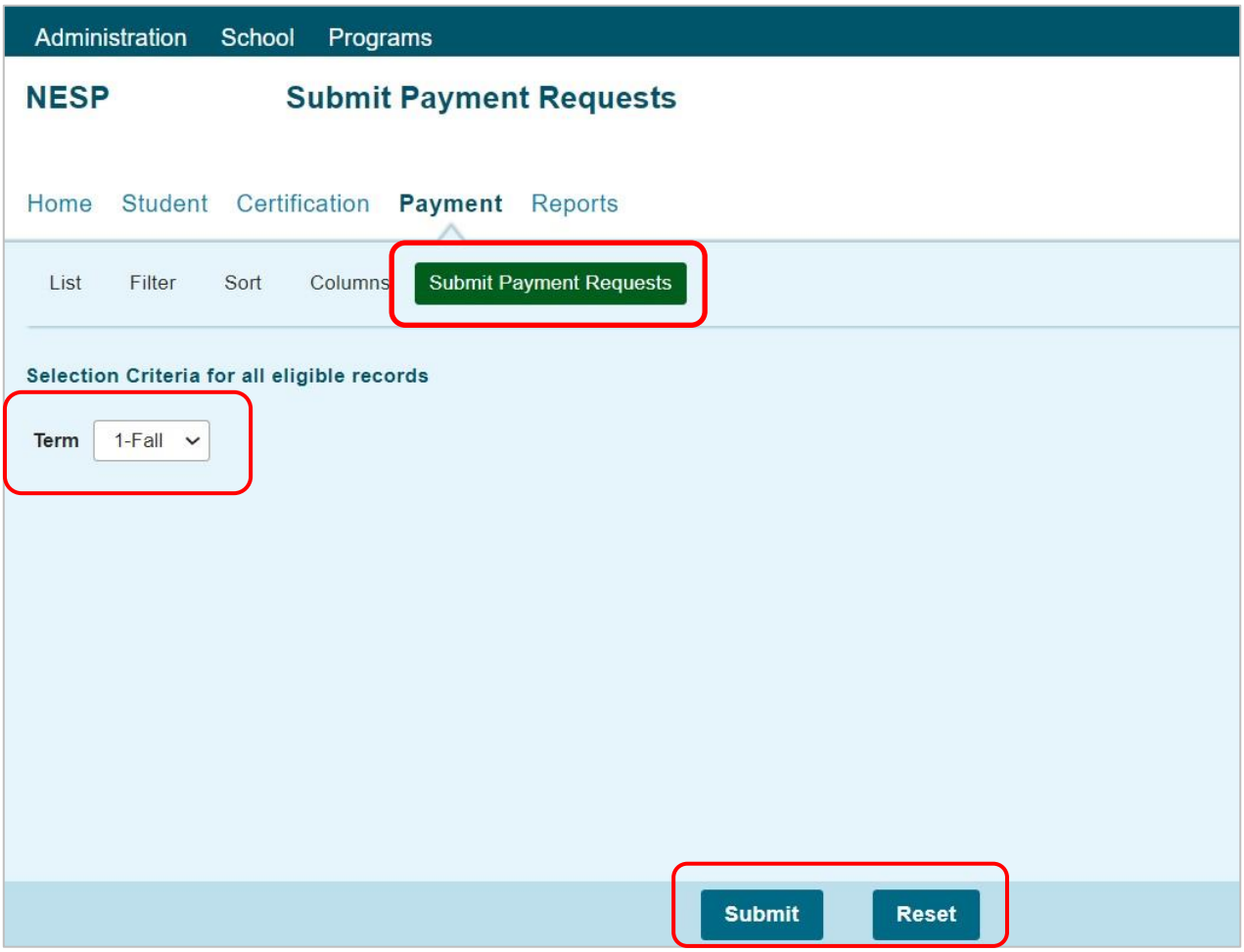


NES Submit Payment Requests Screen

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.

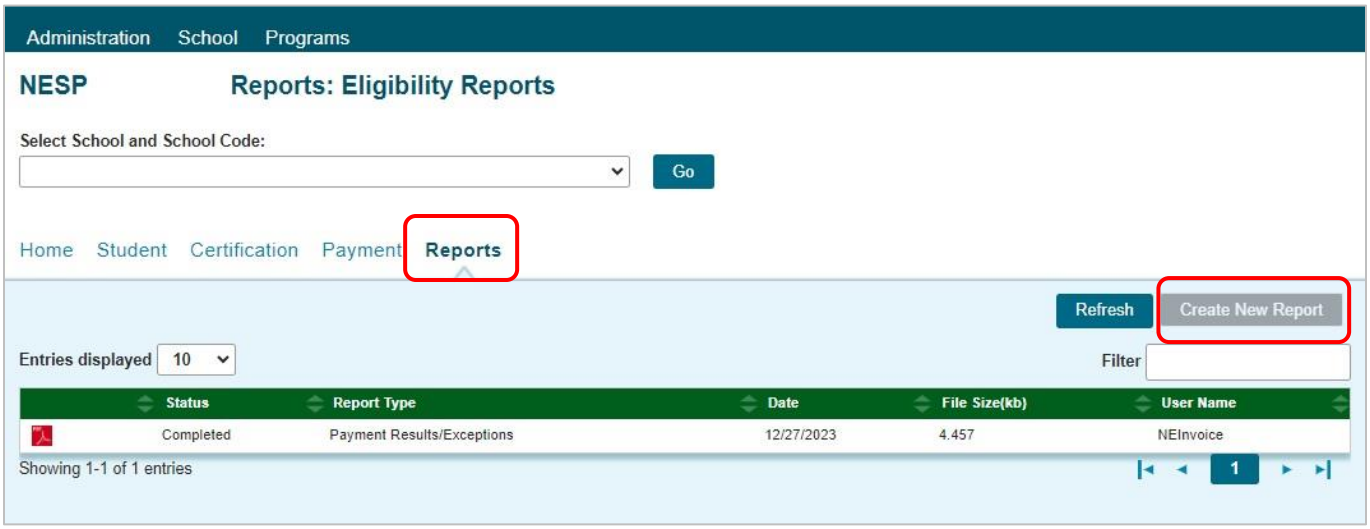
On the **Submit Payment Requests** screen, select the appropriate academic **Term** using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

To submit generated payment requests, click on the **Submit** button.

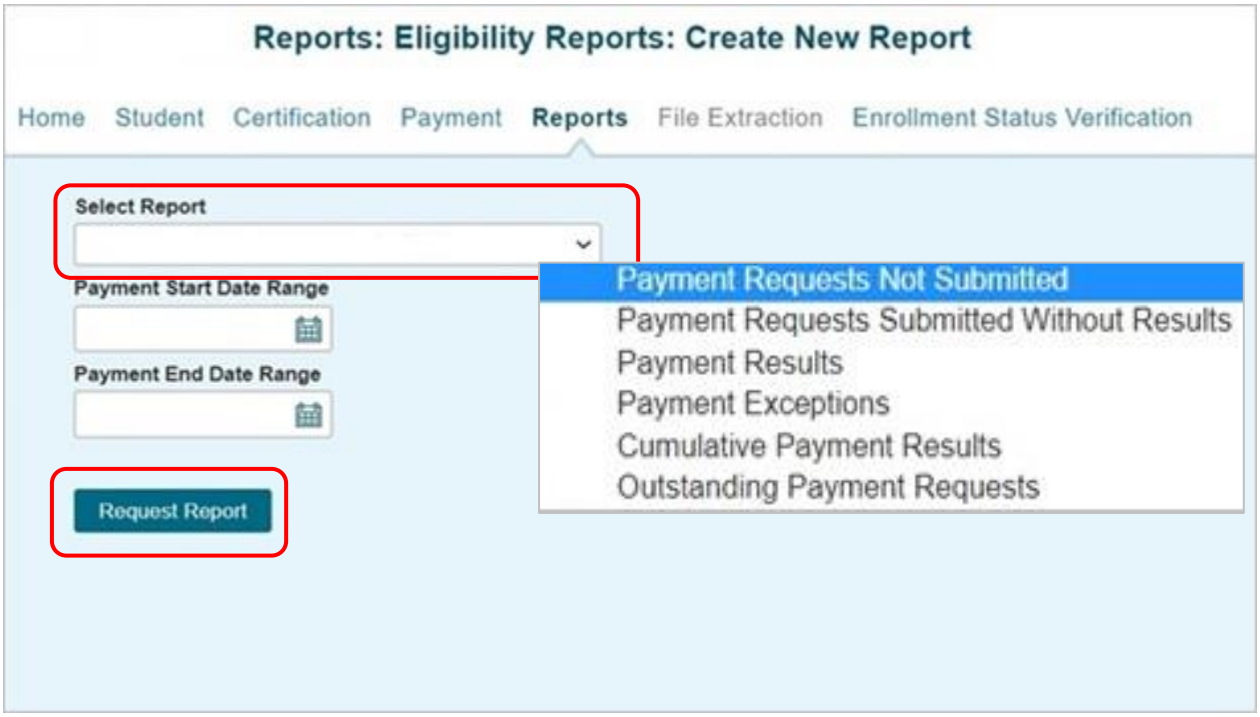


NES Payment Reports

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



The **Select Report** drop-down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. **Payment Date Range** fields are 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.

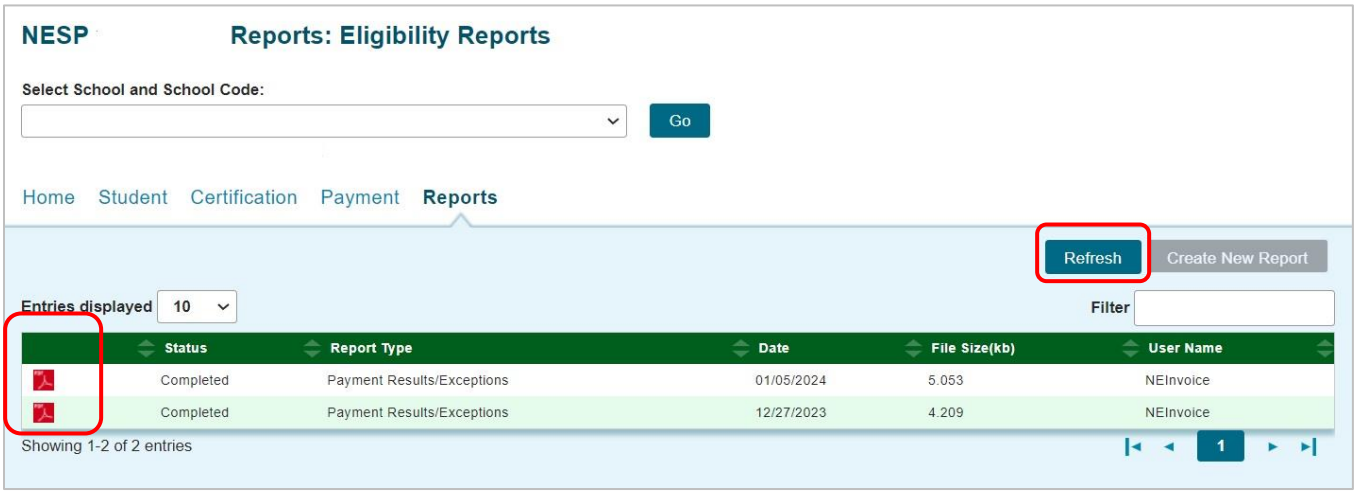


NES Payment Reports

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

While the report is processing, the status will indicate *In Queue*. The **Refresh** button completes the report. When it is ready, the status will change to *Completed*. To open the report, click on either the **Microsoft Word** or the **Microsoft Excel** icon. Additional information about the report, including the **Date, File Size and User Name** of the person who requested the report will also be listed.

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

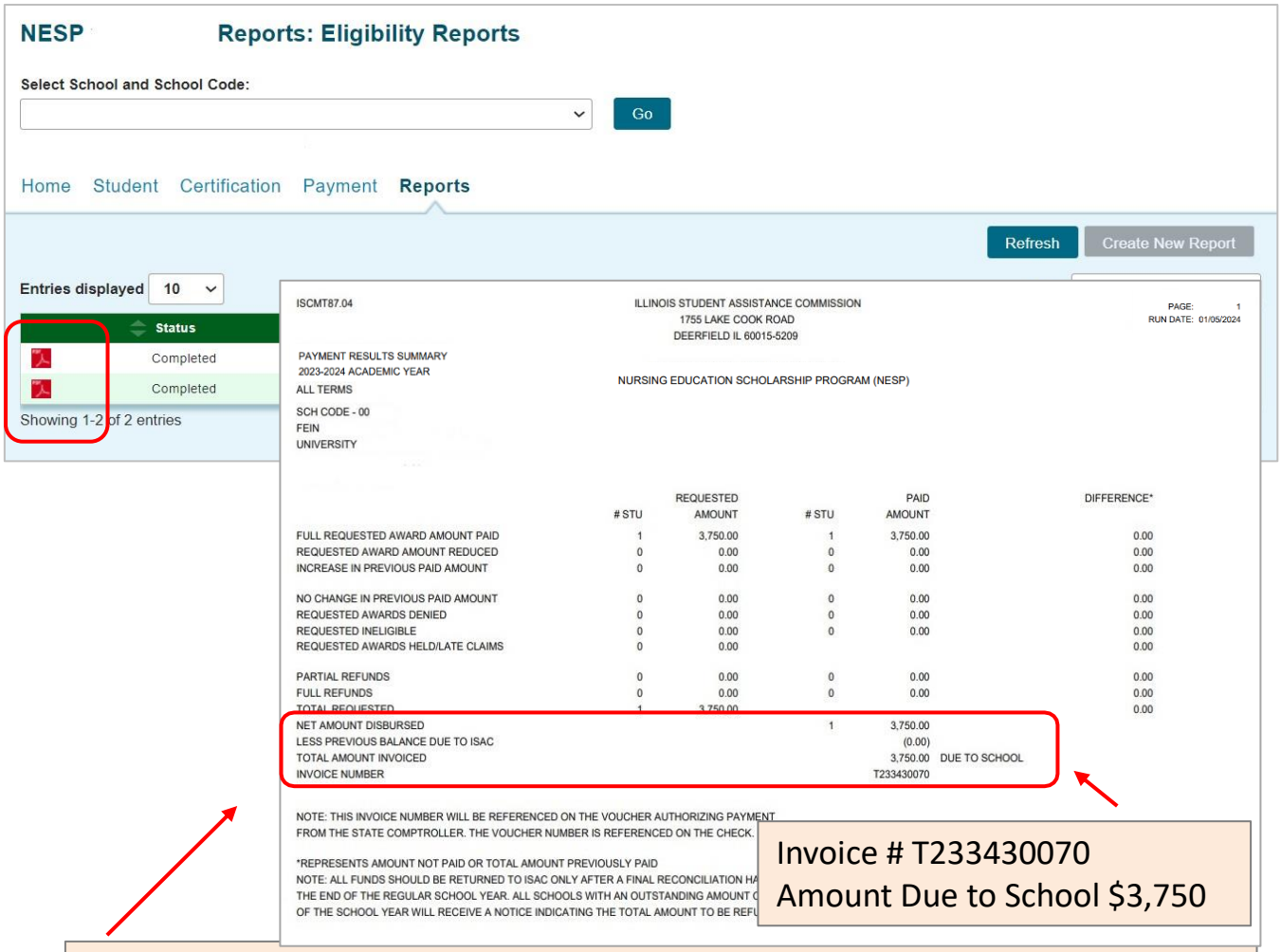


Payment Results Summary/Invoice Detail

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 **User Name** of *NEInvoice* in the last column.

Also available is an **Invoice Voucher** in which payment and warrant # information are identified by the **pdf** icon in the first column and the **User Name** of *ERPinsert* in the last column.



The last page of this report provides invoice information, including amount due to the school and the invoice number. The invoice number will be referenced on the voucher authorizing payment from the State Comptroller. The voucher number is referenced on the check.

Sample Reports

ISAC authorizes an **Invoice Voucher** in the amount of the payment claim and funds are issued from the State Comptroller's Office to the institution. ISAC provides an **Invoice Voucher Number** to the college which can be matched with the **Warrant Number** and funds received from the Comptroller. Schools can use the State Comptroller's website to track the processing of payments for the ISAC programs. The **"Vendor Payments"** screen provides a link to the payment processing status and has an online instruction guide. Colleges can match the **Invoice Number** on the r**Payment Results/Exceptions Report** with the **Invoice Number**.

ISAC
Illinois Student Assistance Commission

NESP 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	
UNIVERSITY	VOUCHER NO.	24029582
	VOUCHER DATE	12-13-2023
	INVOICE NO.	T233430070
	INVOICE DATE	12-09-2023
	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
NURSING EDUCATION SCHOLARSHIP PROGRAM (NESP) 2023-2024 ACADEMIC YEAR	$3,750.00

Invoice # T233430070 Amount Due to School $3,750

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.

ISAC
Illinois Student Assistance Commission

NESP PROGRAM INVOICE - VOUCHER

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VENDOR DETAILS

Vendor or Payee	Voucher Information	
UNIVERSITY	VOUCHER NO.	24029582
	VOUCHER DATE	12-13-2023
	INVOICE NO.	T233430070
	INVOICE DATE	12-09-2023
	WARRANT NO.	0000000007260
	WARRANT DATE	12-19-2023

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
NURSING EDUCATION SCHOLARSHIP PROGRAM (NESP) 2023-2024 ACADEMIC YEAR	$3,750.00