



# State of Wisconsin Higher Educational Aids Board

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**Tony Evers**  
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## Monthly Memo September 2025

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### Update on 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.

<https://heab.state.wi.us/glassresources.html> Please check the website as it will be regularly updated.

### 2025 GLASS Training Schedule

Wednesday, September 24    Open Question & Answer session

- 1:00 pm

Monday, October 6                    Open Question & Answer session

- 1:00 pm

Wednesday, October 22            Open Question & Answer session

- 1:00 pm

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](mailto:Elizabeth.misel@wisconsin.gov) to be added to the 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](mailto: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.

## **Certification of Awards**

You may begin certifying your students on August 1, 2025. When certifying, please use **UPPER-CASE LETTERS** for certification, SAP, and enrollment level. Have your students certified with enrollment information by **September 22**. You can change the certification after September 22 if needed.

## **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 for 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.

## **First semester Vouchering**

Please have the bulk of your requests for the first semester vouchering by **November 14**. This will help us, and you anticipate spending it for the second semester.

## **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.

## **Refunds**

Please get your refunds in. When sending in your refunds, **please include the list of students being refunded, both as a paper copy and an electronic file**. To safely send HEAB your refund spreadsheet, please go to the [HEAB website](#), to the **Administrator** tab, under **Processing Schedule**, at the bottom of the calendar, you will find the **Voucher Instructions**. The Voucher Instructions will show you how to log into the secure site to send sensitive student data.

## **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.

September 2, 5, 9, 12, 16, 19, 23, 26, and 30.

October 7, 10, 14, 17, 21, 24, 28, and 31

### **Special Vouchers (for loan programs)**

Processed weekly on Wednesdays.

September 3, 10, 17, and 24.

October 1, 8, 15, 22, and 29.

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

## **Upcoming Events**

### **Scheduled HEAB board meetings:**

Wednesday, November 5, 2025 \*\* note date change

Friday, February 20, 2026

Friday, April 17, 2026

Friday, July 24, 2026

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