

Byrd Payment Quick Reference Guide

Field	Field Definition	Field Type	Value	Rule
Roster Date	Date PRR available on My Zone	Cannot be updated	Pre-populated date the payment request is available on My Zone.	Select the appropriate roster date from the drop-down box
Academic Year	Academic Year	Cannot be updated	The current academic year displays	
SSN	Full 9-digits of the student's Social Security number	Cannot be updated	Pre-populated on the initial roster from the Application information.	
Name	Last Name, First Name and Middle Initial	Cannot be updated	Pre-populated on the initial roster from the Application information.	
Annual Payment Amount	The award defaults to \$1,020 for the 2011-12 academic year	Updateable	Must be numeric 99999.99 The award amount will be reduced if the remaining eligibility is less than a full award amount.	Reduce amount if student is ineligible or an approved exception of the full-time enrollment required is granted for the full or partial academic year.
Term	Semester School = 1S and 2S Quarter School = 1Q, 2Q and 3Q	Cannot be updated	Pre-populated based on a schools academic calendar.	
Exception Type	List of ineligible and exemption types	Updateable	Select appropriate type from the drop-down box	If the Annual Award Amount is reduced, an Exception Type must be entered for all applicable terms *
Exception Reason	List of Exception reasons	Updateable	Select appropriate reason from the drop-down box	If a Postponement, Interruption or Waiver exception type is selected, the reason drop-down box activates. A reason must be selected for each applicable term.
Voucher #	The Number of the voucher	Cannot be updated	Voucher number displays at the top of the roster after voucher is processed at ISAC.	Reference information to match with Voucher payment received from Illinois State Comptroller
Voucher Date	The date the voucher was processed	Cannot be updated	Voucher date displays at the top of the roster after voucher is processed at ISAC.	Reference information to match with Voucher payment received from Illinois State Comptroller

Byrd Payment Quick Reference Guide

Quick steps to data enter payment requests via My Zone and payment processing reminders for the Robert C. Byrd Honors Scholarship Program.

1. Access the Robert C Byrd Payment Request Rosters

- Select the Robert C. Byrd Honors Scholarship Program from the My Zone Programs selection screen.
- Select an Academic Year
- Select the Roster Date from the drop-down and press the <Go> button to display the Robert C. Byrd Honors Scholarship Eligibility Certification/Payment Request Rosters screen.

2. Enter Byrd Payment Request Rosters

- If all the students on the roster are enrolled full-time, no changes to the Annual Payment Amount are needed. Select the “Submit” button.
- The award amount will be reduced if a student’s remaining eligibility is less than a full award amount.
- If a student does not meet eligibility requirements or an exception to the full-time enrollment requirement has been approved for the full or partial academic year, reduce the Annual Award Amount. Request payment for the full academic year. Examples based on the 2011-12 full award amount of \$1,020.
 - Enrolled full-time one semester and ineligible one semester = \$510; Quarter = \$340.
 - Medical leave exception approved for first quarter and expected to be enrolled full-time in quarters 2 and 3 = \$680.
 - Full-time enrollment requirement is waived for the second semester because the student is in the last term attending half-time = \$765. The Annual Award Amount must be prorated (see the proration chart below) if a waiver is granted.
 - Does not meet eligibility requirement, Interruption, or Postponement the full academic year = \$0.
- An Exception Type (ineligibility or an approved postponement, interruption or waiver) must be entered for **all applicable terms**, if the Annual Award amount is reduced.
- The Exception Reason drop-down box will activate and a reason is required if a postponement, interruption or waiver is selected as the Exception Type. Only the reasons that apply to the exception type will appear in the exception reason drop-down box. Scroll to the right if the entire field does not display on the screen.
 - A postponement will display in the Exception Type drop-down box only if it is the student’s first year. First year students are not eligible for an Interruption or a Waiver. Eligibility will be terminated for a freshman who is not enrolled full-time or does not meet eligibility requirements unless a Postponement is approved. **New**

Byrd Payment Quick Reference Guide

awards were not announced for the 2011-12 academic year, therefore, a Postponement exception does not apply and should not be used.

- An Interruption or Waiver will display in the Exception drop-down box only for upperclassmen. A Postponement will not display in the Exception Type drop-down box if the student is an upperclassman. The Annual Award amount must be prorated if a Waiver is approved. (See chart* below)
- After data has been entered, review all entry and make corrections if necessary then select one of the options at the bottom of the roster: Reset, Save, or Submit.

3. Submit the Payment Request Roster to ISAC

- Select the <Reset> button to clear all the entry and begin again.
- Select the <Save> button if the payment request roster is only partially completed. The <Save> button allows the users to return to data entry at a later time. An error message will display if information is missing. The field of the missing information will be highlighted. Enter the missing information and select <Save> again. The error message will continue to display and the next field with errors will be highlighted until all necessary information is provided. A message will display indicating the file is saved.
- Select the <Submit> button to save and transmit a complete roster to ISAC. When the <Submit> button is selected, an error message will display and the field will be highlighted if information is missing. An error message will display until all missing information is provided. Add the missing information and press <Submit> again. A message will display prompting the user to verify the choice to submit the roster to ISAC or <Cancel> the request. Press <OK> to submit the payment request.
- When a payment request roster has been submitted, the screen can be viewed only. The <Submit> button is disabled after a payment request is submitted to ISAC. The date the roster is submitted to ISAC will display next to the name of the screen until voucher information is entered at ISAC
- Online revisions can be made only before a payment request is submitted. Contact ISAC for changes that need to be made after a request has been submitted.
- A voucher date and number will display in the header of the page and title of the page will change to Robert C. Byrd Honors Scholarship Eligibility Certification/Payment Request Roster- "Vouchered" after the voucher is processed at ISAC.

Upon receipt of funds, verify the recipient's enrollment status for the term the award was intended. If the recipient withdraws from school before the end of the academic year, the school must return to ISAC the amount of the scholarship for the semester(s) or quarter(s) during which the recipient did not attend, using the Check Return Form.

Byrd Payment Quick Reference Guide

Exceptions to Full-Time Enrollment Requirement

*Byrd Scholars must be enrolled on a full-time basis, except as noted below:

- Postponement — a new recipient may postpone enrollment up to a maximum of twelve months. Exception reasons for a postponement are family responsibilities, financial difficulties, medical problems, personal or other. Eligibility is terminated for first year students who do not meet eligibility requirements or are not enrolled full-time for the entire academic year. **Upper classmen are not eligible for a Postponement.**
- Interruption — Enrollment after the first year of study may be interrupted for up to a maximum of twelve months. Exception reasons for an Interruption are: cooperative education, study abroad, family responsibilities, financial difficulties, medical problems, or other.
- Waiver of Full-Time (FT) Enrollment — If after the first year of undergraduate study, unusual circumstances are verified by the school, the recipient may be enrolled at least half time and receive scholarship funds. Exception reasons for a waiver are: family responsibilities, financial difficulties, last term, medical problems, or other. If the full-time enrollment requirement is waived, the Byrd award is prorated according to the recipient's enrollment status (i.e., three-quarter time, halftime).

If a postponement, waiver or interruption is approved at the time a payment request is entered online, the Financial Aid Administrator must provide an exception type and reason, confirming that the school is aware of the Byrd Scholar's situation

Award Amount Proration (The full Annual Award Amount for 2011-12 is \$1,020)

*The Annual Award Amount must be prorated when a waiver of the full-time enrollment requirement is approved. Proration is calculated based on a student's enrollment status in each term [e.g., if a student at a semester school is full time one term and half time one term, the annual award amount should be adjusted to \$765 (\$510 + \$255)].

Enrollment Status	Semesters	Quarters
Full time = 12 or more credit hours	\$510	\$340
Three-Quarter Time = 9-11 credit hours	\$382.50	\$255
Half time = 6-8 credit hours	\$255	\$170

Note: A scholar is not eligible to receive scholarship funds during periods of postponement or interruption. Scholarship funds that would have been awarded to the scholar during that time period can be awarded during a subsequent period of undergraduate enrollment. If the postponement, interruption or waiver of the full-time enrollment requirement exceeds

Byrd Payment Quick Reference Guide

twelve months, scholarship funding is terminated. Eligibility will also be terminated if a new recipient is enrolled, but does not meet the continuing eligibility requirements during their first year.

Suspended Eligibility

If the recipient does not meet continuing eligibility requirements within the award year, scholarship funds will be suspended. The scholar may not receive scholarship funds during the period of suspension. Scholarship funds suspended in an award year cannot be awarded to the scholar during a subsequent period of enrollment at any institution. Eligibility for a scholarship is terminated when the **total** of suspension periods exceeds 12 months.