

# ISAC Budget Reporting Process

May 14, 2024



# **ISAC Budget Reporting Process**

- Pursuant to ISAC administrative rules, postsecondary institutions participating in ISAC gift assistance programs must annually report tuition and fee charges to ISAC on or before June 1 preceding each academic year.
  - All MAP-approved schools must report budget data information for the Monetary Award Program (MAP)
  - All public institutions data must report date for the Illinois Veteran Grant (IVG) and Illinois National Guard (ING) Grant programs
- Budget data is reported in ISAC's Gift Assistance Programs (GAP)
   Access portal and must by certified by the financial aid director at
   the institution.
- The Fiscal Year (FY) 2025 budget reporting process for the 2024-25 award year began on April 1, 2024 and data is due by June 1, 2024.



## **Accessing the Budget Reporting System**

- The GAP Access Primary Administrator, which is always the financial aid director (or acting director) at the institution, is the only person given Budget Confirm access by ISAC and is the only school user who can certify the budget information once all data has been entered.
- However, other school administrators may be provided with program privileges in the Budget system by the Primary Administrator to assist with the budget reporting process, giving them either Budget Update or Budget View privileges.
- For more information on user access for GAP Access:
  - Refer to GAP Access User Guides at: <a href="https://www.isac.org/gap-access/#guide">www.isac.org/gap-access/#guide</a>, or
  - o Contact School Services at <a href="mailto:isac.schoolservices@illinois.gov">isac.schoolservices@illinois.gov</a>





ISAC Gift Assistance Program (GAP) Access

Home Gap-Access

#### ISAC Gift Assistance Programs (GAP) Access

Assigning an Administrator
GAP Access User Guides
GAP Access Login
Functionality Available via GAP Access

ISAC Gift Assistance Programs Access (or GAP Access) is the portal through which online interactions for the purpose of data inquiries and submissions, eligibility announcements and payment requests for ISAC-administered programs are conducted. Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access can be granted.

**GAP Access Login** 

Activating Your GAP Access Primary

Administrator Account

Activating Other GAP Access
Administrators

Activating GAP Access User Accounts

GAP Access 2-Factor Authentication
User Guide 2





## **Budget Reporting Process**

#### Budget submission deadline

- o If an institution's annual budget will not be final by the June 1 deadline, the budget reporting process must be submitted with estimated data by June 1, along with an email from the financial aid director to ISAC's School Services, providing the approximate date by which the final budget will be submitted.
- All data must be provided (or updated) before payment processing begins in August.

#### Tuition refund policy

- Section 2700.30 d) of the General Provisions rules requires postsecondary institutions that participate in ISAC gift assistance programs to annually submit a copy of their tuition refund policy to ISAC.
- This is done as part of the annual budget reporting process.
- The institution's refund policy must be uploaded and submitted with the budget data, and the budget cannot be certified and submitted without it.
- An institution's submission of their policy is not to be considered ISAC's approval of the policy.



# **Budget Reporting Process**

- Fee data reported must match the specific fee charges allowed for the gift assistance program that may finance the fee.
- ISAC definitions for tuition and fees may be found in the General Provisions section of ISAC's Administrative Rules, and additional guidance may be found in the rules for each respective program.
- Failure to report any cost changes to the previous year by the June 1
  deadline will cause the prior year's charges to be used as part of the
  calculation process for gift assistance benefits.
- Failure to report the assessment of a fee charge by the deadline will result in that fee charge being ineligible for payment under ISAC gift assistance programs.



#### **Budget Reporting Process**

- Beginning with the 2022-23 award year (Fiscal Year 2023), a change was made to the budget data collection process, asking colleges to begin providing their main rate when reporting tuition and fees
- The main rate is generally defined as:
  - a school's in-state or in-district (if applicable), tuition and mandatory fees for full-time, freshmen undergraduate students for the regular school year
- This was a shift from previous budget data collection guidance, which collected the highest possible rate.
- The main rate is the rate that is typically faced by the majority of students.
- And, a new definition of mandatory fees went into effect July 1, 2022.



#### FY2025 Budget Reporting (2024-25 Award Year)

#### Reporting tuition

- o Colleges should continue to provide a main rate, generally defined as:
  - a school's in-state or in-district (if applicable), tuition and mandatory fees for fulltime, freshmen undergraduate students for the regular school year

#### Reporting fees

- For MAP & IVG, provide mandatory fee information
  - Mandatory fees are defined as: the charges assessed by an institution that are required to deliver educational services to students for each term, regardless if the student is attending on campus or through distance education. Application, graduation, laboratory, breakage, add/drop fees, and program administrative fees for out-of-state or foreign study are specifically excluded. For the purpose of ISAC rules, tuition is not a mandatory fee.
- For the ING Grant, data should be provided for "certain fees"
  - Fees specifically included in statute are: Registration, Graduation, General Activity, Matriculation, Term

#### Budget codes

Tuition and fee data must be provided for all budget codes



### Reporting Differential Rates for MAP

- For FY22, ISAC adjusted tuition data to the main tuition rate for purposes of the FY23 MAP recompute formula.
  - Colleges were then provided with an opportunity to provide differential rates for FY22 for a higher cost program(s) of study that assesses higher charges (above the main rate)
    - These higher rates were reported under differential MAP budget codes
- For the FY25 budget data collection process, colleges are asked to continue providing differential rate data in addition to the main rate data being provided for their main MAP code
- Schools that would like to add a differential budget code for FY25 may do so by contacting the School Services Department



#### **School Year & Term Dates**

- Keep ISAC definitions in mind when reporting school year and term dates
  - o For MAP:
    - Schools cannot request payment more than 10 days prior to the start of the term
    - System looks at the start date in the budget and won't process payment requests until the 10-day point
    - Start of a spring term date cannot be after April 15
      - ➤ MAP cannot pay for summer terms/sessions
- For non-traditional terms/sessions
  - Report J-sessions, winter modules, short sessions, etc. that may be eligible for ISAC program benefits within dates reported for a term
  - Schools may determine which term to attribute the sessions to
  - Be sure to request benefits for these sessions within the term that they are attributed to in your ISAC budget data
  - When requesting payment, schools should claim benefits consistently for all students in those terms



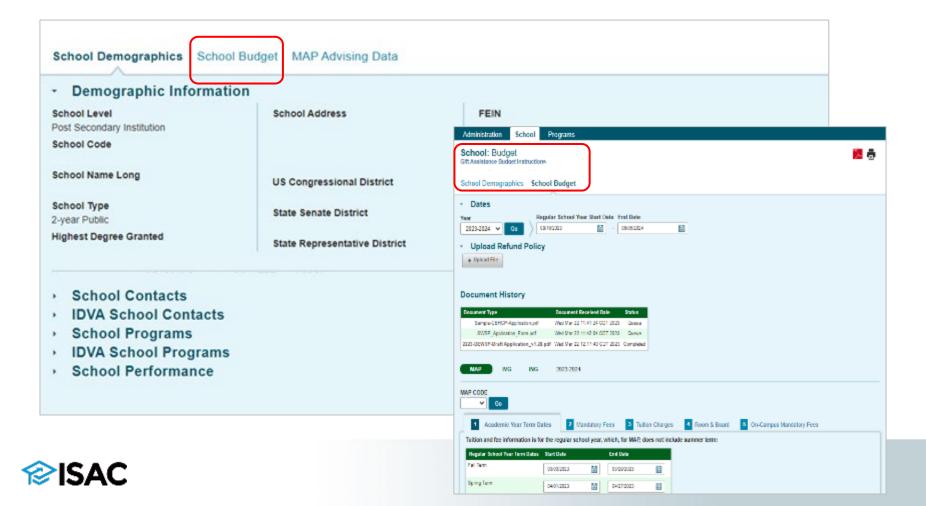
#### **ISAC School Year & Term Definitions**

- From General Provisions
  - "Academic Year" In relation to scholarship and grant programs, a 12 month period of time, normally from August or September of any year through August or September of the ensuing year. In relation to the Federal Family Education Loan Program, academic year is defined at section 481(d)(2) of the Higher Education Act of 1965, as amended (HEA), and at 34 CFR 668.3.
  - "Regular School Year" An 8 to 9 month period of time that includes 2 semester terms or 3 quarter terms. The regular school year excludes summer terms. Terms that begin after April 15 and end before September 16 are considered summer terms.
  - "Term" A unit of time for student attendance, including, but not limited to, a quarter or semester.



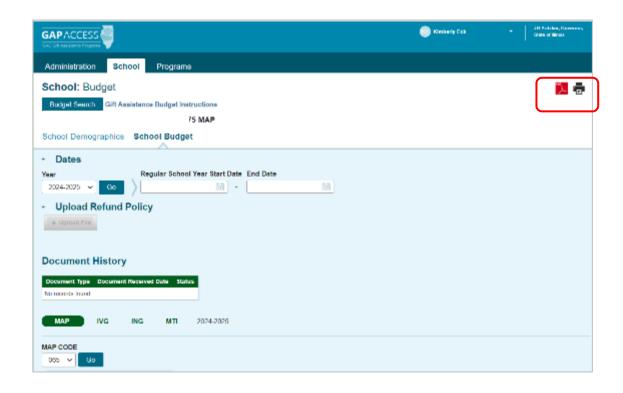
# The Budget Reporting System

- Once you've logged in to the GAP Access system, select the School tab
- The School Budget tab is next to the School Demographics tab
  - A message will display if a user does not have Budget privileges



## The Budget Reporting System

- Use the Tab key to navigate from one field to the next.
- Click on the program names to navigate to another program budget.
- Click on the budget category tabs to advance to another page within a program.
- Select program codes from the drop-down menu, and then click on the Go button to navigate to the budget associated with that code.



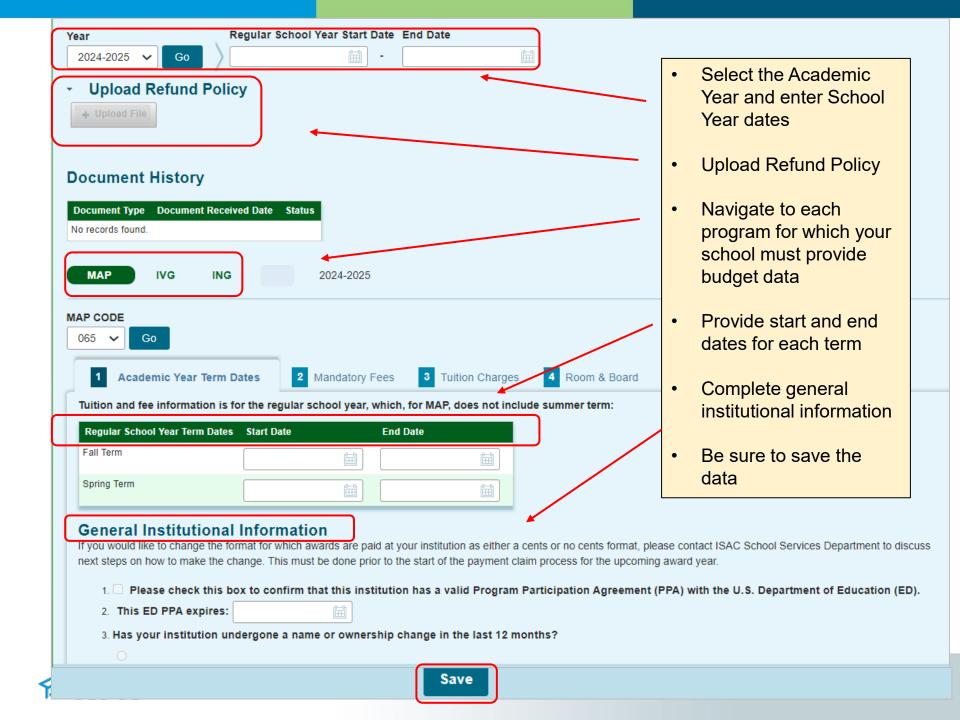
- The year defaults to the current budget year being requested in the Year drop-down box.
  - To view a different award year, select from the drop-down box and click the Go button.
- Use the Adobe PDF icon (upper right corner) to generate a PDF file of a page.
- Use the print button (upper right corner) to print each page for your records.
- System will time out after a period of inactivity.

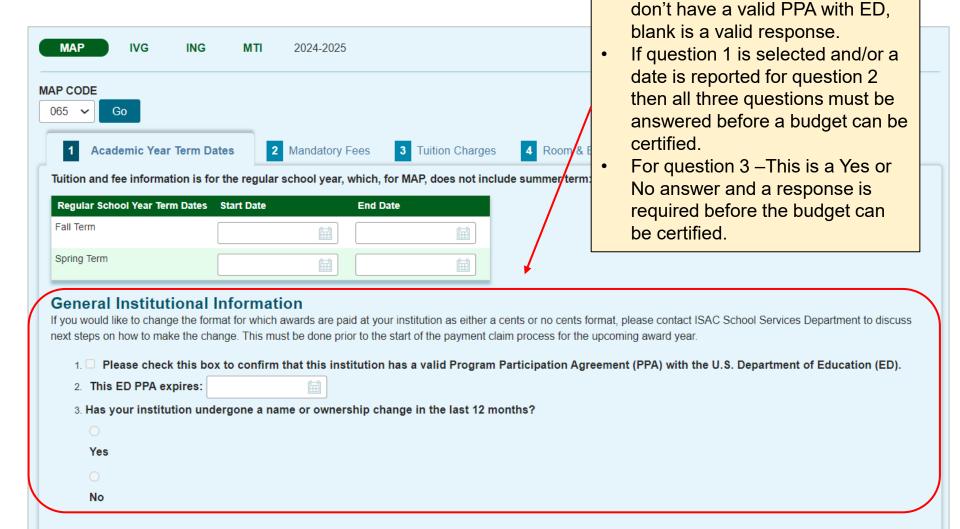


# The Budget Reporting System

- System calculations
  - All calculations will be rounded to two decimal places if more than two numbers are reported after the decimal in any dollar field.
  - The system calculates the totals and carries them forward to the next screen on several program entry pages.
  - If the calculated amounts are not accurate, return to the prior page(s) and correct the amounts and save any corrections.
- Corrections to data can be made until the budget has been certified
- Report the dates for the regular school year in the Start Date and End Date fields
  - The regular school year dates reported here will display on all of the budget pages.
  - Keep in mind module or non-term classes when reporting dates
    - You can adjust dates to accommodate those as needed
- Save regularly





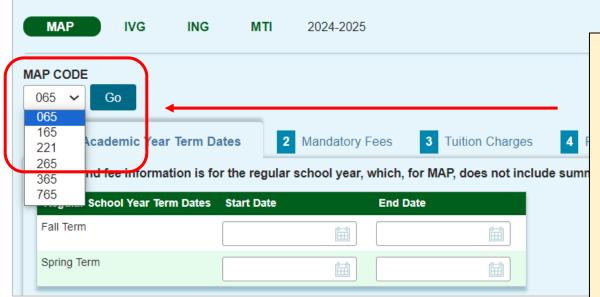




Under General Institutional

have a valid response. If you

Information, question 1 & 2 must

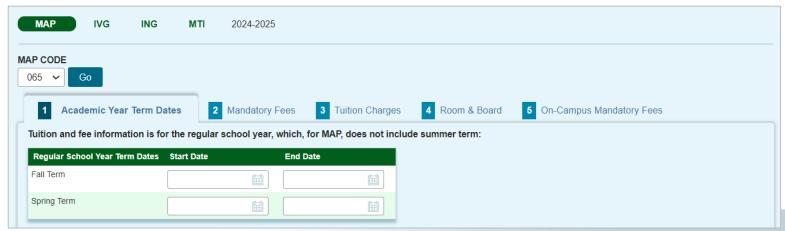


- When entering budget information for multiple program codes use the drop down box to select the proper code and click the "Go" button to change to a different code.
- This applies for all additional codes for each program.
- Once you select the program code you want, you can add your budget information for that code.
- Data must be provided for each active code in the list for each program.



#### **MAP Budget Reporting**

- Select the MAP code from the drop-down menu and click on the Go button.
  - If a school has more than one approved MAP code, data must be reported on all five tabs for each approved code.
  - If an unapproved code is selected, an error message displays in red at the top of the screen.
- To begin the reporting process, enter the start and end dates for each term
  - These should correspond with the dates reported for the regular school year
  - For MAP, the purpose of these term dates is to:
    - Determine when payment requests submitted for a term may be processed
      - According to MAP rules, institutions may submit their payment requests beginning 10 days prior to the start of classes for the term for which they are requesting payment
    - Identify the date by which an independent student must have resided in Illinois in order to receive a MAP grant.
    - Provide the data needed regarding the year-end refund return process.





#### **MAP Mandatory Fees**

1 Academic Year Term Dates

2 Mandatory Fees

3 Tuition Charges

4 Room & Board

5 On-Campus Mandatory Fees

The fee table lists 10 general fee categories. Using these fee categories as a guide, enter the TOTAL per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term, regardless if a student is attending either on-campus or through distance education. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.

If a school has a one-time annual fee, it should be included in the appropriate field in the Maximum column after the calculation has been applied, then click on the Calculate button again.

- For example, if an institution applies a technology fee of \$1,000 per year, add \$1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	\$ 0.00		\$ 0.00
Bonds	\$ 0.00		\$ 0.00
Facility Operations	\$ 0.00		\$ 0.00
Grants	\$ 0.00		\$ 0.00
Health	\$ 0.00		\$ 0.00
Instructional Support	\$ 0.00		\$ 0.00
Registration	\$ 0.00		\$ 0.00
Student Services	\$ 0.00		\$ 0.00
Technology	\$ 0.00		\$ 0.00
Transportation	\$ 0.00		\$ 0.00
Other	\$ 0.00		\$ 0.00
TOTAL MANDATORY FEES	\$ 0.00	Calculate	\$ 0.00

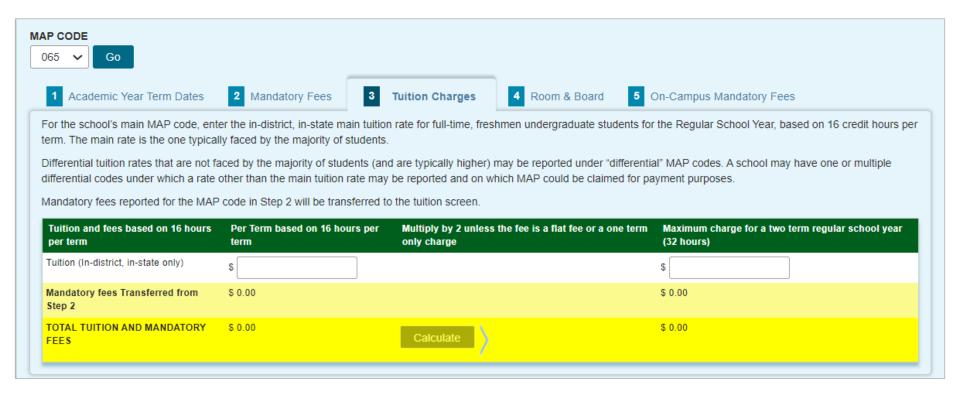
## **Mandatory Fees Examples**

- Fees reported to ISAC do not have to have the exact same fee name at the institution as those listed on the budget screens in order to be considered an eligible mandatory fee. However, it is recommended that they be reported in a category that most closely matches up to the ISAC terminology.
- It's also important to maintain internal documentation regarding the purpose of each fee reported, particularly for fees that are not clearly defined by its name or that include a broad range of charges under one fee name.

Category	Examples of Fees		
Activity	Fitness Center, Recreation Center, General Activities, Gym		
Bonds			
Facility Operations	Sports Facility, Event Arena, Concerts, Dormitory Service, Library, Student Union, Campus Improvements, General Facilities Maintenance, Facilities Upgrades		
Grants	Grant-In-Aid, Talent Grant		
Health	Health Insurance, Health Clinic, Health Services, Visits with Doctors and/or Nurses, Health Maintenance Organization, Pharmacy		
Instructional Support	Book Store ID, Copying, Instructional Materials, Publications, Textbook Rental		
Registration			
Student Services	Student Support, Career Services, Placement Office, Student Senate Leadership Events, General Fee, Student Attorney, Comprehensive		
Technology	Internet, Computer Technology, Distance Learning, Electronic Music Center, Media Resources		
Transportation	Parking, Shuttle Bus, Transit, Student Passes		

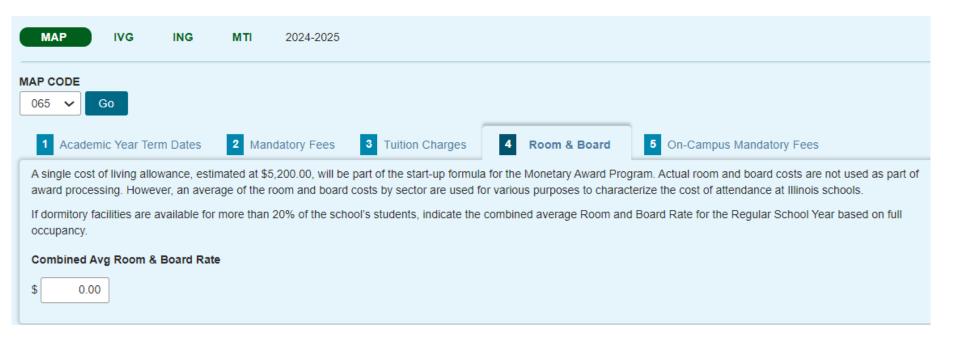


#### **MAP Tuition Charges**





#### **MAP Room & Board**





#### MAP On-Campus Mandatory Fees

Academic Year Term Dates

Mandatory Fees

**Tuition Charges** 

Room & Board

**On-Campus Mandatory Fees** 

The purpose of this tab is to collect on-campus only mandatory fees. Please report the mandatory fees typically faced by students in a traditional 16-hour on-campus, nondistance education enrollment.

Enter the TOTAL per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term. The fee table below lists the same 11 general fee categories reported on Tab 2 and the figures reported here may be similar or identical to the overall Mandatory Fees figures reported on Tab 2, however, the fees reported on this screen should represent a mandatory fee package typically faced by a traditional on-campus student. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.

One-time annual fees should be included in the appropriate field in the Maximum column after the calculation has been applied. - For example, if an institution applies a technology fee of \$1,000 per year, add \$1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

Type of Fee	Dollars per term based on 16 hours per term	Multiply by 2	Maximum charge for a two term regular school year (32 hours)
Activity	\$ 0.00		\$ 0.00
Bonds	\$ 0.00		\$ 0.00
Facility Operations	\$ 0.00		\$ 0.00
Grants	\$ 0.00		\$ 0.00
Health	\$ 0.00		\$ 0.00
Instructional Support	\$ 0.00		\$ 0.00
Registration	\$ 0.00		\$ 0.00
Student Services	\$ 0.00		\$ 0.00
Technology	\$ 0.00		\$ 0.00
Transportation	\$ 0.00		\$ 0.00
Other	\$ 0.00		\$ 0.00
TOTAL ON CAMPUS MANDATORY FEES	\$ 0.00	Calculate	\$ 0.00



#### MAP On-Campus Mandatory Fees – Tab 5

- The purpose of this tab is to calculate a fee package that is typically faced by a traditional on-campus student
- Instructions on the screen ask schools to report the mandatory fees typically faced by students in a traditional 16-hour on-campus, non-distance education enrollment:
  - Enter the **TOTAL** per term and per year fee charges assessed by your institution that are required to deliver educational services to students for each term. The fee table below lists the same 11 general fee categories reported on Tab 2 and the figures reported here may be similar or identical to the overall Mandatory Fees figures reported on Tab 2, however, the fees reported on this screen should represent a mandatory fee package typically faced by a traditional on-campus student. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours.
- This additional data is being collected for the purpose of calculating a meanweighted tuition and fee rate faced by a typical on-campus student, which ISAC uses and provides to other state partners for a variety of purposes.



#### Cents vs. No Cents for MAP

- Calculated MAP awards may be split evenly between terms (cents option) or be split by whole dollar amounts (no cents option), depending on the school's preference that's been previously reported to ISAC
  - For example, if a semester school has elected to use the "cents" option, an annual award of \$7,051.00 is split evenly between terms as an award of \$3,525.50.
  - If the school chooses to use the "no cents" option, the annual award of \$7,051.00 would be \$3,525.00 for the first term and \$3,526.00 for the second term.
  - For a quarter school using the "cents" option, an annual award of \$7,051.00 is split between the terms as \$2,350.33, \$2,350.33, and \$2,350.34.
  - o If the quarter school chooses to use the "no cents" option, the annual award of \$7,051.00 would be split as \$2,350.00, \$2,350.00, and \$2,351.00.
- If your school is interested in switching to the "no cents" option or vice versa, this can be done during the budget collection process
- To change your option, please contact School Services for assistance
  - Any revisions to the cents/no cents option must be done prior to the start of the payment claim process for the upcoming award year

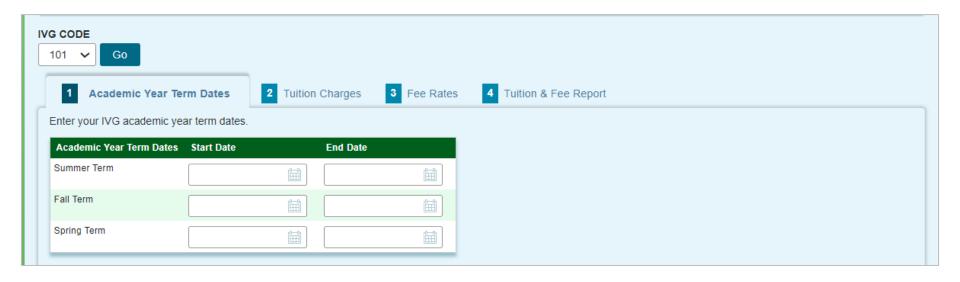


### **IVG Budget Process**

- If a school has more than one IVG code, use the IVG drop down to select the appropriate code.
  - Budget information must be reported for all codes.
- The term dates for IVG starts with the summer term then, fall and spring.
  - The summer term leads the academic year.
  - The summer term tuition & fee rates reported depends on whether the term is a trailer of the current academic year or a leader of the upcoming academic year.
- If tuition and fee rates are changing, but do not change until the fall term, report charges as follows:
  - Summer -- report current charges
  - Fall -- report charges for upcoming year
  - Spring -- report charges for upcoming year
- If tuition and fee rate changes start with the summer term, report the new budget rate for all terms.

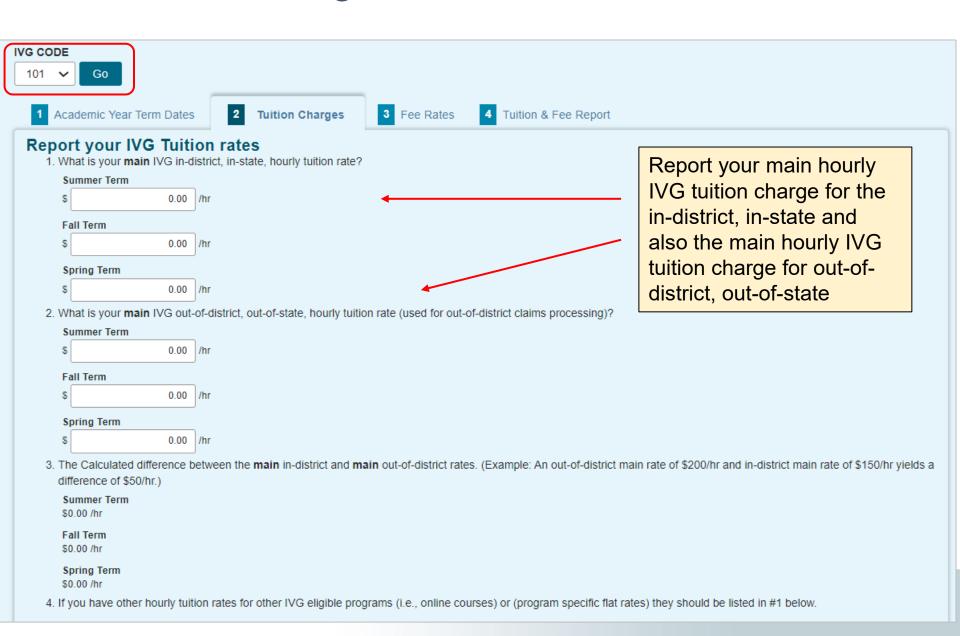


# **IVG Budget Process**





#### **IVG Tuition Charges**

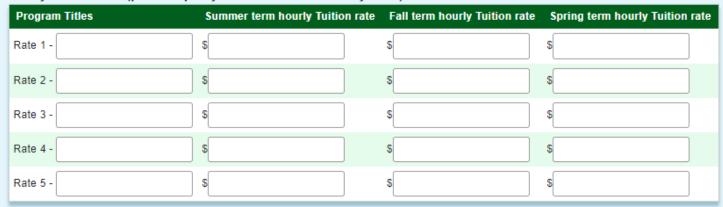


#### **IVG Tuition Charges**

4. If you have other hourly tuition rates for other IVG eligible programs (i.e., online courses) or (program specific flat rates) they should be listed in #1 below.

#### Additional IVG Rates

1. Hourly Tuition rates (please report your most common hourly rates)?

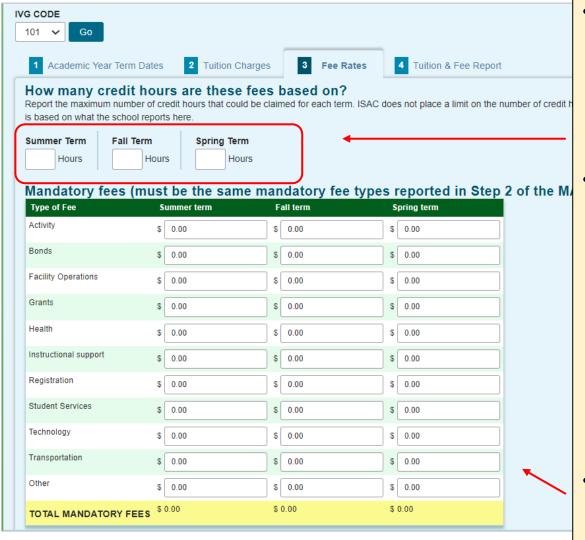


2. Flat Rate Tuition (please report your highest flat rates)





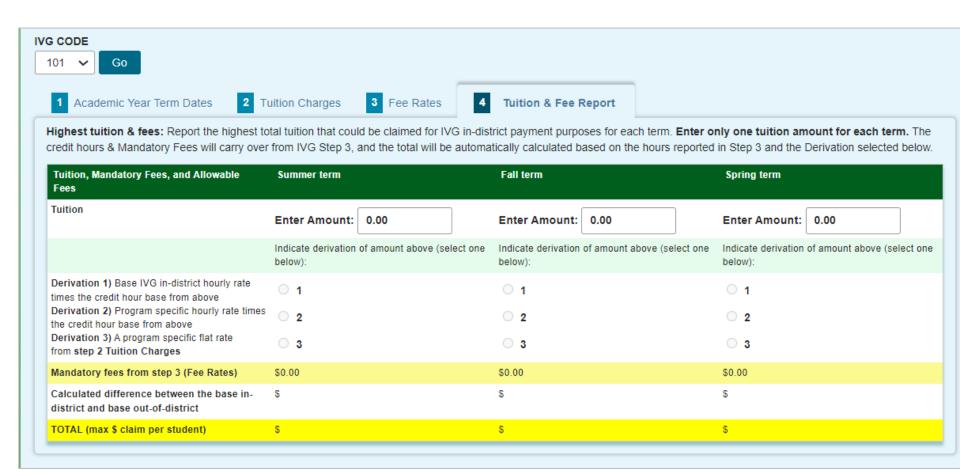
#### **IVG Mandatory Fees**



- Report the maximum number of credit hours that could be claimed for each term.
  - These credit hours will be used as part of the calculation of maximum amounts.
- ISAC does not place a limit on the number of credit hours that the fees can be based on.
  - This limitation is based on what the school reports on this screen.
  - The system maximum is 99.
  - Any claims submitted for hours greater than what the school reports here will be adjusted to the maximum reported on this screen.
- Mandatory fees reported for IVG must be the same as those reported for MAP.

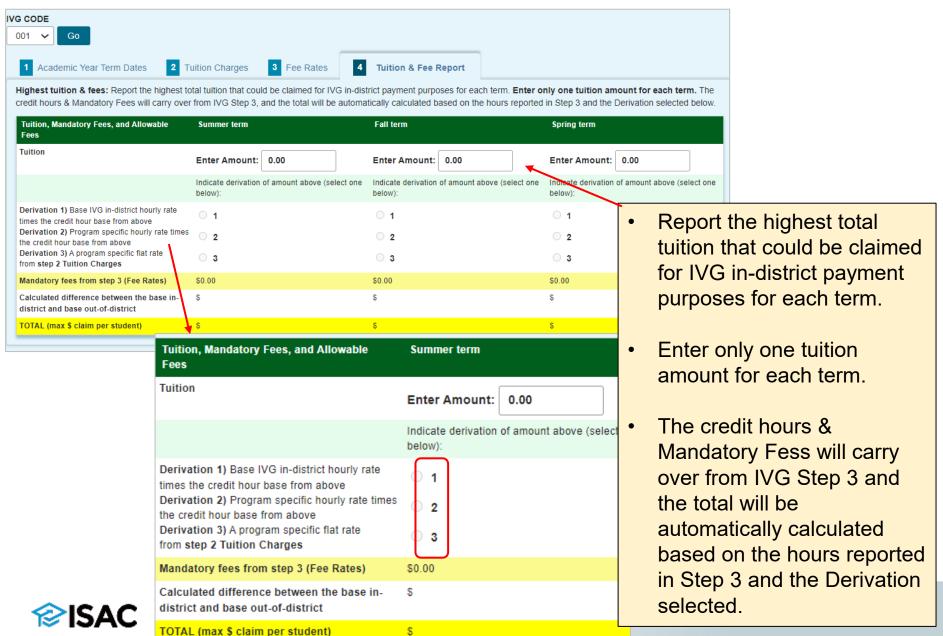


#### **IVG Tuition & Fee Report**





#### **IVG Tuition & Fee Report**

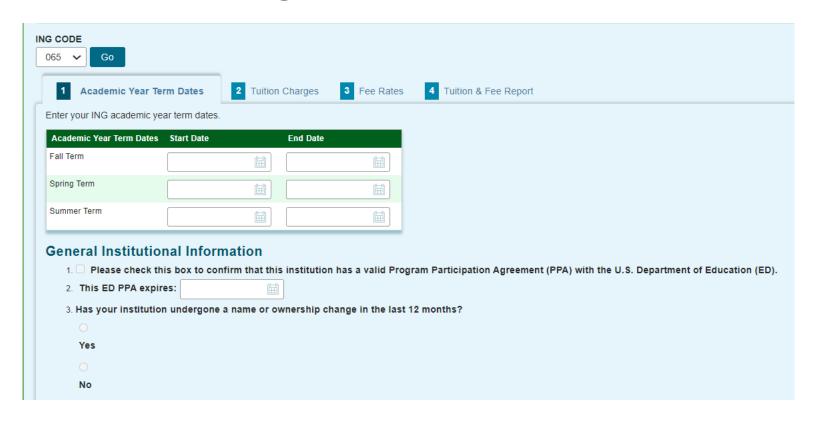


#### **ING Grant Budget Process**

- If a school has more than one ING code, use the ING drop down to select the appropriate code.
  - Budget information must be reported for all codes.
- The term dates for ING starts with the fall term, then spring and summer.
  - Summer term tuition and fee rates reported depends on whether the term is a trailer or a leader of the college's academic year.
- If tuition and fee rates are changing starting with the college's fall term, report the new charges for all terms.
- If tuition and fee rates changes start in the summer, report charges as follows:
  - Fall -- report upcoming year charges
  - Spring -- report upcoming year changes
  - Summer -- report subsequent, future year charges
- If the college reports both hourly tuition rate and a flat rate, the school will need to choose which option to use for the academic year.
  - For example, claims cannot be submitted as hourly for fall term and then flat rate for spring term.
  - An hourly rate refers to schools that charge students based on the number of semester quarter credit hour enrolled.
  - A flat rate refers to tuition or fee rates that are fixed.

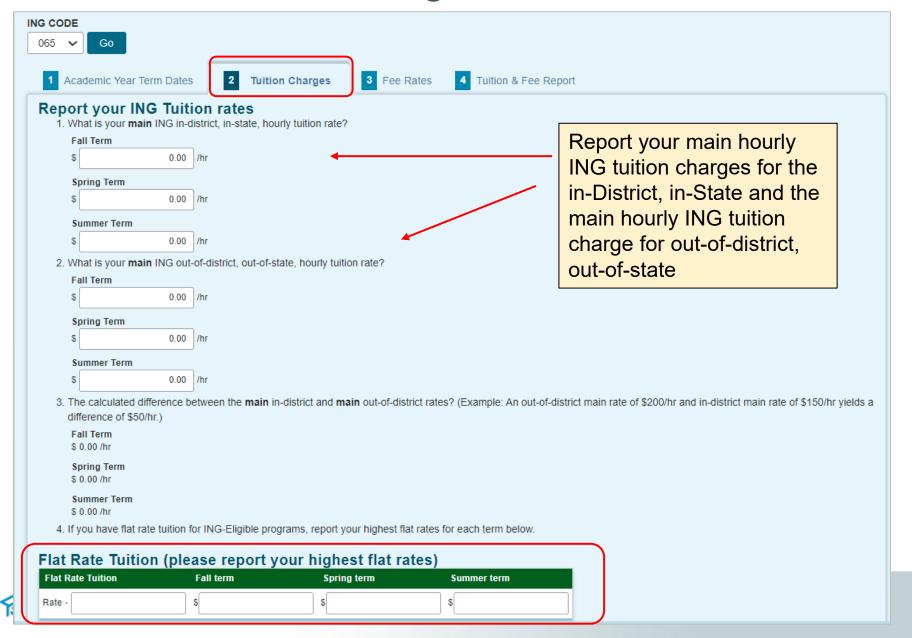


#### **ING Grant Budget Process**

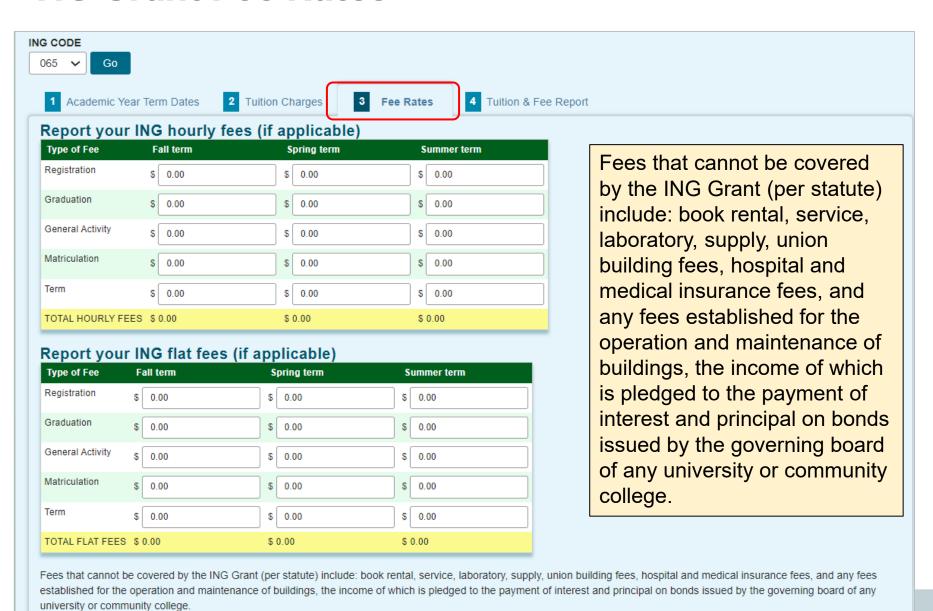




#### **ING Grant Tuition Charges**



#### **ING Grant Fee Rates**



#### **ING Grant Tuition** and Fee Report



- Report the highest hourly tuition amount of in-district and out-of-district for each term that will be claimed for ING for any one student.
- Fee rates reported in Tab 3 display in the Tuition & Fee Report Tab 4.
- The Total Highest Hourly Tuition & Fee Amount is calculated by the system.

Report the highest in-district and out-of-district ING amount expected to be claimed for each term for any one student. This amount will be used to determine the maximum amount for claims processing.

Summer term

Spring term

Highest Claim Amount Expected (for any one student) c

- Amount Expected field
  - If both hourly and flat rate tuition amounts are reported in Tab 2, the institution should determine which is the highest tuition between the rate types and report that amount for each term.

Report the highest indistrict and out-ofdistrict ING amount expected to be claimed for each term for any one student in the Highest Claim.



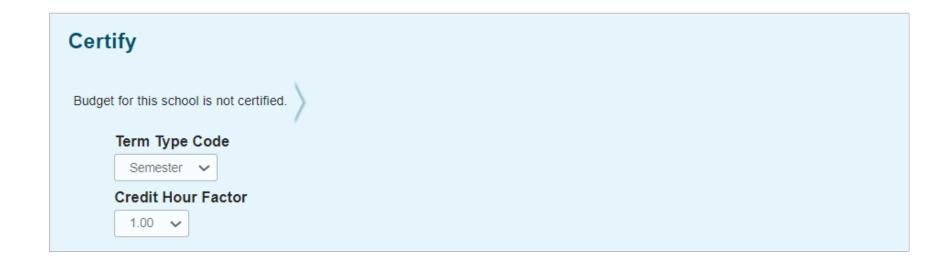
**Highest Payment Request** 

# **Certifying the Budget**

- After all budget information for all approved codes for each programs has been entered, saved and confirmed, the institution's Financial Aid Director must certify the information.
  - The Certify button will only appear for the user who has Budget Confirm privileges.
  - The Financial Aid Director is also the school's GAP Primary Administrator.
- The budget cannot be certified unless the required refund policy document has been uploaded.
- To complete the process, select the Certify button (which can be done on any page).
  - A message and the user ID will display when the budget is successfully certified.
  - Certification needs to be done only one time.
  - An error message will display if information for an approved budget code is missing.
  - Once the budget has been certified, the Certify button will no longer be accessible, and messaging will show who certified the budget and the date it was completed.
- To make corrections after a budget has been certified, contact ISAC's School Services Department.



#### **Certifying the Budget**







# Deceased, Disabled, and MIA/POW Veterans' Dependents Scholarship Program

- The budget reporting process for the Deceased, Disabled, and MIA/POW Veterans' Dependents Scholarship is administered by the Illinois Department of Veterans' Affairs (IDVA)
- Communication about when the data reporting starts will be provided by IDVA
- The data reported is similar to the IVG program
- Schools report tuition and mandatory fees
  - The definition of mandatory fees is the same as ISAC's definition of mandatory fees, except that Health Fees are not considered mandatory fees for the MIA/POW program



#### MIA/POW Code

301 **∨** Go

1 Academic Year Term Dates

2 Tuition Charges

3 Fee Rates

4 Tuition & Fee Report

#### How many credit hours are these fees based on?

1-Fall Term 18.0 Hours 2-Spring Term

3-Summer Term

#### Mandatory fees (must be the same general fee types as the Step 2 MIA/POW A fee types)

Type of Fee	Summer term	Fall term	Spring term
Activity	\$ 20.00	\$ 20.00	\$ 20.00
Bonds	\$ 30.00	\$ 30.00	\$ 30.00
Facility Operations	\$ 40.00	\$ 40.00	\$ 40.00
Grants	\$ 50.00	\$ 50.00	\$ 50.00
Health	\$		
Instructional support	\$ 60.00	\$ 60.00	\$ 60.00
Registration	\$ 70.00	\$ 70.00	\$ 70.00
Student Services	\$ 80.00	\$ 80.00	\$ 80.00
Technology	\$ 90.00	\$ 90.00	\$ 90.00
Transportation	\$ 100.00	\$ 100.00	\$ 100.00
Other	\$ 113.00	\$ 113.00	\$ 113.00
TOTAL MANDATORY FEES	\$ 653.00	\$ 653.00	\$ 653.00

Because the Health fee is not considered a mandatory fee for the MIA/POW program, data will not be collected in this field and will not be included in the total amount.

# Questions





## ISAC Contact Information for School Partners

#### **School Services Contact Information**

E-mail: isac.schoolservices@illinois.gov

Phone: 866-247-2172

Fax: 847-831-8549

#### **Partner Services Staff**

Stephanie Claudio, <u>Stephanie.Claudio@illinois.gov</u>
Kim Eck, <u>Kimberly.Eck@illinois.gov</u>
Daniela Rios, <u>Daniela.Rios@illinois.gov</u>
Sherry Schonauer, <u>Sherry.Schonauer@illinois.gov</u>

