

ING – Supplemental 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.

| Field | Field Definition | Field Type | Value | Rule |
|---------------------|--|--|--|---|
| Name | Last Name, First Name and Middle Initial | Mandatory | | Characters A to Z, spaces, apostrophes and hyphen |
| SSN | Full 9-digits of the student's Social Security number | Mandatory | | Must be 9 digits SSN |
| Restrictions | If "NONE" is displayed on the initial roster, 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. | Mandatory if a Restriction is on the Initial Payment Roster or the Announcement Roster | The restrictions can be obtained from the initial roster if the student was listed on the initial roster for the term. | If the student is an additional claim, (was not included on the initial roster for the term), the college must confirm eligibility and obtain restrictions from an Announcement Roster. |
| 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 on the initial roster, 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). |

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| 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 initial 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. |
| 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 | . |
| 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 | . |
| 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 | 99.99 | The Total Hours field must be completed for all students on a supplemental payment request roster. |

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| Comments | Used to provide additional information to ISAC. | Mandatory only when an Increase or Decrease Adjustment Type is selected. | Up to 15 characters | A comment is mandatory if the Adjustment Type is an Increase or Decrease. The previous amount paid must be provided in the comment column. An error box will display if the school tries to submit a Supplemental claim without a comment. e.g., Prev. pd \$100 |
| Adjustment Type | The reason a supplemental payment request is being submitted. | Mandatory | Select one of the reasons from the Adjustment Type drop-down box | <p>New/Initial request</p> <ul style="list-style-type: none"> Claim is new or a correction to a previously 'rejected' claim. <p>ADJ Hrs Only</p> <ul style="list-style-type: none"> Increase or decrease hours only; no change to the previously requested amount(s). <p>Increase</p> <ul style="list-style-type: none"> Enter the full amount for the term. (e.g., initially, requested \$100. Enter \$200 to request an increase of \$100) <p>Decrease</p> <ul style="list-style-type: none"> Enter the full amount for the term. (e.g., initially requested \$100. Enter \$90 to request a decrease of \$10.) <p>Full Cancellation</p> <ul style="list-style-type: none"> Cancels the entire award request. |
| 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. |