

MANAGING YOUR PROMISE PROGRAM



INITIAL DATA

- Application Process
- Data Sharing
- Release Form
- Eligibility Communication
- ...

SCHOLARSHIP PAYMENT

- Eligibility Determination
- Award Amount Calculation
- Payment
- Tracking – Payments, Adjustments, Refunds
- Communication – Schools, Students, Internal
- ...

PROGRESS TRACKING

- Continuing Eligibility
- Credential Attainment
- Communication
- ...

ADMINISTRATIVE REPORTING

- Students Funded
- Amounts Awarded
- Demographic Breakdowns
- ...

OUTCOME REPORTING

- High School Graduation Rates
- Persistence/Retention
- College Readiness
- Achievement Gap
- ...

Managing Your Promise Program

This document is intended to serve as an idea-generating tool to help your program identify tasks and processes most frequently associated with program management. How is your program managing these daily tasks? eScholarship is a cloud-based, complete Scholarship and Tuition management solution, based on the best practices of programs across the country. With built-in automation, eScholarship alleviates many of your most time-consuming and daunting tasks.

eScholarship Program Management Features

INITIAL DATA	
Applications	<p>Customized Applications</p> <ul style="list-style-type: none"> • Custom Applications can be embedded into your program’s website, or as a feature in your Student Portal within eScholarship. • Applications within the Student Portal are pre-loaded with any existing data in eScholarship.
Data Sharing	<p>Importing Data: Once you have acquired your data, easily import into eScholarship using the dynamic data mapping tool or custom built imports for your program.</p> <p>Securely Share Data:</p> <ul style="list-style-type: none"> • Securely share data using eScholarship’s Internal Messages. School/College users can attach files to securely share with Program Administrators. • School/College Portals can also be customized, allowing School/College users to import data.
Release Form	<p>Stay Compliant: eScholarship uses an automated Release Form process. Without a Release Form, students are only given the option to download the Release Form and update demographic data upon login, helping programs stay compliant.</p>
Eligibility Communication	<p>Multiple Forms of Communication:</p> <ul style="list-style-type: none"> • Create an unlimited amount of custom letters using the Communication Manager. Email or send letters to a selected number of students or individuals using filter sets. • Students can login to the Student Portal to check Eligibility Status and/or enter Appeals. • Send Eligibility Status to individuals using Internal Messages.

SCHOLARSHIP DATA	
Eligibility Determination	<p>Automated Eligibility: eScholarship automates eligibility determination based on each program’s unique requirements and student appeals.</p>
Award Amount Calculation	<p>Automated Award Calculation: eScholarship automates award calculation based on each program’s unique requirements.</p>
Payment	<p>Automated Invoice Process:</p> <ul style="list-style-type: none"> • Generate invoices from approved enrollments. • Invoices are generated per school, enrollment year, and semester. • Compare individual school invoices with invoices generated in eScholarship. • Import check numbers and payment date to automatically update an invoice to a “Paid” status. • Student award and cost fields are locked once an associated invoice has been marked “Paid”.
Tracking – Payments, Adjustments, Refunds	<p>Monitor the Status of Invoices:</p> <ul style="list-style-type: none"> • When the status of an invoice changes, team members are notified via the Admin Dashboard. • Assign an invoice to a member of your team. • Approve invoices for payment. <p>Adjustments and Refunds Saved Per Student: Adjustments and refunds are managed at the student enrollment level and will update the associated invoice automatically.</p>
Communication – Schools, Students, Internal	<p>Share Payment Status and Amount:</p> <ul style="list-style-type: none"> • Use eScholarship’s Communication Manager to send award payment letters or emails to students and schools... • or easily communicate payment status and amount with students and schools through their individual portals. • Schools only see their own student enrollments and invoices.

PROGRESS TRACKING	
Continuing Eligibility	<p>Automated Ongoing Eligibility:</p> <ul style="list-style-type: none"> • Ongoing eligibility criteria is based on each program's unique requirements. • Student's ongoing eligibility is automatically updated based on progress files received from the Schools/Colleges.
Credential Attainment	<p>Track Credential Attainment: Credential Attainment can be imported via a progress update or manually by a Program Administrator.</p> <p>Post Grad Data: What happens once a student attains a degree? Did they stay in your community? Where are they working? What is their job title? This information can be tracked in eScholarship's Post-Grad section.</p>
Communication	<p>Communicating Ongoing Eligibility:</p> <ul style="list-style-type: none"> • Student and school users can login to their portals to see real-time eligibility status. • Create and send students probationary or reinstatement letters using eScholarship's Communication Manager.
ADMINISTRATIVE AND OUTCOME REPORTING	
<p>Administrators can report on any and all data captured in eScholarship based on multi-filtered criteria and selected columns on each data grid. Each grid (Students, Enrollments, Invoices, and more) can be exported for further manipulation or saved as a PDF.</p> <p>*NOTE: Custom reports can also be built in eScholarship to fit individual program needs.</p>	