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

2023-24 Award Year

User Guide

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The MTI Program Application/Teaching Agreement/Promissory Note process, which must be submitted each academic year, is completed online via the Program Application & Status Checks area of the ISAC Student Portal at: https://studentportal.isac.org/.

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

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

RISE Act - Eligible Applicants

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

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

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

For more information on RISE Act eligibility criteria, visit:
• https://www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act/

For more information on MTI eligibility information:
• https://www.isac.org/isac-gift-assistance-programs/mti-scholarship/eligibility-mti.html

Overview of the MTI Administration Process

Certification

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

The Student Certification List in the MTI system includes all applicants in the three categories listed below:
- Renewal Timely Applicants (received/postmarked on or before March 31)
- New Timely Applicants (received/postmarked on or before March 31)
- All Untimely Applicants (received/postmarked on or after April 1).

All certifications must be completed regardless of whether the student is 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 MTI notification letter is if the applicant's certification has been completed by the college in GAP Access.

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

Award Determination

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

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

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

Access and Navigation

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

All users need a valid GAP Access ID and password, along with a 2-factor authentication one-time verification code to access the system.

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

Once a school user has successfully logged in to GAP Access, the MTI information can be accessed by selecting the MTI program near the top of the screen.
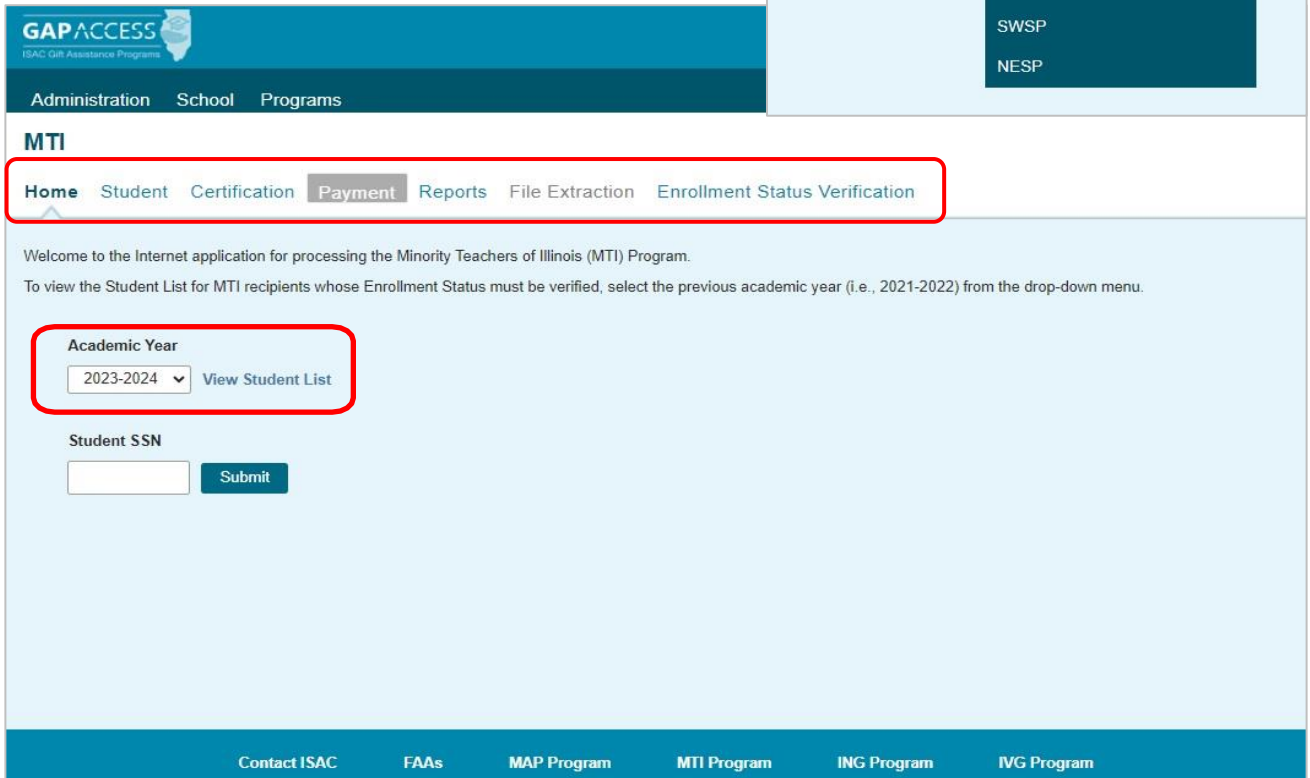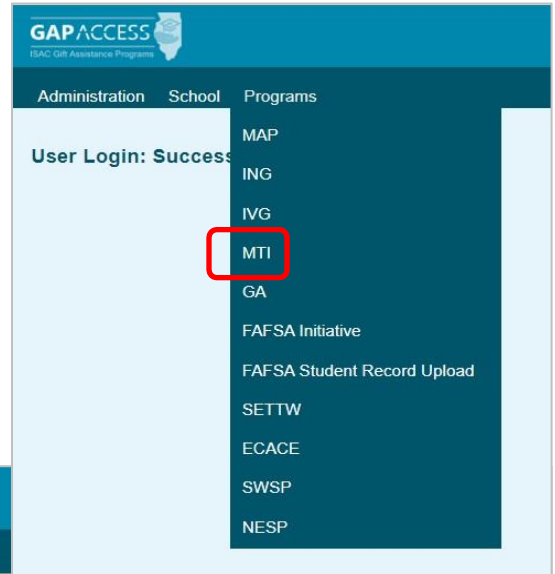
Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.

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

MTI Student List Eligibility: View Screen

Once you have navigated to the MTI Program in GAP Access, you can view the list of students who have submitted an MTI application to ISAC and listed your school as the college the applicant plans to attend. The list will initially appear in alphabetical order; however, you may use the **Filter, Sort** and **Columns** functionality to customize your view as needed.

In addition to the applicant data, the **Student List Eligibility: View** screen includes the application complete date, application 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.

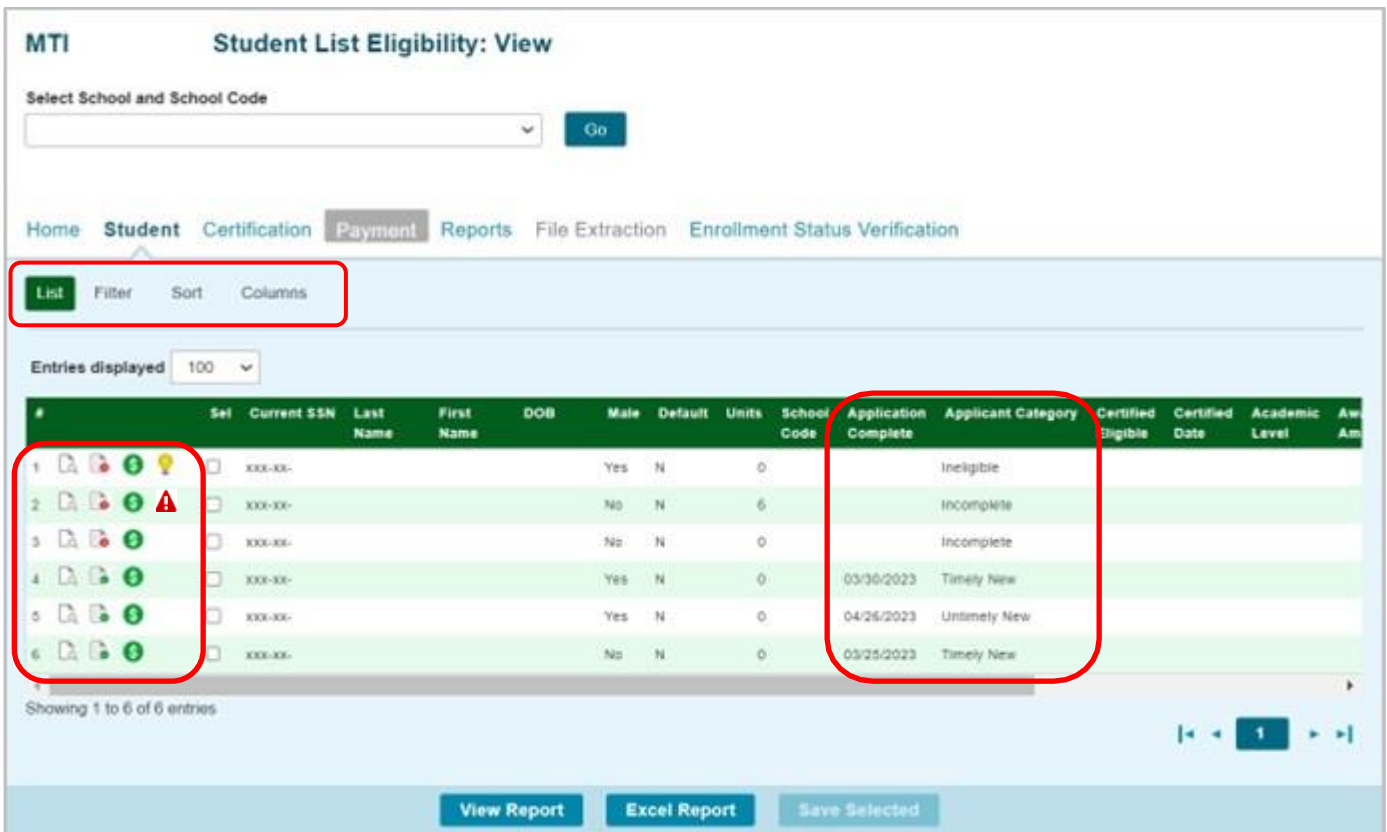A **yellow lightbulb** is an indicator of student eligibility issues, and a **red triangle** is an indicator of a conflict issue.

MTI Student List Eligibility: View Screen

MTI				**Student List Eligibility: View**									

Select School and School Code

[dropdown ▼] [Go]

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Filter Sort Columns

Entries displayed [100 ▼]

#				Sel	Current SSN	Last Name	First Name	DOB	Male	Default	Units	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Acade Level
1	🔍 📋 💲 💡			☐	xxx-xx-				No	N	0		04/24/2023	Untimely New	N	07/12/2023	
2	🔍 📋 💲			☐	xxx-xx-				No	N	0		06/20/2023	Untimely New	Y	07/11/2023	Gradua
3	🔍 📋 💲 💡			☐	xxx-xx-				No	N	0		07/19/2023	Untimely New	N	07/20/2023	
4	🔍 📋 💲 💡			☐	xxx-xx-				No	N	0		01/11/2023	Timely New	N	07/20/2023	
5	🔍 📋 💲			☐	xxx-xx-				Yes	N	0		01/19/2023	Timely New	Y	07/11/2023	Gradua
6	🔍 📋 💲			☐	xxx-xx-				Yes	N	36		02/27/2023	Timely Renewal	Y	07/11/2023	Senior
7	🔍 📋 💲			☐	xxx-xx-				No	N	0			Incomplete			

[View Report] [Excel Report] [Save Selected]

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.

Students who have a **Bilingual Certification** are identified with a 'Y' or 'N' indicator.

Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	EFC
				Y		
Sophomore	7500	08/30/2022			N	8909
Junior	0.0000	09/22/2022		Y	N	5120
Freshman			Y		N	6238
Sophomore	7500	09/22/2022			Y	23104
Sophomore					N	125339

[◄◄ ◄ **1** ► ►►]

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

Showing 1 to 20 of 141 entries

[◄◄ ◄ **1** ► ►►]

[View Report] [Excel Report] [Save Selected]

Contact ISAC   FAAs   MAP Program   MTI Program   ING Program   IVG Program

MTI 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.

MTI	Student Eligibility List: Filter

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

List **Filter** Sort Columns

SSN

Last Name
= ▾

First Name
= ▾

Academic Level
▾

Term
- All - ▾

Application Received Date Start End
📅   📅

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

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

Ineligible Reasons
☐ Max Units
☐ Default
☐ Ethnicity
☐ Residency
☐ Certified Ineligible

List **Reset**

Once you have selected your criteria from the drop down menus and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

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

MTI 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.

MTI 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.

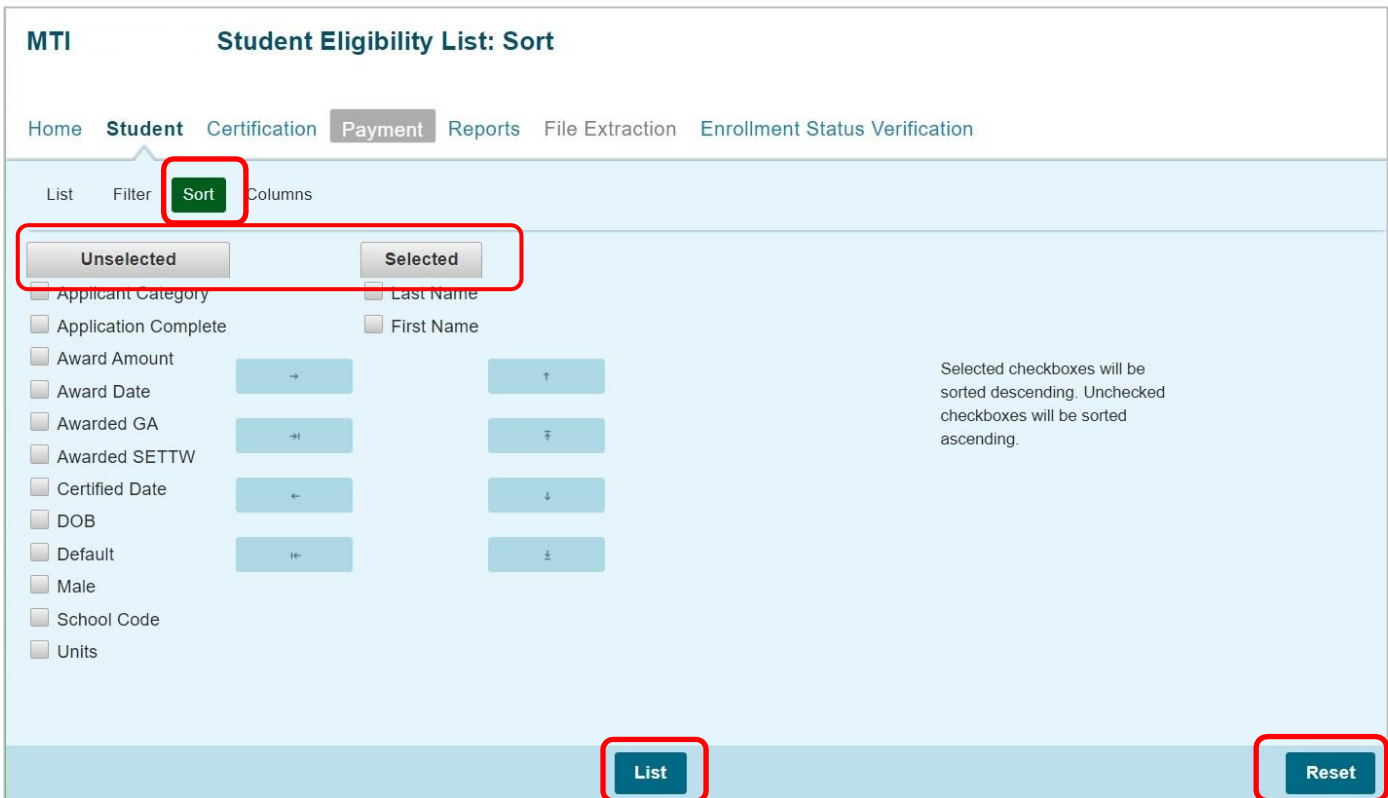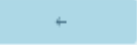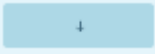To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list.

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.

MTI	Student Eligibility List: Columns

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

List Filter Sort **Columns**

Unselected	Selected
Ethnicity	Current SSN
Citizenship	Last Name
Residency	First Name
Term	DOB
Award Decline Date	Male
Application Withdrawn Date	Default
Application Received Date	Units
Bilingual Application	School Code
Bilingual educator preparation program	Application Complete
Pathways	Applicant Category
	Certified Eligible
	Certified Date
	Academic Level
	Award Amount
	Award Date
	Awarded GA
	Awarded SETTW
	Bilingual Certification
	EFC

List   Reset

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.
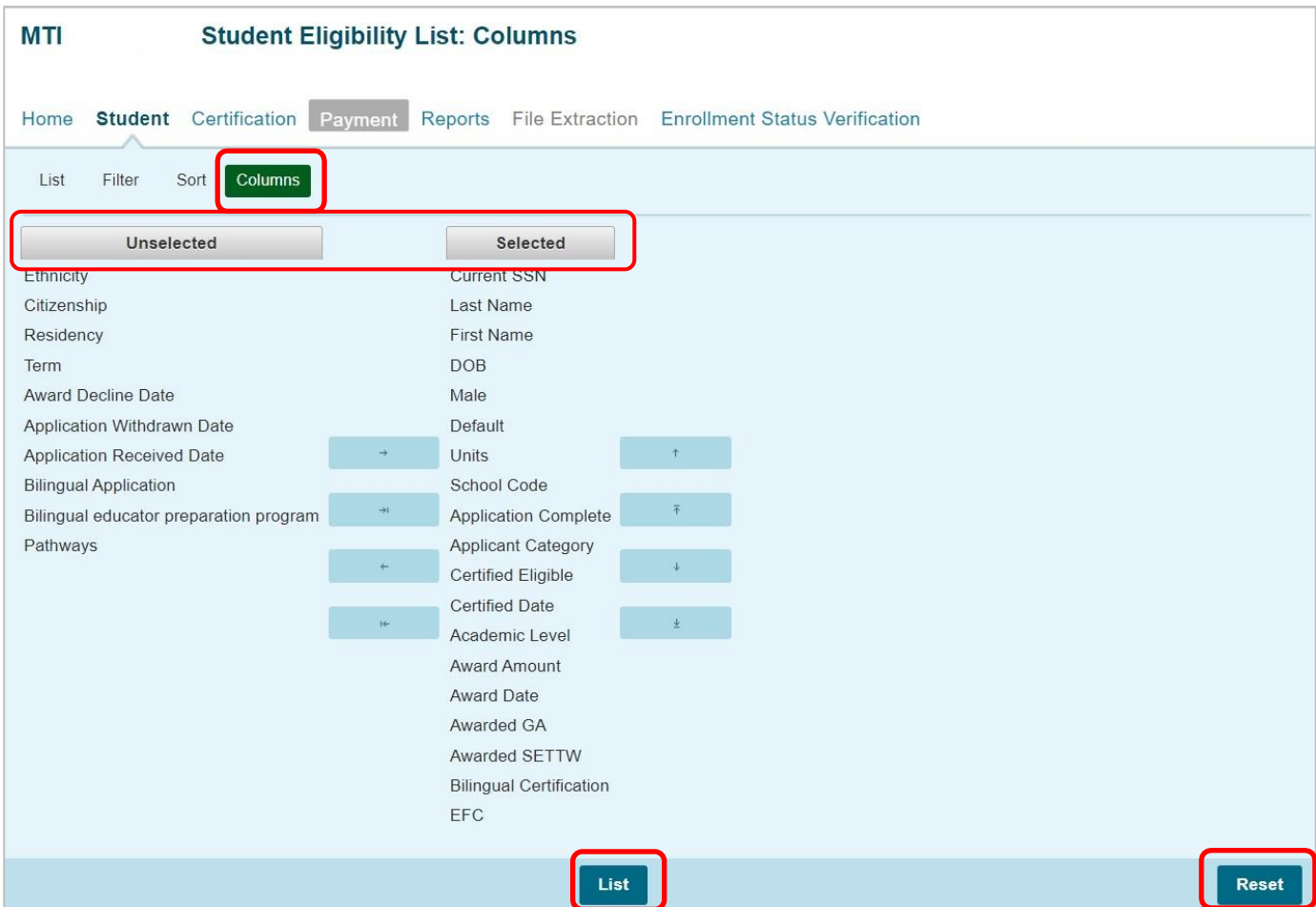
MTI Student Eligibility List: Columns Screen to Sort for Bilingual Applications

The **Student Eligibility List: Columns** screen allows you to also add students to your list who indicated on their application that they were bilingual. This selection does not automatically appear under the default selected column, it would need to be selected from the **Unselected** column and moved to the **Selected.** This is true for any other selection in the unselected column that you may want to show on your list.

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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.

MTI Student Eligibility List: Showing Bilingual Applications

Once you have moved the Bilingual Application information to the selected column you can now select **List** at the bottom of the screen, and it will provide you with a new list that shows bilingual applicants (see below). Remember you can sort your list anyway that you want by using those up and down, side to side arrows.

MTI 2023-2024: Student List Eligibility: View

Select School and School Code

[_____] [_____ ▾] [Go]

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

[List] Filter Sort Columns

Entries displayed [100 ▾]

lt	Units	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	EFC	Bilingual Application	Bilingual educator preparation program
	6		03/24/2023	Timely New	Y	08/22/2023	Freshman	7500	08/24/2023			N	0		
	0		08/02/2023	Untimely New	Y	08/22/2023	Freshman					N	5570		
	0			Incomplete											
	0		08/24/2023	Untimely New	Y	09/09/2023	Junior					N	24856	State Seal of Biliteracy	
	0		02/24/2023	Timely New	Y	08/24/2023	Junior					N	13973		
	18		01/20/2023	Timely Renewal	Y	07/16/2023	Junior	7500	08/17/2023			N	3095		
	6		03/20/2023	Timely New	Y	08/22/2023	Freshman	7500	08/24/2023			N	3852	State Seal of Biliteracy	

MTI Student Detail: Eligibility Screen Indicator for Bilingual Application

 Under the Student Detail Eligibility Screen, you can also find if your student indicated that they are bilingual on their application. Just scroll toward the bottom of the page and look under eligibility.

MTI 2023-2024: Student Detail: Eligibility

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

List   **Eligibility**   Payment

Current SSN

[Go]

Address

Date of Birth

Terms		
School Code		
Certified		
EFC		
Bilingual Certification		
Academic Level		
Pathways		
Ineligible Reason		
Award Amount		
Term Payment Amount		
Term Units		

▾ Eligibility

Application Received Date 02/01/2023	**Default** N
Application Complete Date 02/01/2023	**Male** No
Applicant Category Timely Renewal	**Ethnicity** Hispanic American
Application Withdrawn Date ----	**Residence** Y
Certification Date 07/16/2023	**Citizenship** U.S. Citizen
Last Update 08/29/2023	**Alien ID** ----
Total Units 42	**Awarded GA** ----
Bilingual Application State Seal of Biliteracy **Bilingual educator preparation program** ----	**Awarded SETTW** ----

MTI Certification List: View Screen

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

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

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

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

MTI Student Certification Data Screen

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

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

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

If the answer is **'No'**, the required field you must complete is the **Ineligible Reason** by selecting the most appropriate answer from the drop-down menu.

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

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

December 2023

MTI Student Certification Data Screen

If '**Yes**' is selected for the **Eligible** field, you must provide the following:

- **Academic Level -** Provide the student's academic level for the upcoming award year

- **Anticipated Terms -** Provide the student's anticipated term(s) of enrollment

- **Is the student bilingual -** Yes or No
    - If the student is bilingual, you must provide:
        - Bilingual Type
            - State Seal of Biliteracy
            - Passed educator licensure proficiency test
            - All of the above
        - Bilingual Program
            - Bilingual educator preparation program
            - Other

- **Career Pathway Endorsement -** Yes or No
- **EFC -** Schools should report the EFC from the valid ISIR on which a student's financial aid would be based, as of the date that the MTI certification is completed.

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

MTI Certification Data Definitions

Qualified Bilingual Minority Applicant

A qualified bilingual minority applicant is one who demonstrates proficiency in a language other than English by receiving:
- o   a [State Seal of Biliteracy](#) from the [State Board of Education](#), or
- o   receiving a passing score on an [educator licensure target language proficiency test](#).

State Seal of Biliteracy

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

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

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

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

Career Pathway Endorsement

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

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

For more information:
- o   https://www.isbe.net/pathwayendorsements
- o   https://media.advanceillinois.org/wp-content/uploads/2014/11/04001239/Facts-about-HB5729-FINAL.pdf

MTI Student Certification, Bilingual

In order to certify a student as meeting the bilingual criteria, you would need to confirm with the student which of the bilingual requirements they met using documentation your school may have about the student on school records, transcripts, etc. … or that the student provides to you.
This is what the student sees/answers on the MTI application: ➞

Bilingual
☑ I received a State Seal of Biliteracy from the State Board of Education
☐ I received a passing score on an educator licensure target language proficiency test
☐ I am enrolled in an educator preparation program with a concentration in bilingual, bicultural education

If the school does not already have a record of the student's bilingual accomplishment in their school records or transcripts, then you would need to ask the student to provide you with documentation that confirms they have a seal of biliteracy, a passing score on an acceptable test, or enrollment in an educator prep program with a concentration in bilingual, bicultural education. If the student isn't able to provide that, then you would have to decide if want to accept a signed statement that the student provides about their bilingual qualification, etc.

Keep in mind that the main reason to certify MTI applicants as bilingual is to provide them with priority consideration for the scholarship. ISAC is required to reserve at least 30% of the appropriated funds for qualified bilingual minority applicants, with priority given to those applicants who are enrolled in an educator preparation program with a concentration in bilingual, bicultural education.

**IMPORTANT – You can still certify student without bilingual information. If you are unable to obtain documentation or confirmation from the student about the bilingual criteria, you can still certify the student as eligible for MTI and just bypass the bilingual section by answering "NO" to the question: "Is the student bilingual?" … that will allow you to continue/complete the certification process without that information. The student can still be certified and considered eligible for MTI without the bilingual information, and if you are able to later obtain the information you need to confirm that they meet the bilingual criteria, then the adjustment can be made to the student record (unless they are already awarded, in which case it wouldn't necessarily matter).

MTI 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 a certain academic level first or on all timely renewals first, you may select those options on the **Certification List: Filter** screen, and then select **List** to generate a filtered list.

Updating/Correcting a MTI Certification Record

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

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

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

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

Suggestions for Using Filter, Sort and Columns Functions

To Identify Certified Records

- The **Certification List: View** screen lists students that have and have not been certified. The certified status will show as 'blank' if not yet certified. The records that are 'blank' in the certified status are outstanding certifications.

- If you would like to see a different group of students, you can select a different certify status to get the record to display. The options that can be filtered are:
  - **All**
  - **Eligible**
  - **Not Eligible**

- To see all the students, you will have to filter the student by **All** under the Certified Status

To filter students by Certified Status:
- Go to the **Filter** tab.
- Click on **All** under **Certified Status**.
- Click on the **List** tab to view your list of students.

Overview of the MTI Payment Process

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

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

- 'None' will grant you zero access to MTI data.
- 'Update' will grant you the ability to both edit and view MTI data.
- 'View' will grant you the ability to only view MTI data (i.e., no editing ability).
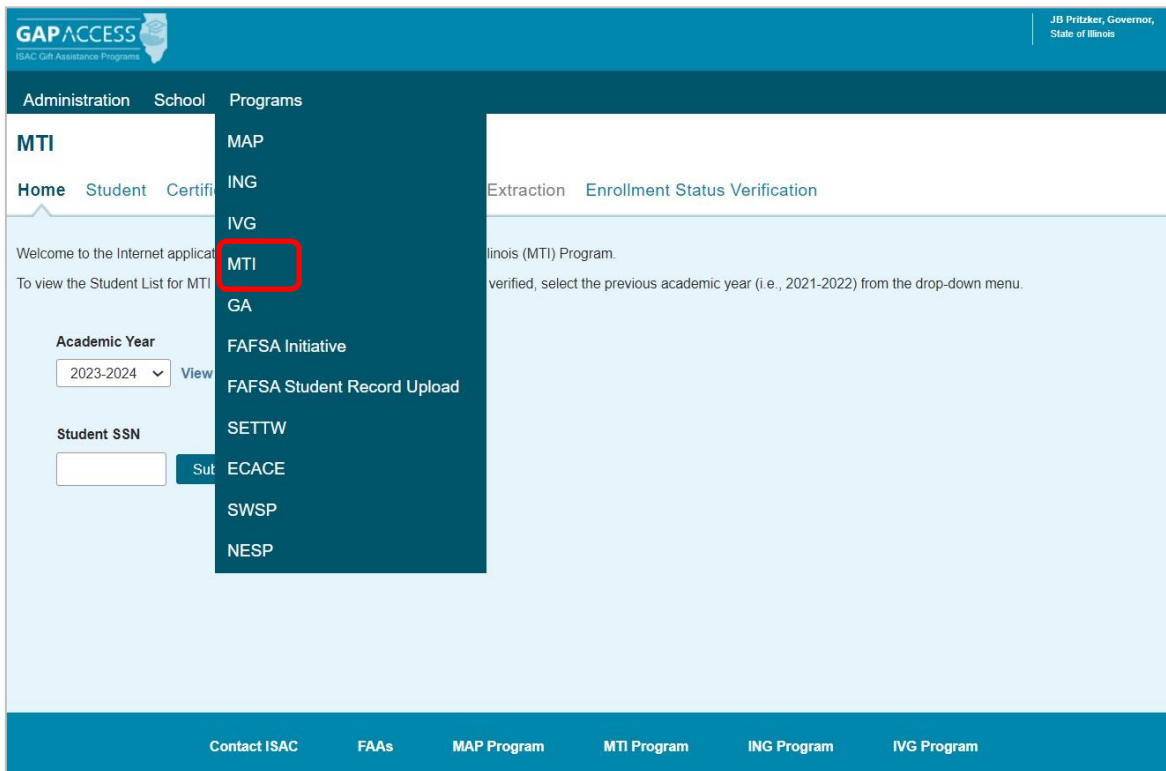
After completing the payment request process in GAP Access, payment is made to colleges through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC, and payment is made accordingly. This system was developed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, funds should be returned to ISAC only after a final reconciliation has been completed at the end of the regular school year. All schools with an outstanding amount owed to ISAC at the end of the school year will receive a notice indicating the total amount to be returned.

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

MTI Student Payment List: View Screen

The **Student 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

- Term Award Amount
- School Code
- Request Code *
- Enrollment Status *
- Ineligible Reason *
- Requested Amount
- Amount Paid

- Adjusted Amount
- Result Code*
- Expanded Result
- Result Date
- Status Code *
- Invoice Number
- Awarded GA
- Awarded SETTW

* 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**.

MTI 2023-2024: Student Payment List: View

Select School and School Code:

[dropdown] [Go]

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

[List]   Filter   Sort   Columns   Payment Request Entry   Submit Payment Requests

Entries displayed [100]

#		Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason	Requested Amount	A... Pa
1	🔍 💲	☑	☐	1		ABARCA		7500.00	3750.00		P	Full time		3750.00	3
2	🔍 💲	☑	☐	2		ABARCA		7500.00	3750.00						
3	🔍 💲	☑	☐	1		ARISTA JR		7500.00	1587.00		P	Full time		3750.00	3
4	🔍 💲	☑	☐	1		ARISTA JR		7500.00	1587.00		C			.00	

MTI Student Payment List: View Screen

MTI 2023-2024: Student Payment List: View

Select School and School Code:

[dropdown] [dropdown] [Go]

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

List   Filter   Sort   Columns   Payment Request Entry   Submit Payment Requests

Entries displayed [100 ▾]

#			Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjus Amou
1			☐	☑	1			JACQUELINE	7500.00	3750.00		P	Half time		3750.00	3750.00	375
2			☐	☑	2			JACQUELINE	7500.00	3750.00							
3			☐	☐	1			TRINITY	7500.00	3750.00		P	Full time		3750.00	3750.00	375
4			☐	☐	2			TRINITY	7500.00	3750.00							
5			☐	☐	1			REASIE	7500.00	3750.00		P	Full time		3750.00	3750.00	375
6			☐	☐	2			REASIE	7500.00	3750.00							

[Save Selected]   [Req Select All]   [Req Unselect All]   [View Report]   [Excel Report]

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.

MTI 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.

MTI 2023-2024: Payment Eligibility List: Filter

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

List   Filter   Sort   Columns   Payment Request Entry   Submit Payment Requests

SSN

Last Name
= ∨

First Name
= ∨

Term
- All - ∨

Academic Level
- All - ∨

Enrollment Status
- All - ∨

Status Code
- All - ∨

Request Type
- All - ∨

☐ Selected
☐ Eligible

Ineligible Reasons
☐ Max Units
☐ Max Dollars
☐ Default
☐ Award Decline

List   Reset

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

MTI 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

MTI 2023-2024: Payment Eligibility List: Sort

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

List   Filter   Sort   Columns   Payment Request Entry   Submit Payment Requests

Unselected	Selected
Academic Level	Last Name
Amount Paid	First Name
Annual Award Amount	Term
Applicant Category	Result Date
Application Receipt Date	
Awarded GA	
Awarded SETTW	
Certified Date	
Cumulative Units	
Date of Birth	
Enrollment Status	
Expanded Result	
Gender	
ISAC Default	
Ineligible Reason	
Invoice Number	

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

List   Reset

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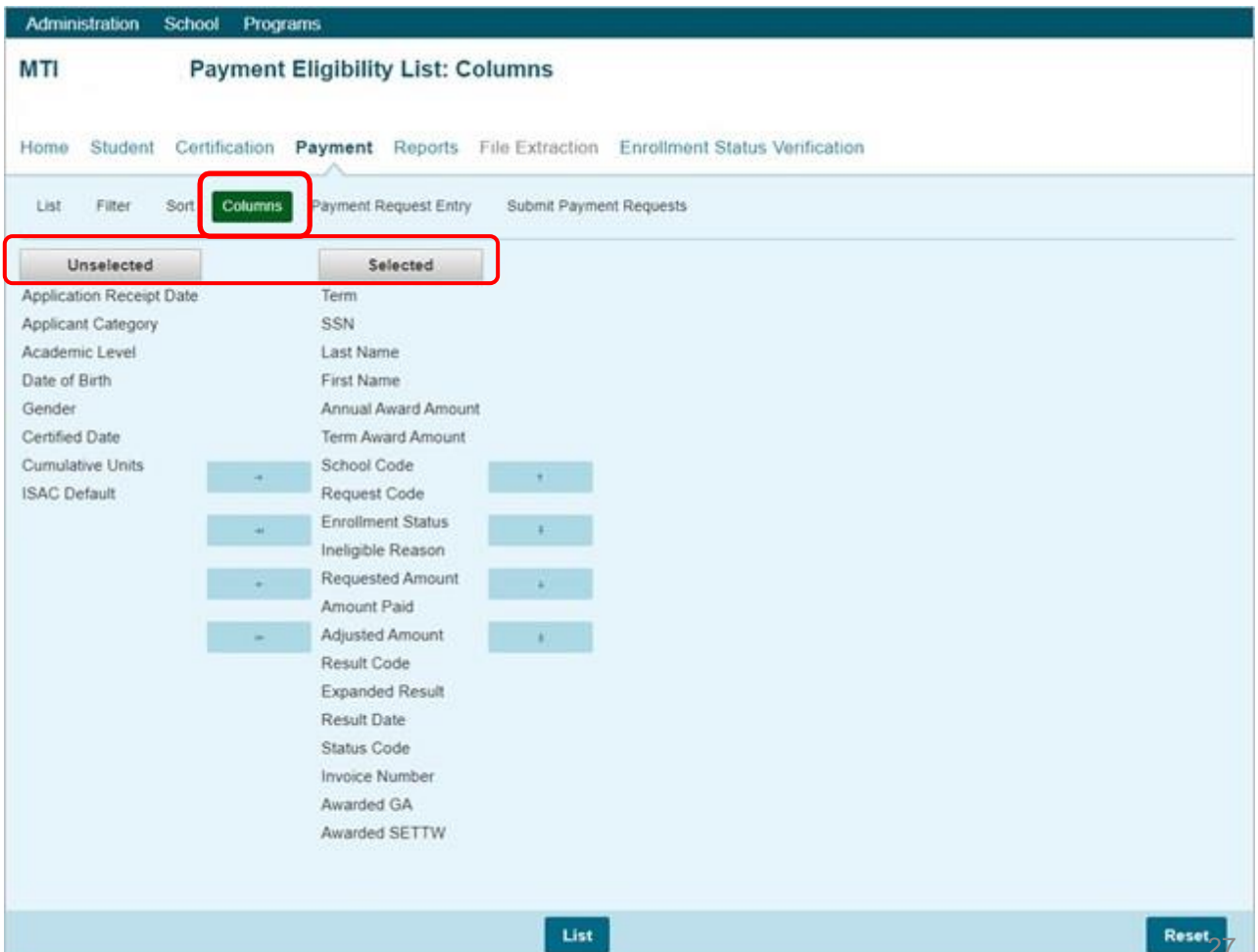
If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

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

To move all **Unselected** columns to the Selected list, click on [→|]

To clear the entire **Selected** list, click on [|←]

Administration	School	Programs

MTI   **Payment Eligibility List: Columns**

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

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

Unselected	Selected
Application Receipt Date	Term
Applicant Category	SSN
Academic Level	Last Name
Date of Birth	First Name
Gender	Annual Award Amount
Certified Date	Term Award Amount
Cumulative Units	School Code
ISAC Default	Request Code
	Enrollment Status
	Ineligible Reason
	Requested Amount
	Amount Paid
	Adjusted Amount
	Result Code
	Expanded Result
	Result Date
	Status Code
	Invoice Number
	Awarded GA
	Awarded SETTW

List   Reset

MTI Student Detail: Payments Screen

Individual Payment Requests

The **Student Detail: Payments** 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 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
- **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen

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

MTI 2023-2024: Student Detail: Payments

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

| List | Eligibility | **Payment** |

Student Name

Current SSN
[. .] [Go]

Annual Award Amount
7500.00

Terms	1-Fall	2-Spring
School Code		L
Request	Paymei ⌄	⌄
Enrollment Status	Full tim ⌄	⌄
Ineligible Reason	⌄	⌄
Requested Amount	$ 3750.00	$
Award Amount	3750.00	3750.00

Activity Date	08/29/2023
Status	P
Result code	*
Expanded Result	

Invoice #	T242410002
School Code	
Result code	*
Expanded Result	
Amount Paid	3750.00
Adjusted Amount	3750.00
Result Date	08/29/2023

[Save Changes] [Discard Changes]

MTI Student Detail: Payments Screen

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

- **Request**
- **Enrollment Status**
- **Requested Amount** (To adjust the system-calculated annual award amount if necessary)
    - The current award amount is up to $7,500 per year.
    - It is subject to appropriation.
    - If appropriation increases, annual award amount may also increase.

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

MTI 2023-2024: Student Detail: Payments

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

MTI Student Detail: Payments Screen

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.

MTI 2023-2024: Student Detail: Payments

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

List   Eligibility   **Payment**

Student Name

Current SSN

[   ] **Go**

Annual Award Amount
7500.00

Terms	1-Fall	
School Code		
Request	Paymer ⌄	
Enrollment Status	Full tim ⌄	
Ineligible Reason	⌄	⌄
Requested Amount	$ 3750.00	$
Award Amount	3750.00	3750.00

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

Activity Date	08/29/2023
Status	P
Result code	*
Expanded Result	

Invoice #	T242410002
School Code	-
Result code	*
Expanded Result	
Amount Paid	3750.00
Adjusted Amount	3750.00
Result Date	08/29/2023

Save Changes   **Discard Changes**

MTI 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 and then click **Save Selected**.
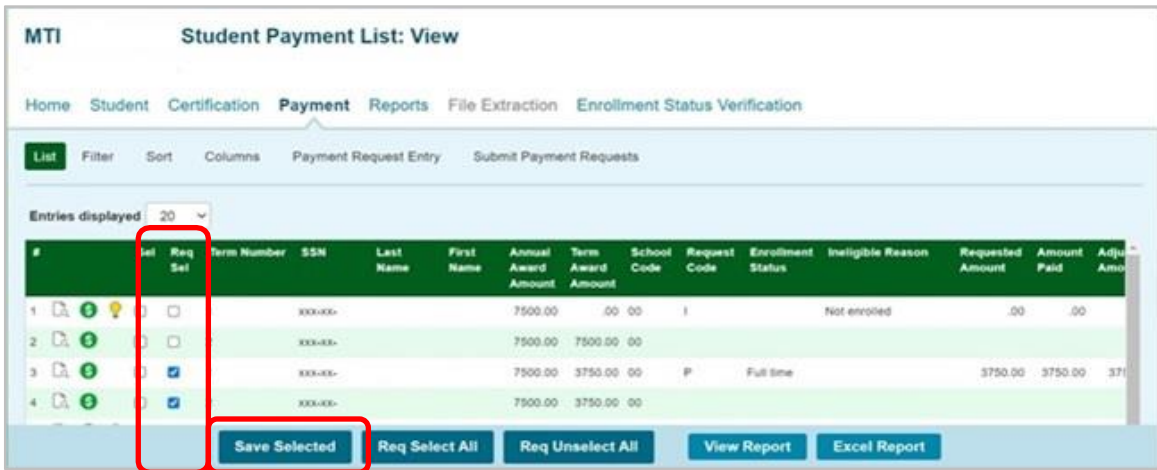
The first step on the **Payment Request Entry** screen is to select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

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.

MTI Payment Request Entry

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

- **Request Type** – Select the appropriate item from the drop-down menu options:
    - 'Payment' to create a payment request
    - 'Delete' to delete a request that has been created but not yet submitted
    - 'Ineligible' to make a student ineligible
    - 'Cancel' to cancel a previously requested award
- **Enrollment Status** – Enter 'Full time' or 'Half time' status
- **Ineligible Reason** - If the student is ineligible an **Ineligible Reason** must be selected and a zero ($0) should be entered in the **Requested Amount** field.
    - Note: If an **Ineligible** request is submitted, all payment for the term will be canceled, unless it is for the reason 'Not enrolled' or 'Not enrolled at least half time' in Semester 1 or Quarter 1 or 2.

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

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

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.

- Schools can find more information on these programs on ISAC's website in the FAA area, in the Administrative Rules - isac.org/e-library/administrative-rules/2022-23-isac-rules.html.

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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 2023-2024: 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	Paymei ⌄	⌄
Enrollment Status	Full tim ⌄	⌄
Ineligible Reason	⌄	⌄
Requested Amount	$ 3750.00	$
Award Amount	3750.00	3750.00

Activity Date	08/29/2023
Status	P
Result code	*
Expanded Result	

Invoice #	T242410002
School Code	
Result code	*
Expanded Result	
Amount Paid	3750.00
Adjusted Amount	3750.00
Result Date	08/29/2023

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

GA 2023-2024: Student Detail: Payment

Home Student **Payment** Reports

List   Eligibility   **Payment**

Current SSN
[Go]

Deferred Scholar
N

Annual Award Amount To Date
2500.00

Terms	1-Fall	2-Spring
School Code		
Request	Paymei ⌄	⌄
Academic Level	Senior ⌄	⌄
Enrollment Status	Full tim ⌄	⌄
Ineligible Reason	⌄	⌄
Requested Amount	$ 2500.00	$
Award Amount	2500.00	

Activity Date	09/13/2023
Status	P
Result code	*
Expanded Result	

Invoice #	G242560009
School Code	
Result code	*
Expanded Result	
Amount Paid	2500.00
Adjusted Amount	2500.00
Result Date	09/13/2023

- 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	🔍	💲		☐	xxx-xx-			
2	🔍	💲		☐	xxx-xx			No
3	🔍	💲	💡	☐	xxx-xx-			No
4	🔍	💲		☐	xxx-xx-			
5	🔍	💲	💡	☐	xxx-xx-			
6	🔍	💲		☐	xxx-xx-			
7	🔍	💲		☐	xxx-xx-			
8	🔍	💲		☐	xxx-xx-			
9	🔍	💲	💡	☐	xxx-xx-			

View R...

- 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 [ ] Go

Address

Date of Birth

Terms	1-Fall	2-Spring
School Code		
Certified	Y	Y
EFC		
Bilingual Certification	N	N
Academic Level	Graduate	Graduate
Pathways	N	N
Ineligible Reason		
Award Amount	0.00	0.00
Term Payment Amount	0.00	
Term Units	0	0
Request More	E	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 2023-2024: Payment Eligibility List: Sort

Home   Student   Certification   **Payment**   Reports   File Extraction   Enrollment Sta...

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

Unselected	Selected
☐ Academic Level	☐ Last Name
☐ Amount Paid	☐ First Name
☐ Annual Award Amount	☐ Term
☐ Applicant Category	☐ Result Date
☐ Application Receipt Date	
☐ Awarded GA	
☐ Awarded SETTW	
☐ Certified Date	
☐ Cumulative Units	
☐ Date of Birth	
☐ Enrollment Status	
☐ Expanded Result	
☐ Gender	
☐ ISAC Default	
☐ Ineligible Reason	
☐ Invoice Number	

List

Reset

- 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

MTI 2023-2024: Student List Eligibility: View

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

List   Filter   Sort   Columns

Entries displayed 20 ▼

...cant Category	Certified Eligible	Certified Date	Academic Level	Award Amount	Award Date	Awarded GA	Awarded SETTW	Bilingual Certification	EFC
y New	Y	08/22/2023	Freshman	7500	08/24/2023			N	3852
y New	Y	08/22/2023	Senior	7500	08/24/2023			N	15885
ely New	Y	08/22/2023	Freshman					N	16019
y New	Y	08/22/2023	Junior	7500	08/24/2023			N	0
plete						Y			
y New	N	08/22/2023							
y Renewal	Y	07/16/2023	Junior	7500	08/17/2023			N	4658
ely Renewal	Y	08/24/2023	Sophomore			Y		N	3181
ely New	Y	08/24/2023	Sophomore					N	20168
y New	Y	08/30/2023	Sophomore			Y		N	1094
y New	Y	08/30/2023	Junior					N	114199
ely New	Y	09/09/2023	Sophomore					N	47317
ely Renewal	Y	08/22/2023	Junior	7500	08/24/2023			N	1494
	N				Incomplete				

- 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

MTI Submit Payment Requests Process

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

This screen is accessed by selecting the **Submit Payment Requests** tab.

After payment requests have been submitted by clicking on the **Submit** button, a message will be displayed indicating how many payment requests were submitted.

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

MTI 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**

MTI 2023-2024: Reports: Eligibility Reports

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

Refresh   **Create New Report**

Entries displayed 10 ▾   Filter [   ]

	Status	Report Type	Date	File Size(kb)	User Name
📄	Completed	MTI - Warrant INV 11-13-2023 SCH 001692	11/21/2023	943.776	ERPInsert
📄	Completed	MTI - Warrant INV 11-15-2023 SCH 001692	11/21/2023	943.781	ERPInsert
📄	Completed	MTI - Voucher INV 11-15-2023 SCH 001692	11/17/2023	943.759	ERPInsert
📄	Completed	Payment Results/Exceptions	11/15/2023	4.3	MTIInvoice
📄	Completed	MTI - Voucher INV 11-13-2023 SCH 001692	11/15/2023	943.754	ERPInsert
📄	Completed	Payment Results/Exceptions	11/13/2023	4.475	MTIInvoice
📄	Completed	MTI - Warrant INV 11-01-2023 SCH 001692	11/07/2023	943.78	ERPInsert
📄	Completed	MTI - Voucher INV 11-01-2023 SCH 001692	11/03/2023	943.758	ERPInsert
📄	Completed	Payment Results/Exceptions	11/01/2023	4.423	MTIInvoice
📄	Completed	MTI - Warrant INV 10-20-2023 SCH 001692	10/27/2023	943.782	ERPInsert

Showing 1-10 of 18 entries |◀ ◀ **1** ▶ ▶|

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.

MTI   Reports: Eligibility Reports: Create New Report

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

Select Report

[MTI Payment Requests Not Submitted   ▾]

Payment Start Date Range

[🗓️]

Payment End Date Range

[🗓️]

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

Request Report

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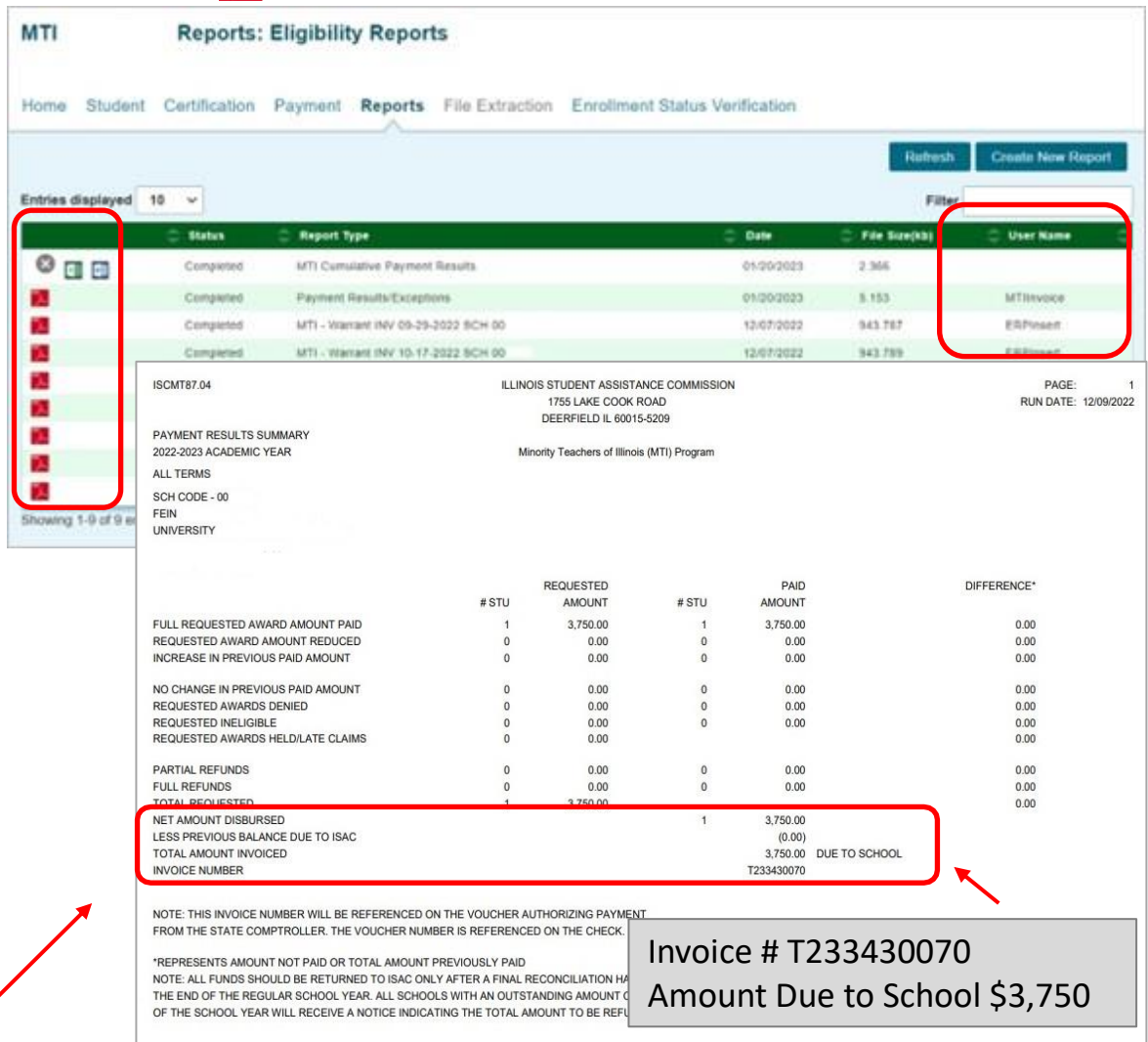
Payment Results Summary/Invoice Detail

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 *MTIInvoice* 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 Payment Results/Exceptions report with the **Invoice Voucher**.

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.

MTI Codes

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

Request Code	Definition
P	Payment
C	Cancel
I	Ineligible
D	Delete

Status Code	Definition
U	Updated
S	Submitted
P	Payment

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