

October 6, 2004

Dear Colleague:

Enclosed please find a copy of the payment voucher and a *Payment Authorization Roster* for students whom payment was authorized at your institution for the 2004-05 academic year for the Merit Recognition Scholarship (MRS) program. **In an effort to streamline payment processing, ISAC has taken an initiative to modify the *Payment Authorization Roster*.** The roster will now reflect the actual term for the student in which your school requested payment. This change will result in a single roster per term, eliminating multiple rosters for the same term. Please use this information to reconcile your records with payment received from the Comptroller or the Illinois Public Treasurer's Investment Pool (IPTIP).

Visit the Comptroller's Web page at [www.ioc.state.il.us](http://www.ioc.state.il.us) to check on the status of your institution's payment, but allow six to eight weeks for the payment to arrive

Included in this mailing is an *Illinois Student Assistance Commission Scholarships & Grant Program Check Return Form*. This form is also available through College Zone at [collegezone.com](http://collegezone.com). Click on the FAA Zone button at the top of the home page, and then access ISAC's Gift Assistance Programs from the left-hand menu. Select "Refunds and Unpaid Claims" from the left-hand menu. The *Illinois Student Assistance Commission Scholarships & Grant Program Check Return Form* can be found in the "returning Funds" from the right side. Please use this form if your institution is submitting a refund check to ISAC to ensure that refunds are credited to the proper school and student account.

### Questions?

If you have any questions concerning this letter or any of the enclosures, do not hesitate to contact ISAC at [schoolservices@isac.org](mailto:schoolservices@isac.org) or call a School Services Representative at 866.247.2172. You will also want to visit the ISAC Gift Assistance Programs section of the **FAA Zone** at [collegezone.com](http://collegezone.com) for complete program information, instructions, forms, and eligibility requirements for this program, as well as information concerning all of ISAC's gift assistance programs.

School Services Department  
Illinois Student Assistance Commission

Enclosure(s)