



Grant Programs for Dependents of Police/Fire/Correctional Officers (PFC)

USER GUIDE

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Overview of Program Administration

As of the 2025-26 school year, application and payment for the Grant Programs for Dependents of Police/Fire/Correctional Officers (PFC) is completed online via the GAP Access system. For more information of program eligibility and award determination procedures, see the [PFC Program Page](#) on the ISAC website.

GAP Access Program Privileges

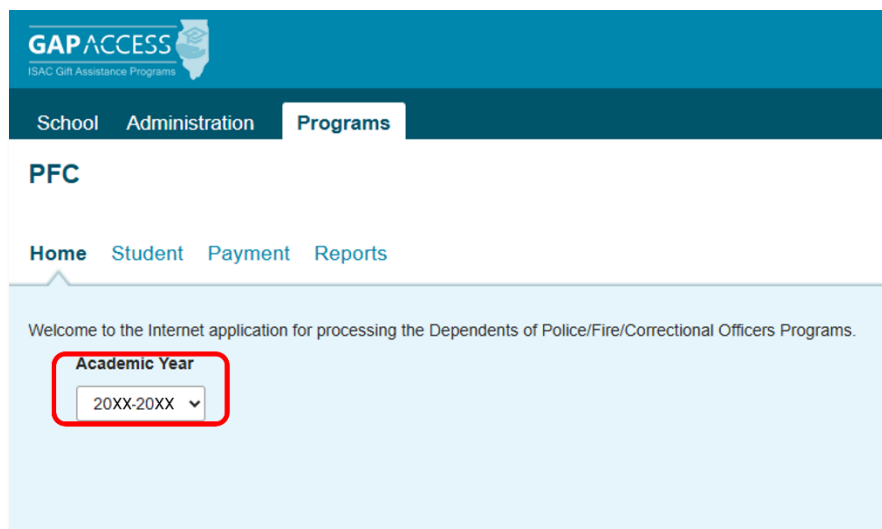
Users must have the appropriate program privileges for all applicable programs to complete the payment process. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the [GAP Access User Guide](#) for guidance on granting program privileges).

Once a user has been granted update privileges for the appropriate program, the user can log in to GAP and select the program from the “Programs” drop-down menu.



Program Navigation

Once a student is found eligible and the payment window opens, payment can be requested via the PFC program in GAP Access. From the home screen, make sure the current academic year is selected. From here, following tabs may be selected: Student, Payment, or Reports.



Student

The student screen is sorted first by term then individual. Individual students appear duplicated on this list if they qualify for PFC for multiple terms.

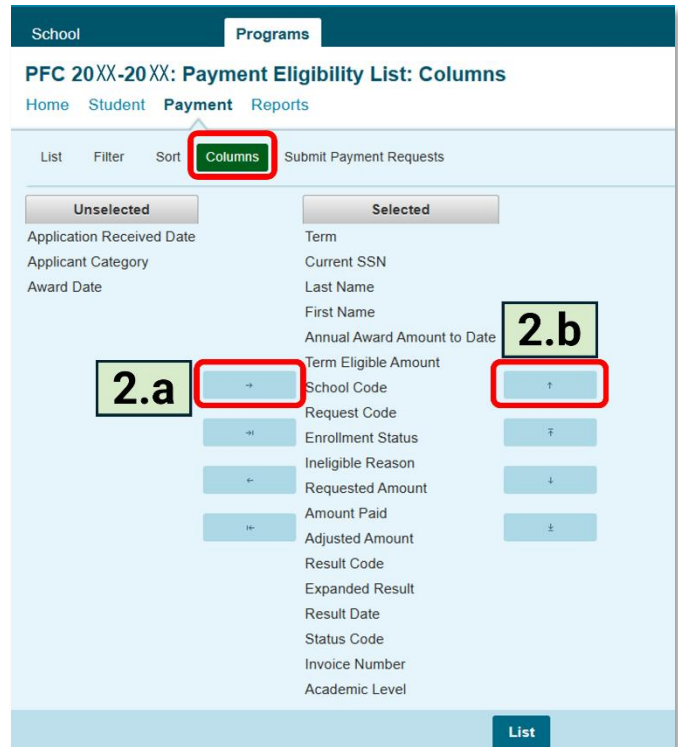
The student screen can be used to view individual students or select a group of students by clicking the box in the “Sel” column. Once students are selected, a report can be generated by clicking “View Report” or “Excel Report”.

There are several column headings with information that can be viewed from the List screen such as:

- **Annual Award Amount to Date** – displays the current total amount awarded on a per-term basis. For example, in the Fall term only the Fall award amount will be displayed.
- **Ineligible Reason** – displays if a student was marked ineligible and the reason.
- **Amount Paid** – displays the current amount the student has been paid.

To view more information on each student, use the bottom scroll bar to see all columns within the List screen. To select your preferred columns for viewing, click the Columns tab. Column types can then be moved between the “Unselected” and “Selected” groups using the arrows. To add a column to the Selected group:

1. Click on the desired column type.
2. Click the right arrow to move it to the “Selected” group.
 - a. **Single arrow** – moves the selection to the bottom of the “Selected” group and it will be seen on the far right when viewing from the List screen.
 - b. **Arrow pointing to a line** – can be used to move a selection to the top-most or bottom-most position in one click.
3. Once the desired columns are in the correct selection status, click “List” at the bottom of the screen to view.

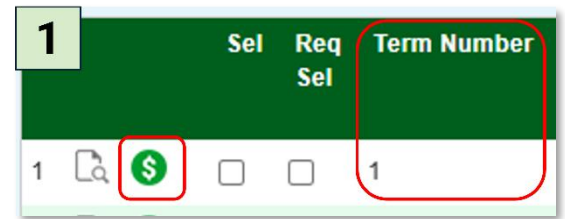


The same process above can be used to move columns to the “Unselected” group by using the arrows that point to the desired group. Columns in the “Unselected” group will not appear on the List screen.

Payment Request Entry

To request payment, complete the following:

1. From the Payment List screen, click on the green dollar sign symbol next to the student.
 - a. Note: to make sorting by term easier, select sort by term from the Filter screen.
2. After clicking the green dollar sign, the **Student Detail: Payment** screen will appear. The student’s name and SSN will be displayed at the top of the page. To request payment, each of the following sections must be completed:
 - a. **Request** – either select Payment, Cancel, Ineligible, or delete.
 - **Payment** – will submit a payment request for the requested amount upon payment submission.
 - **Cancel** – will cancel a previous request. After processing, a new request can be submitted.
 - **Ineligible** – marks student as unable to be paid. If this is selected, an ineligible reason must be provided.
 - **Delete** – removes records in U (Unpaid) status. Once a record is in S (Submitted) status, it cannot be deleted using this feature.
 - b. **Enrollment Status** – select either Full time or Half time.
 - c. **Enrollment Hours** – Enter the current number of enrollment hours. This will be used for benefit tracking purposes.
 - d. **Academic Level** – Select the student’s current academic level.
 - e. **Ineligible Reason** – If the student has been indicated as ineligible in the Request section, select one of the following:
 - Not enrolled this term
 - Defaulted Student Loan
 - Not making satisfactory academic progress
 - Enrolled less than 6 credit hours
 - Student is not accepting PFC Scholarship
 - No remaining unmet cost



f. Requested Amount – Request the desired amount for the student’s award.

- The requested amount must not exceed the tuition and mandatory fees incurred, even if the eligible award amount is higher.
- If the recipient receives other assistance targeted specifically for tuition and fees, the combined assistance shall not exceed the total tuition and fee expenses incurred by the student; if it does, the institution shall reduce one of the awards accordingly.

3. Once all the appropriate fields are completed, at the bottom of the screen click either:

- a. Save Changes** – saves the information entered; or
- b. Discard Changes** –deletes changes

2.a

Terms	1-Fall	2-Spring	4-Summer
School Code	022	022	022
Request	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Enrollment Status	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Level	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Ineligible Reason	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Term Award Amount	11713.00	0.00	0.00

2.b

Terms	1-Fall	2-Spring	4-Summer
School Code	022	022	022
Request	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Enrollment Status	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Enrollment Hours	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Academic Level	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Ineligible Reason	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Term Award Amount	11713.00	0.00	0.00

2.c

Terms	1-Fall	2-Spring	4-Summer
School Code	022	022	022
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Level	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Term Award Amount	11713.00	0.00	0.00

2.d

Terms	1-Fall	2-Spring	4-Summer
School Code	022	022	022
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Level	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Term Award Amount		0.00	0.00

2.e

Terms	1-Fall	2-Spring	4-Summer
School Code	022	022	022
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Level	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Term Award Amount		0.00	0.00
Activity Date			
Status			

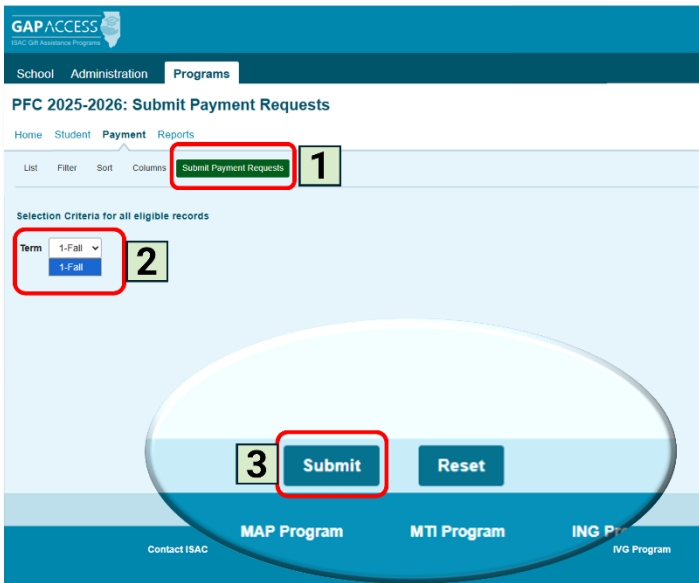
2.f

Terms	1-Fall	2-Spring	4-Summer
School Code	022	022	022
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Level	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Term Award Amount	11713.00	0.00	0.00

Submit Payment Requests

Once all payment requests are created for all students for the term, submit the payment requests from the Payment screen.

1. Select the Submit Payment Request tab.
2. Verify that the correct term is selected.
3. Click submit.
4. A line of text will appear stating the number of records submitted.



Reports

The reports tab can be used to generate specialized reports and view payment reports. After selecting a report, it can be downloaded in either a plain text file or Excel file.