



State of Wisconsin Higher Educational Aids Board

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Monthly Memo December 2025

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HEAB wishes you a wonderful holiday season and best wishes in 2026!

While the HEAB office will be open, please note that the HEAB team will be working limited hours from December 22, 2025, to January 2, 2026, as we take time to recharge with family and friends. We appreciate your understanding and look forward to connecting with you in the New Year!

Sherrie Nelson, HEAB Policy Advisor, has Retired!

After 39 years of tireless service to the financial aid community, Sherrie retired on November 26th. HEAB wishes Sherrie all the best in her retirement. Please send any program communications to the [corresponding Grant Specialist](#). All other questions can go to the general HEAB email (HEABmail@wisconsin.gov). HEAB anticipates filling the position in the Spring.

GLASS

We have provided additional resources on the HEAB website for the GLASS system. Please look in the drop-down menu under the "For Administrators" tab, and then you will see the "GLASS Resources" section. It contains General Information, System Access, and File Layouts. Please check the [Glass Resources page on our website](#), as it will be regularly updated.

HEAB is working hard to bring loan functionality to the GLASS system. We anticipate loan implementation in the timeframe of mid-February. More details will be shared as they become available.

Certification

Effective immediately, we have opened the dates on GLASS so that you may certify students as enrolled, or mark them as not enrolled, for **all terms** of the 2025-2026 Academic Year [Fall, Winter for trimester schools, Spring, and Summer as applicable].

You will see the term awards on their own lines, so depending on your operational schedule, you will see: Fall, Winter, Spring, or Fall, Spring for the Wisconsin Grant awards. Each term must be marked separately.

2026 GLASS Training Schedule

Q & A Open Sessions

Wednesday, January 14, 2026	1:00-1:30 pm
Monday, January 26, 2026	1:00-1:30 pm
Wednesday, February 11, 2026	1:00-1:30 pm
Monday, February 23, 2026	1:00-1:30 pm
Wednesday, March 11, 2026	1:00-1:30 pm
Monday, March 23, 2026	1:00-1:30 pm

Loan Training

To be announced

Training invitations are emailed to all GLASS authorized users. If you have not received an invitation to a training and would like to join, please email Elizabeth.misel@wisconsin.gov to be added to the mailing list.

If you need additional training after you have attended HEAB's group GLASS training sessions, you can schedule a one-on-one training session for your college. To request this, please email Barbara.moermond@wisconsin.gov.

Pro-ration and rounding of Wisconsin Grant awards

A student who is enrolled full-time (12 credits) will receive a full award; $\frac{3}{4}$ time (9-11 credits) will receive 75% of the award; half time (6-8 credits) will receive 50% of the award; or less than half time (5 credits or less) will receive 25% of the award. We do not break the awards out with cents, so when an award is divided between the two semesters, the higher amount of the award goes to the first semester and the lower amount goes to the second semester, i.e., if the full award is \$3,051, the award will be divided between the first semester \$1,526 and the second semester \$1,525.

AES/TES Certification

Currently, schools can't certify AES/TES students who have not filed a FAFSA by using the download/upload file or the institution-initiated file because the uploads need an SAI. Our partner is working on a fix for this so that the field is ignored by AES and TES lines and we will let you know when it has been deployed. In the meantime, if necessary, AES/TES students can be certified manually online.

Second Semester Vouchering

Standard two-term schools have a second semester start date of January 20, 2026. Request Payments may be submitted starting **January 12, 2026**. If your operating schedule is not the standard two terms, please check your Institutional Information under Edit Institution in GLASS for your start date. You may begin requesting funds for the second semester eight days before the start of the second term.

Non-resident ISIRs

We are still unable to request non-resident ISIRs from the FAFSA Partner Portal, but we started receiving non-resident ISIRs on April 22, 2025. If you have students who filed their FAFSA before that date and they aren't on GLASS, you can either submit them for matching or make a small change to the street address, e.g., Rd. to Road; both options produce a new transaction.

New Refund Process

1. Unclaimed or refunded money should be returned to HEAB by check.
2. Digital refund lists [.csv or .xlsx] must be sent to HEAB at the **same time** the student information is sent to the business or bursar's office for the check to be issued.
3. Refund lists may be submitted via secure email on the secure HEAB site using the **Refunds Due Report** from GLASS.
4. When a returned amount for a student does not match what GLASS reports at the time of processing, that amount will be returned to the school so the accurate dollar amount will be refunded for the student.
5. If HEAB does not have a digital list to match a received refund check, the check will be securely shredded, and the school will be informed.

Please visit our website under Processing Schedule for the full [Refund Policy](#).

Nursing Student Loan update

For 2025-26, the Wisconsin Nursing Student Loan (NSL) program awarding process transitioned from a school allocation system. Funds are provided on a first come-first served basis, and no funds will be held. Provided below is the current usage of the 2025-26 fund and the approximate number of maximum awards remaining.

2025-26 NSL

Total Available: \$445,500

Awarded: \$203,958 (46%)

Remaining: \$241,542 (54%)

Approximate Number of \$3,000 awards: 80

If you have any questions or need help, please contact peter.zammuto@wisconsin.gov.

Processing Schedule

We will continue to run grant vouchers on Tuesdays and Fridays. We will be processing the loan programs separately on Wednesdays. Once the loan programs are in GLASS, the loan programs will be part of the normal processing on Tuesdays and Fridays.

Voucher Processing

Tuesdays and Fridays for payments requested by noon.

December 16, 19 (last for 2025)

January (resume) 13, 16, 20, 23, 27, and 30.

Special Vouchers (for loan programs)

Processed weekly on Wednesdays.

December 17 (last for 2025)

Requests for 2nd term loan vouchering can be sent immediately. Requests will be processed starting the week of January 12th. Send loan voucher requests directly to the loan program administrator.

Prior to sending the request, please make sure to check each student is meeting satisfactory academic progress (SAP) and is still enrolled in the appropriate program at your institution.

For: Minority Teacher Loan, Dental Scholarship Program

Contact: Joy.Dyer@wisconsin.gov

For: Nursing Student Loan, Nurse Educator Program, Teacher Loan Program, Teacher of the Visually Impaired

Contact: Peter.Zammuto@wisconsin.gov

- 1) Send an email to the loan program administrator with each student's last name, the disbursement amount and the last four digits of their social security number.
or
- 2) Send an email to the loan program administrator via the HEAB secure server including each student's name, disbursement amount and social security number. Remember to include your contact information when sending an email via the HEAB secure server.

Please check our [website calendar](#) for the most current processing schedule updates.

Grant Updates

25-26 committed as of December 8, 2025

	<u>Current</u>	<u>This Time Last Year</u>
Wisconsin Grant – Private, non-profit		
Committed	93.33%	139.88%
<i>Spent</i>	44.32%	52.19%
Wisconsin Grant - Tribal		
Committed	101.92%	138.67%
<i>Spent</i>	32.88%	51.89%
Wisconsin Grant – UW		
Committed	132.40%	182.31%
<i>Spent</i>	50.48%	54.56%
Wisconsin Grant – Technical		
Committed	133.10%	189.69%
<i>Spent</i>	40.80%	50.85%

Upcoming Events

Scheduled HEAB board meetings

Friday, February 20, 2026

Friday, April 17, 2026

Friday, July 24, 2026

If you have any questions, concerns or comments, please contact Tammie DeVoght Blaney at (608) 267-2206 or tammie.devooght@wisconsin.gov. Thank you!