



Illinois
Student
Assistance
Commission

2013-2014 Monetary Award Program Budget Packet

You must complete this packet and return it to ISAC by June 1, 2013 in order for your institution to participate in the Monetary Award Program.

Step 1

Review the general information in the **Info** section and read the following text to understand the budget packet process.

What you will do:

- ▶ Step 2- Provide your institutional and contact information.
- ▶ Step 3- Provide your institution's term dates and tuition refund policy.
- ▶ Step 4- Complete the Monetary Award Program (MAP) section.
- ▶ Step 5- Certify the information you have provided.
- ▶ Step 6- Return the packet to ISAC.



General Information

1. **Packet submission-** This budget packet should be completed with tuition and/or fee amounts and **submitted to ISAC on or before June 1st 2013**. If your school will not finalize 2013-14 tuition and fee charges by June 1, 2013, a written explanation stating that the institution's governing board has not finalized budget figures must accompany the Budget Packet and be signed by the Financial Aid Director. If any tuition and fee increases reported by the June 1st deadline are not adopted at the amounts reported in the Budget Packet, the Financial Aid Director must immediately contact ISAC's School Services Department with accurate figures. ISAC must have any corrected figures tuition and fee figures by August 1, 2013.
2. **Tuition Refund Policy-** All institutions must provide a copy (either by hard-copy mailing or by e-mail) of their 2013-14 tuition refund policy. ISAC review of an institution's tuition refund policy shall not be considered approval of any such policies. Please refer to the ISAC Rules, Section 2700.30(d) regarding this requirement.
3. **Additional Help-** Instructions to complete each section of this budget packet, as well as Frequently Asked Questions, can be found in the Budget Reporting option of the Processes area at isac.org (click the FAAs Quick Link near the bottom of the page).
4. **Use of this Information-** 2013-14 tuition and mandatory fees are not being used in the 2013-14 MAP Start-up formula. This information must be gathered per ISAC Rules, Section 2700.30(e), as well as for planning purposes.
5. **16 Hour Budget for MAP-** All postsecondary schools will provide 2013-14 tuition and mandatory fee figures based on a 16 hour enrollment budget. Report the highest tuition and fee rate that you would claim for MAP payment purposes.
6. **Term Date Information-** For MAP, the term dates allow ISAC to better manage the payment process for this program by assisting schools to adhere to the rule which permits schools to submit payment requests beginning 10 days prior to the start of classes for each term, but not earlier [ISAC Rules, Section, 2735.40(1)(3)]. The dates also provide the data needed by ISAC to assist institutions with the year-end refund return process, as well as helping institutions to identify the date by which an independent student must have resided in Illinois in order to receive a MAP grant (ISAC Rules, Section, 2700.20).
7. **Contact Information-** The required name and contact information listed in Step 2 will not be provided to students. If your school has additional assigned staff that deal with a specific area of service (i.e., eligibility and entitlements, Financial Aid Office, payment requests and rosters, Bursar's Office, receipt of vouchers, etc.), please use additional sheets to provide that information to ISAC. Feel free to duplicate the contact page and modify it as needed for these additional contacts.

Step 2

Provide your institutional and contact information.

1. What is the name of your institution? _____
2. What is your MAP code? _____
3. Who is your MAP contact?

Name			
Title			
Phone		Fax	
E-mail			

4. Who is your university President?

Name			
Title			
Phone		Fax	
E-mail			

Step
3

Provide your school year and term dates and refund policy information.

1. 2013-14 Regular School Year Start Date: _____ / _____ / _____

2. Enter your MAP academic year term dates

Regular School Year Term Dates	2013-14 Start date	2013-14 End date
1 st Term	/ /	/ /
2 nd Term	/ /	/ /
3 rd term	/ /	/ /

3. Include your institution's 2013-14 tuition refund policy

Attach to this packet or send separately (either by hard-copy mailing, fax, or e-mail) a copy of your institution's 2013-14 tuition refund policy. A copy of the 2013-14 tuition and fee schedule is also requested.

Step 4

Complete the Monetary Award Program (MAP) section.

MAP Info

Read the MAP Info section below to ensure you are reporting the correct information.

1. **Mandatory Fees-** The fee table in Step 4A lists ten general fee categories. Using these fee categories as a guide, please enter the TOTAL per term and per year fee amounts charged to every full-time undergraduate student in the 2013-14 MAP Tuition and Mandatory Fee Report on page 7 of this budget packet. The MAP Budget Packet Instructions available at <http://www.isac.org/faas/processes/budget-reporting-map-ivg-and-ing/map-budget-packet-instructions.html> summarize the ISAC administrative rules requirements for eligible fees and provide a chart with examples of possible mandatory fee charges for your reference in calculating your institution's 2013-14 mandatory fee charges. Remember: mandatory fees are charges assessed by an institution to each and every full-time student for each term. Application, graduation, laboratory, breakage, add/drop fees, and program administration fees for out-of-state or foreign study are specifically excluded.
2. **Tuition charges-** Enter the In-district and In-State tuition charged for the 2013-14 Regular School Year based on 16 credit hours per term in the table in Step 4B. Transfer the mandatory fees reported in Step 4A to table in Step 4B. **Report the highest tuition and fee rate that you would claim for MAP payment purposes in the last line of the table.**
3. **Room and Board-** A single cost of living allowance, estimated at \$4,875, will be part of the start-up formula for the 2013-14 Monetary Award Program. Actual room and board figures are not used as part of award processing. An average of the room and board figures by sector as reported in this packet, however, are used for various purposes to characterize the cost of attendance at Illinois schools.
4. **Regular School Year-** Tuition and fee information is for the regular school year, which does not include summer terms.



MAP Tuition and Fee Report

Institution: _____ MAP Code _____

1. Report tuition and mandatory fees.

Tuition and fees based on 16 hours	Per term based on 16 hours per term	Multiply by 2 or 3	Maximum charge for a two or three term regular school year (32 hours)
2013-2014 Tuition (In-district, in-state only)	\$	Multiply by two or three unless tuition is a flat amount or a one term only charge	\$
Mandatory fees Transfer from MAP A	\$		\$
Total tuition and mandatory fees	\$		\$



Room and board charges.

1. Report room and board charges, if applicable.

<p>If dormitory facilities are available for more than 20% of the school's students, indicate the combined average Room and Board Rate for the regular school year based on full occupancy.</p>	
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Step 5

Certify the Information you have provided.

Certify the information being submitted in this packet. This must be done by the director of financial aid at your institution:

I certify that all the information reported in this 2013-14 MAP Budget Packet is true and correct and that ISAC will be notified of any changes.

Signature Date

Name: _____

Title _____

Phone _____

Fax _____

E-mail _____

Step 6

Return this completed packet.

You may e-mail, fax, or mail your completed packet to ISAC.

E-mail it: From the e-mail address of the financial aid director to: isac.schoolservices@isac.illinois.gov

Fax it to: 847.831.8327

Mail it to: Illinois Student Assistance Commission
Attention: School Services Department
1755 Lake Cook Road
Deerfield, IL 60015

Contact: 866.247.2172 (toll free)