



State of Wisconsin Higher Educational Aids Board

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Monthly Memo February 2026

In this issue:

- Policy Advisor Position
- Update on Grants, Loans, and Scholarship System (GLASS)
- Loans update
- Certification
- GLASS Training Schedule
- GLASS Listening Sessions with Goldbridge Partners Inc
- HEAB Feedback Survey
- Contact Information in GLASS
- Pro-ration and rounding of Wisconsin Grant awards
- AES/TES certification
- Non-resident ISIRs
- Refunds
- Processing Schedule
- Nursing Student Loan Update
- Grant Updates – 25-26 Committed and Spent
- Upcoming Events

Policy Advisor Position

Here is the link to the Policy Advisor job announcement:

<https://wisc.jobs/Pages/SearchResults.aspx?keywords=20010> . This posting will be open until 11:59 pm, Wednesday, March 4th. If applicants are **current employees of the state**, they should apply through the Careers page in Employee Self Service (ESS).

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.

LOANS

HEAB is working with its vendor partner to bring loan functionality to GLASS. ***The GLASS system will not be available starting near end of day Friday, February 27th. An email will be sent that day to alert when GLASS is no longer accessible. HEAB anticipates the GLASS system to be available again on Monday, March 2nd sometime in the afternoon.*** Another email will be sent that afternoon alerting you to its accessibility. Please plan accordingly.

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

GLASS updates with Open Q & A Open Sessions

Wednesday, March 11, 2026	1:00-1:30 pm
Monday, March 23, 2026	1:00-1:30 pm
Wednesday, April 8, 2026	1:00-1:30 pm
Monday, April 20, 2026	1:00-1:30 pm

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.

GLASS Listening Sessions with Goldbridge Partners Inc

Goldbridge Partners Inc, the company we contracted with to create the GLASS System, the Department of Administration, and HEAB will host two listening sessions for FA administrators. Please try to attend both, as the first session will take questions and ask for feedback, the second session will answer questions and provide insight on the feedback.

Wednesday, March 4, 2026	11:00 am -12:00 pm Central
Monday, March 30, 2026	11:00 am -12:00 pm Central

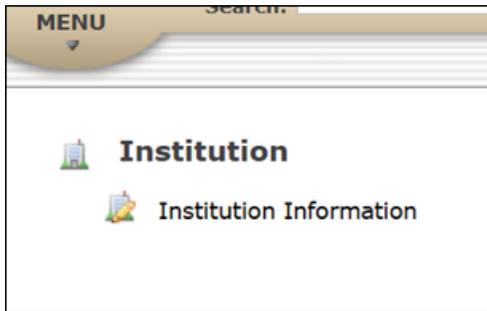
HEAB Feedback Survey

Your participation is requested! HEAB is sending a survey to get feedback from our financial aid partners about participation with GLASS. Responses are anonymous. Please share your feedback, successes, challenges, questions and comments.

Contact Information in GLASS

We are transitioning to use only the contact information you have entered in GLASS. We will include the new Contacts Policy in the next Monthly Memo.

Please update your school's contact information in the Notification section of the Contact Information section of your Edit Institution screen. See GLASS screenshots below:



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.

Non-resident ISIRs

We are 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](#).

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.
March 3, 6, 10, 13, 17, 20, 24, 27, and 31.

April 3, 7, 10, 14, 17, 21, 24, and 28.
May 1

Special Vouchers (for loan programs)

Due to the GLASS Loan update, HEAB will not be processing loan vouchers the week of February 23rd thru March 6th.

Requests for 2nd term loan vouchering can be sent immediately. 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.

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: \$238,208 (53%)

Remaining: \$207,292 (47%)

Approximate Number of \$3,000 awards: 69

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

Grant Updates

25-26 committed as of February 23, 2026

	<u>Current</u>	<u>This Time Last Year</u>
<i>Wisconsin Grant – Private, non-profit</i>		
Committed	86.28%	155.76%
Spent	89.59%	93.07%
<i>Wisconsin Grant - Tribal</i>		
Committed	105.16%	154.55%
Spent	53.51%	68.14%
<i>Wisconsin Grant – UW</i>		
Committed	123.96%	124.45%
Spent	87.55%	91.18%
<i>Wisconsin Grant – Technical</i>		
Committed	113.81%	188.07%
Spent	71.67%	100.05%

Upcoming Events

Scheduled HEAB board meetings:

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. Thank you!