

ING - Initial Payment Request Quick Reference Guide

Reminder: Out-of-district tuition can be requested only if an in-district claim is requested at the same time or has already been paid for that same term. Mandatory and optional fields, including the comment field, should be left blank for students who are not enrolled.

Field	Field Definition	Field Type	Value	Rule
Name	Last Name, First Name and Middle Initial	Cannot be updated	Pre-populated on the initial roster for each term from the ING application	
SSN	Full 9-digits of the student's Social Security number	Cannot be updated	Pre-populated on the initial roster for each term from the ING application	
Restrictions	If "NONE" is displayed, the applicant is eligible to be paid for the full academic year (or applicable period based on the application date). If the Department of Military Affairs in Illinois (DMAIL) has indicated that restrictions apply, the "Until" date denotes the last day the applicant is qualified to be paid and the "After" date denotes the date from which payment can start.	Cannot be updated	Pre-populated from certification from IDMA	
In-district Tuition	Total amount of in-state/in-district tuition (as provided for the applicable academic year as part of the Budget Reporting process) for which the student is eligible according to the credit and noncredit hours enrolled. If a date appears in the Restrictions column, prorate the amount according to the number of days in the term for which the student is eligible for the grant	Mandatory	Must be numeric 99999.99	The In-District tuition field must be completed for all enrolled students listed on a payment request roster (initial roster and a supplemental payment request roster).
OOD Tuition	Amount of out-of-district tuition (as provided for the applicable academic year as part of the Budget Reporting process) for which the student may be eligible according to the credit/noncredit hours enrolled. If a date appears in the Restrictions column of the ING Payment Roster or the Supplemental Payment Roster, prorate the amount according to the number of days in the term for which the student is eligible for the grant.	Optional	Must be numeric 99999.99	If applicable, Out-of-District Tuition must be included on the payment request for the term. An OOD claim can be made only if an In-District claim is requested at the same time or has already been paid for that same term.

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Field	Field Definition	Field Type	Value	Rule
Activity Fee	The amount of activity fee only, for which the student is eligible according to the credit and noncredit hours enrolled.	Optional	Must be numeric 99999.99	Leave blank if student is not enrolled.
Eligible Fees	The amount of other allowable fees (registration, matriculation, term and graduation) for which the student is eligible according to the credit and noncredit hours enrolled.	Optional	Must be numeric 99999.99	Leave blank if student is not enrolled.
Total Dollars	The system calculated total amount claimed for the student (Tuition + Out-of-District Tuition + Activity fee + Eligible Fees) and compared to the amount submitted on the annual budget.	System Calculated, Cannot be updated	The total amount will display as a numeric number 99999.99	If the Total dollars field is incorrect, modify one of the updateable dollar fields and press the <Save> button to recalculate the Total Dollars
Total Hours	The total number of credit and noncredit hours the student is enrolled.	Mandatory	XX.XX	The Total Hours field must be completed for all enrolled students listed on a payment request roster (initial roster and a supplemental payment request roster).
Comments	Used to provide additional information to ISAC	Optional	Up to 15 characters	Leave blank if student is not enrolled.
Reject Reason	The reason a claim on the initial payment roster is rejected	Cannot be updated. ISAC Only	The reject reason displays after it is entered by ISAC. The payment claim information blanks out when a reject reason displays.	The payment claim information does appear when the reject reason indicates that 120 units have been reached.