

# The Saskatchewan Advantage Scholarship Administrative Guidelines

03/27/2013

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## **1. Introduction:**

The Saskatchewan Advantage Scholarship will provide all Grade 12 students who graduate in Saskatchewan, effective January 1, 2012, with up to \$500 per year to a lifetime maximum of \$2,000 when attending a Saskatchewan post-secondary institution or are confirmed to be in a Saskatchewan designated seat in an educational institution identified through interprovincial agreements. Graduates will have up to 10 years to use the Saskatchewan Advantage Scholarship.

### **1.1 Objectives:**

The Saskatchewan Advantage Scholarship will:

- Provide an incentive for high school students to successfully complete their high school education;
- Provide an incentive for all high school graduates to pursue a post-secondary education;
- Assist students with the costs of post-secondary education;
- Improve the retention of post-secondary graduates in Saskatchewan;
- Increase the skilled labour force available to Saskatchewan employers to help the province maintain its positive economic growth and prosperity; and
- Make it possible for Saskatchewan high school graduates to undertake additional training to maximize their abilities to fully participate in Saskatchewan's growing economy.

### **1.2 Overview:**

For programs beginning on or after August 1, 2012, the Saskatchewan Advantage Scholarship will be reduced from the tuition owing and paid directly to the post-secondary educational institution. Educational institutions will use a web portal to check student eligibility, request the scholarship amount to be allocated and invoice the Ministry.

For programs beginning between April 1, 2012 and July 31, 2012, students will apply directly to the Ministry through an on-line application that will be available August 1, 2012. Students will fill out the on-line form and submit it electronically. The Ministry will then validate eligibility and send a payment directly to the students.

### **1.3 Technical Requirements:**

The Saskatchewan Advantage Scholarship web portal supports the following internet browsers:

- Internet Explorer v7, v8 and v9
- Safari

If you have questions on the program, please view the FAQ section of the Ministry website ([www.ae.gov.sk.ca/scholarships-sas](http://www.ae.gov.sk.ca/scholarships-sas)). You can also email the SAS Administrator at [SASInfo@gov.sk.ca](mailto:SASInfo@gov.sk.ca) or phone 306-787-0105 if you need further assistance.

## **2. Policies:**

### **2.1 Eligibility**

To be eligible for a Saskatchewan Advantage Scholarship, an individual must meet the following criteria:

- Received a Saskatchewan Grade 12 standing (includes Adult Basic Education) by the Ministry of Education on or after January 1, 2012; or
- Received a Saskatchewan Grade 12 standing by successfully completing GED on or after January 1, 2012;

**and**

- Be enrolled in a program that leads to a degree, diploma or certificate,
- Be enrolled in a Saskatchewan designated post-secondary educational institution; or
- Be enrolled in a student loan eligible program at Lakeland College (either campus); or
- Be enrolled in a designated seat at any of the following post-secondary educational institutions that have an inter-provincial agreement with Saskatchewan: University of Waterloo (optometry); University of Alberta (occupational therapy); BCIT (orthotics and prosthetics); NAIT (denturist, and nuclear medicine technician); and SAIT (respiratory therapy, diagnostic medical sonography, and medical resonance imaging);

**and**

- Study period start date must be on or after April 1, 2012.

### **2.2 Scholarship Award**

Eligible graduates can receive up to \$500 per year to a maximum lifetime amount of \$2,000.

Eligible graduates have up to 10 years from date of graduation from high school (or equivalent) to access the Saskatchewan Advantage Scholarship.

Saskatchewan post-secondary education institutions (including Lakeland College) will reduce the tuition by the eligible Saskatchewan Advantage Scholarship amount and invoice the Province of Saskatchewan the eligible Saskatchewan Advantage Scholarship amount. The student will be charged the remaining outstanding balance after the Saskatchewan Advantage Scholarship amount has been applied to the tuition.

For example, if a student's tuition amount is \$2,300 and the student is eligible for \$500 from the Saskatchewan Advantage Scholarship, the post-secondary institution would invoice the student the outstanding amount of \$1,800 and the Province of Saskatchewan \$500.

The Saskatchewan Advantage Scholarship can be applied to mandatory fees. It cannot be applied to books and supplies.

## 2.3 Privacy and Consent

The Ministry of Advanced Education and Educational Institutions will exchange students' personal information in the administration of the Saskatchewan Advantage Scholarship.

*The Local Authority Freedom of Information and Protection of Privacy Act and Regulations* provides authority to disclose information to another local authority or a government institution for the purposes of determining and verifying eligibility of an individual to participate in a program.

*The Local Authority Freedom of Information and Protection of Privacy Act and Regulations* apply to the University of Regina, the University of Saskatchewan, the Saskatchewan Institute of Applied Science and Technology and regional colleges.

Private vocational schools, the Saskatchewan Indian Institute of Technologies and the Gabriel Dumont Institute are governed by the Personal Information Protection and Electronic Documents Act and will need to have students sign consent forms. The Educational Institution will be responsible for retaining a copy of the signed consent form. A consent form has been developed for these educational institutions to use (sample in Appendix A).

The Ministry of Advanced Education intends to maintain all reasonable steps to protect the confidentiality and integrity of the information you submit. Advanced Education is collecting only the information that is necessary to administer and evaluate the Saskatchewan Advantage Scholarship program. Personal information will only be used for the purposes which it was collected unless otherwise consented in writing and submitted to Advanced Education.

## 2.4 Participation in Saskatchewan Advantage Scholarship (Opting In/Opting Out)

The Saskatchewan Advantage Scholarship is available to all Saskatchewan Grade 12 and GED graduates, however, there may be reasons for a student to want to opt out of participating in the program.

All students have the ability to opt out of participating in the Saskatchewan Advantage Scholarship. It will be assumed that a student is participating until an Opt Out form is submitted to the Ministry. When an eligibility check is performed, the educational institution will receive a message that the student has opted out of participating in the program. The educational institution is not required to do anything else.

Once a student has opted out, it is the student's responsibility to opt back into the program by completing the Opt Out/Opt In Form. The forms are located on the Ministry website ([www.ae.gov.sk.ca/scholarships-sas](http://www.ae.gov.sk.ca/scholarships-sas)). Appendix B contains a sample opt out/opt in form.

## 2.5 Application Process

### 2.5.1 *Direct Student Application Process*

Students will apply directly to the Ministry for programs that began between April 1, 2012 and July 31, 2012. (This process may be used for the interprovincial agreement programs that are included in SAS but further discussion is needed).

- Student completes the application form
- The application form is electronically sent to the SAS Administrator.
- SAS Administrator confirms attendance and tuition paid at the educational institution.
- SAS Administrator logs onto the web portal.
- SAS Administrator uploads the information into the web portal.
- SAS Administrator checks eligibility.
- SAS Administrator submits a request for payment to be made directly to the student.

### 2.5.2 *Educational Institution Application (Web portal)*

Educational institutions will apply on behalf of a student for the Saskatchewan Advantage Scholarship for programs beginning on or after August 1, 2012.

- Educational institution logs onto the web portal.
- Educational institution checks eligibility.
- Educational institution requests that the scholarship be allocated to their institution through a pre-authorization.
- Educational institution checks information for data errors and resubmits if appropriate.
- Educational institution notifies student of eligibility/ineligibility (may be done through invoice to student).
- Educational institution submits invoice to the Ministry 30 days after the period study start date.
- Ministry pays the educational institution.

## 2.6 Appeal Process

When a student is denied the Saskatchewan Advantage Scholarship and does not agree with that assessment, they can request that the Ministry review their eligibility by sending an **email** to the SAS Administrator at [SASInfo@gov.sk.ca](mailto:SASInfo@gov.sk.ca) requesting a re-evaluation.

The email must include:

- The student's full name (First, Middle and Last),
- Learning identification number (found on Grade 12 Transcripts),
- Student's date of birth; and
- Educational institution the student is attending/enrolled at.

The SAS Administrator will investigate by checking eligibility, requesting additional information from the student if needed, and responding to the student with the results of the investigation.

## 2.7 Audit

The Ministry has the right to audit educational institutions to ensure compliance with the program.

## 3. Saskatchewan Advantage Scholarship Web Portal User Guide and Procedures:

### 3.1 Introduction

The administration of the Saskatchewan Advantage Scholarship will be supported by a secure web portal accessible over the internet. The web portal is a streamlined process to check eligibility, request pre-authorization for the scholarship amount and invoice the government. The web portal can be accessed through the following secure internet address <https://sasprogram.gov.sk.ca/sasi2ee/servlet/CtrlIndex>.

This section of the Administrative Guidelines will provide information on the processes to follow to use the web portal.

There are four roles that will be used to administer the ongoing operation of the Saskatchewan Advantage Scholarship (SAS):

1. Primary Contact – can perform an eligibility check, preauthorize a SAS tuition claim, submit an invoice to the government for reimbursement of SAS tuition claims, create, modify, deactivate a Secondary Contact or Counsellor web portal logon id within the institution. There is only one Primary Contact per institution.
2. Secondary Contact – can do everything a Primary Contact can except they cannot create, modify, and deactivate logon ids. There is no limit on the number of Secondary Contacts that an educational institution can have. An educational institution may choose to have no Secondary Contact.
3. Counsellor – can only check a student's eligibility for the SAS program. An educational institution may set the number of Counsellors they have.
4. Administrator – the administrator role is for the Ministry's use.

The Ministry will set up the Primary Contact with a logon id and password. The Primary Contact will then set up the Secondary Contacts and Counsellors with logon ids and passwords.

### 3.2 Logging On/Off

- User goes to web portal address  
<https://sasprogram.gov.sk.ca/sasi2ee/servlet/CtrlIndex>
- A welcome window appears
- User clicks on Log On

The screenshot shows the top of the web portal. On the left is the Government of Saskatchewan logo. On the right is the text "ADVANCED EDUCATION". Below this is a banner with the text "Saskatchewan! Building jobs and careers for the Saskatchewan economy." and a photo of a smiling woman. Below the banner is a navigation menu with "Saskatchewan Advantage Scholarship", "About SAS", and "Log On". The main content area is titled "Welcome to the Saskatchewan Advantage Scholarship" and contains a privacy notice: "Advanced Education intends to maintain all reasonable steps to protect the confidentiality and integrity of the information you submit. Advanced Education is collecting only the information that is necessary to administer and evaluate the Saskatchewan Advantage Scholarship program. Personal information will only be used for the purposes which it is collected unless otherwise consented in writing and submitted to Advanced Education." At the bottom is a footer with copyright information and links to Privacy Statement, Disclaimer, Security Statement, and Acceptable Use.

- User types in the assigned logon id and password
- Click on the Log In button.

The screenshot shows the logon page of the web portal. It has the same header and banner as the previous screenshot. The navigation menu is the same. The main content area is titled "Log on" and contains a form with two input fields: "User Name" and "Password". Below the "Password" field is a "Log In" button. The footer is the same as the previous screenshot.

- Once you log on, the main page with a menu on the side will be displayed. The menu items will be customized to the user's role.

Saskatchewan Advantage Scholarship <a href="#">About SAS</a> Change Password SAS Main Menu Single SAS Request Multiple SAS Requests Upload Batch File Manage SAS Batches Release Pre-Auth SAS Award Search Administer Logins Create Invoice Search Invoice SAS Reports Menu Logout	<b>Welcome to the Saskatchewan Advantage Scholarship</b> Advanced Education intends to maintain all reasonable steps to protect the confidentiality and integrity of the information you submit.  Advanced Education is collecting only the information that is necessary to administer and evaluate the Saskatchewan Advantage Scholarship program. Personal information will only be used for the purposes which it is collected unless otherwise consented in writing and submitted to Advanced Education.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- To Logout, click on the Logout menu item.

### 3.3 Setting and Changing Your Password

Once logged on for the first time, a user must change their password. It is important to note that a user:

- After 3 failed login attempts you will be locked out, contact SAS Administrator
- Will be required to change their password every 90 days:
- Passwords must not contain all or part of your account name
- Passwords must be at least 8 characters in length, and
- Passwords must not be the same as any of your previous 7 passwords.

In addition, passwords must contain at least 3 of the following four categories:

1. English uppercase characters
2. English lowercase characters
3. Numbers (0-9)
4. Special characters (! @ # \$ % ^ & \* ( ) \_ - + = | \ } ] { [ " ' : ; ? / > . < ,)

Examples of passwords are HZWxkl99; Sunshine09, @Regina05

How to change your password:

- Click on “change password” on the side menu
- Type your old password (the one you logged on with)
- Type the new password
- Retype the new password
- Type in a “hard to guess” question and the answer to that question
- Type the answer to that question
- Click submit

The screenshot shows a web interface for changing a password. On the left is a vertical menu with the following items: Saskatchewan Advantage Scholarship, About SAS, **Change Password** (highlighted in blue), Single SAS Request, Multiple SAS Requests, Upload Batch File, Manage SAS Batches, Release Pre-Auth, SAS Award Search, Administer Logins, Update Student, SAS Admin Menu, and Logout. The main content area is titled "Change Password: UATSASADM" and contains the following fields and buttons:

- Old Password\*
- New Password\*
- New Password(Verification)\*
- 'Hard to Guess' Question
- Answer to 'Hard to Guess' Question
- Submit
- Cancel

At the bottom of the page, there is a footer: @ Copyright 2012 | saskatchewan.ca | Privacy Statement | Disclaimer | Security Statement | Acceptable Use

### 3.4 Checking Eligibility and Requesting Preauthorization

Once an institution is reasonably assured a student will attend their institution, the institution should check the student’s eligibility for the SAS scholarship. Eligibility checking determines if a student qualifies for a SAS scholarship. If the student is eligible, this step will determine the amount of the SAS scholarship. Eligibility checking should be performed prior to the institution requesting the scholarship amount be allocated to them (pre-authorized).

All users can check the eligibility of students for the Saskatchewan Advantage Scholarship. There are three ways to do this:

- Single SAS Request – type in one students information and check
- Multiple SAS Request – type in one or more students information to check
- Upload Batch File – upload a file with one or more students from the user’s system.

### 3.4.1 Single SAS Request:

To check the eligibility and preauthorize a single SAS submission:

- Click on the Single SAS Request menu item
- Enter the following mandatory information: First name, last name, date of birth, study period start date and program name (note: program name is provided by the educational institution)
- Enter the following additional information, if possible: Learning ID and Social Insurance Number (note: inclusion of this additional information decreases likelihood of errors in matching)
- The screen will always default to the tuition being more than \$500. If tuition is less than \$500, click on the box beside “over \$500” and type in the tuition amount
- Click inquiry button

**SINGLE SAS AWARD DETAIL UPDATE** **UATSASADM**

Last Name\*\*  First Name\*\*  Middle Name

Learning Id  SIN  GED ID

Birth Date\*\*  (MM/DD/YYYY)

Educational Institute  Please choose one  Registration Choice

Study Period Start Date\*\*  ... Program Name\*\*

Over 500\*\*  Tuition Amt  Student#

Address Line1

Address Line2

City  Prov  Postal

Country

Eligibility Results  Status  Trans ID  Award Amt

Message

- The window at the bottom of the screen will display the results of the inquiry. The results will be eligible with the scholarship amount available or not eligible with the reason why displayed in the message box.
- If the student is eligible the user will need to type in the missing information: learning ID, SIN, student number, and address.

**SINGLE SAS AWARD DETAIL UPDATE** **UATSASADM**

Last Name\* XXXXX First Name\* XXXXX Middle Name

Learning Id 00000000 SIN GED ID

Birth Date\* 00/00/0000 (MM/DD/YYYY)

Educational Institute University Of Regina Registration Choice University of Regina

Study Period Start Date\* 09/04/2012 Program Name\* Arts

Over 500 \*  Tuition Amt 500 Student#

Address Line1

Address Line2

City Prov Postal

Country Canada

Eligibility Results Eligible Status Eligible Trans ID 9031 Award Amt 500

Message

- The user will then click on the “pre-auth” button to request the displayed scholarship amount be allocated to their educational institution.
- If there is any information missing, an error message will appear with the information required for the pre-authorization.
- If a student is not eligible, a reason will appear in the message box.
- If the student is not found, check your data for errors and resubmit if needed.

Note: once you have clicked on pre-authorization, that Scholarship amount is “allocated” to be sent to your educational institution. If the student withdraws before you invoice government see Section to Release Pre-Authorization.

### 3.4.2 Multiple SAS Request

To check the eligibility and preauthorize more than one SAS submission:

- Click on the Multiple SAS Request menu item
- Click on add row

The screenshot shows a web application interface titled "Multiple SAS AWARD REQUEST" with a user ID "UATSASADM". At the top, there is a dropdown menu for "Institution" with the text "Please choose one" and a "Page No." dropdown. Below this is a table with the following columns: ID, Error, Eligible Status, Award Status, Award Amount, Last Name, and First N. The table is currently empty. Below the table is a horizontal scrollbar and a large grey rectangular area. At the bottom of the interface, there are five buttons: "Pre-Auth", "Inquiry", "Add Row", "Edit Row", and "Main Menu".

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- The single SAS Request screen will appear.

- Enter the following mandatory information: First name, last name, date of birth, study period start date and program name (note: program name is provided by the educational institution)
- Enter the following additional information, if possible: Learning ID and SIN (note: inclusion of this additional information decreases likelihood of errors in matching)
- The screen will always default to the tuition being more than \$500. If tuition is less than \$500, click on the box beside “over \$500” and type in the tuition amount
- Click on “Next” button

**MULTI SAS AWARD DETAIL UPDATE** **UATSASADM**

Last Name\*  First Name\*  Middle Name

Learning Id  SIN  GED ID

Birth Date\*  (MM/DD/YYYY)

---

Educational Institute  Registration Choice

Study Period Start Date\*  Program Name\*

Over 500 \*  Tuition Amt  Student#

---

Address Line1

Address Line2

City  Prov  Postal

Country


---

Eligibility Results  Status  Trans ID  Award Amt

Message

- Repeat bullets 4-7 until all entries are complete
- Click on “Save” button
- Click on “Inquiry” button

**Multiple SAS AWARD REQUEST** **UATSASADM**

Institution  Page No.

ID	Error	Eligible Status	Award Status	Award Amount	Last Name	First
9032	<input type="checkbox"/>	Not eligible	Pending			
9033	<input type="checkbox"/>	Not eligible	Pending			
9034	<input type="checkbox"/>	Not eligible	Pending			



- If errors are returned, click on the row to display the error message in the bottom box.

**Multiple SAS AWARD REQUEST**
**UATSASADM**

Institution 
Page No.

ID	Error	Eligible Status	Award Status	Award Amount	Last Name	First
9032	<input type="checkbox"/>	Eligible	Eligible	500	[REDACTED]	[REDACTED]
9033	<input type="checkbox"/>	Eligible	Eligible	500		
9034	<input checked="" type="checkbox"/>	Not eligible	Denied			

< 
>

164 Student found in K12 registry but has not met high school completion eligibility

165 No record of GED Graduation was found

175 Denied due to no record of eligible graduation found in K12, ABE or GED program

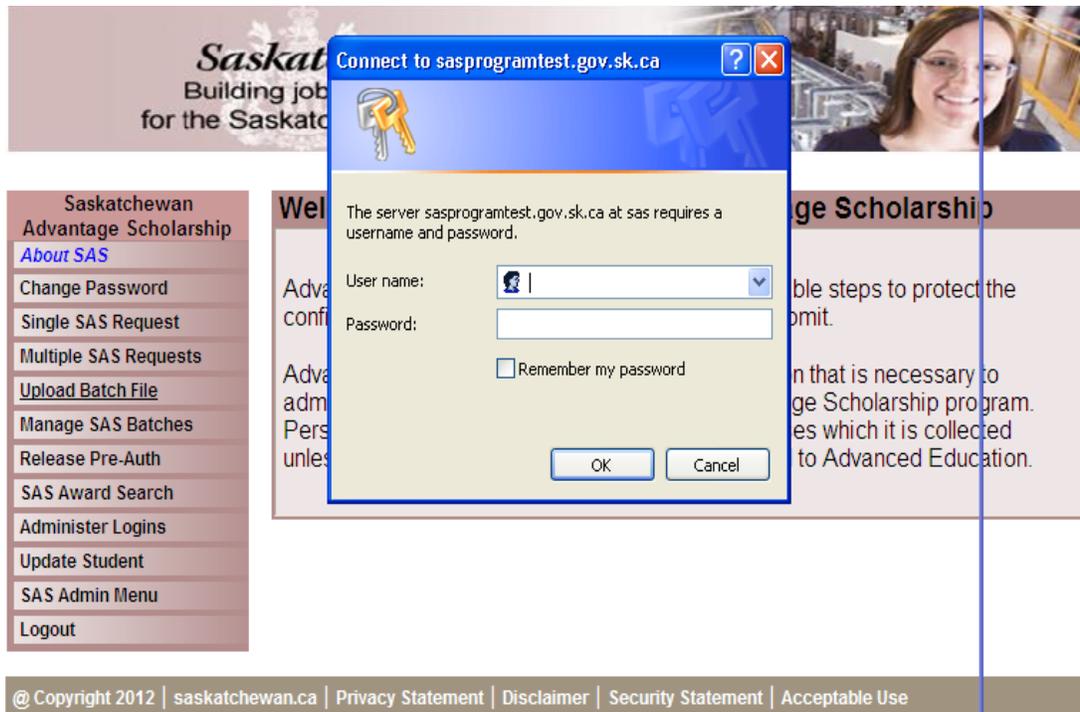
Pre-Auth Inquiry Add Row Edit Row Main Menu

- Click on edit row to fix data entry errors
- If the student is eligible then click on row and enter the missing information: address, learning ID, SIN, and student number
- Continue down the page to add in the additional information for each student

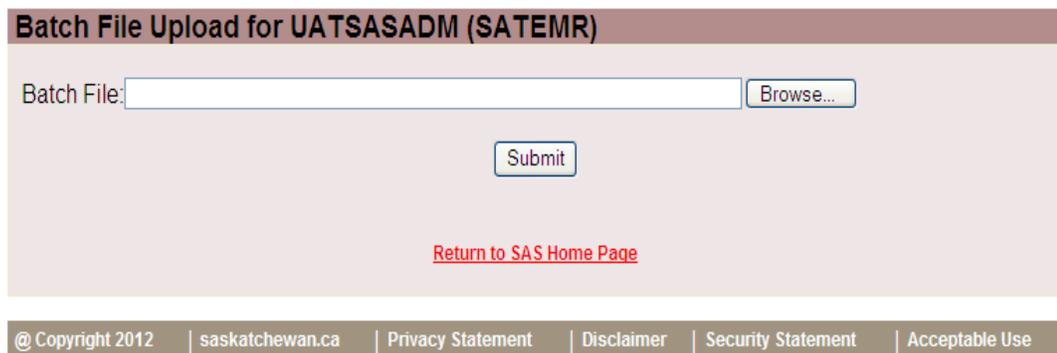
### 3.4.3 Upload Batch File:

To check the eligibility and preauthorize a batch SAS submission:

- Click on the Upload Batch File menu item
- Enter username and password



- Click on browse button
- Click on file to upload
- Click submit



- Click return



**Batch File Upload Result For SIASPRM (SATEMR)**

File:TEST-17Jul12-1.txt uploaded successfully.  
 Press "Return" button back to SAS Manage Batch file page

- Click on manage SAS Batch on menu
- Highlight batch you want (row)
- Click on process button

**Process Batch Screen:**

Educational Institute:

Users:  From Date:  To Date:

Batch Id	User Name	Date	Time	File Name	Total Records	Error Records	Batch Status	Error Message

Eligibility Check Only
  PRE-AUTHORIZE

- Highlight batch

- Click on display detail



**Manage SAS Batch Records** SIASTPRM

Institution:  Batch ID: 166 Page No.

ID	Error	Eligible Status	Award Status	Award Amount	Last Name	First Name
8908	<input type="checkbox"/>	Not eligible	Denied		Cain	Tim
8909	<input type="checkbox"/>	Not eligible	Denied		TESTLASTA	TESTFIRSTA
8910	<input type="checkbox"/>	Eligible	Pre-authorized	500	TESTLASTB	TESTFIRSTB

162 Student not found on K12 student registry  
 165 No record of GED Graduation was found  
 175 Denied due to no record of eligible graduation found in K12, ABE or GED program

- Click on Back to Manage SAS Batch
- Highlight batch
- Click on pre-authorization check box
- Click on process

**Process Batch Screen:**

Educational Institute:

Users:  From Date:  To Date:

Batch Id	User Name	Date	Time	File Name	Total Records	Error Records	Batch Status	Error Message

Eligibility Check Only
  PRE-AUTHORIZE

- Click ok
- Highlight batch in row
- Click on create result
- Click on save and place on your system
- Click on close

### 3.5 Releasing Preauthorization

- Click on the Release Pre-Auth menu item
- Search for the specific student by entering their Learning ID, Student # or First Name and Last Name
- Click on the Search button
- You can also choose to just click on the search button (all preauthorized students for your institution will be displayed)

**Release Pre-authorization**
**UATSASAD**

Institution

Learning Id

First Name

Release All  Uncheck All

Fiscal year

GED ID

Middle Name

Student #

Last Name

Page No.

Learning Id	Name	GED Id	Education Institution	Study Period Start Date

- Click on each record you want to release the pre-authorization for (you can: click on “release all” to choose all records; manually choose an individual record by clicking on that record; or “uncheck all” records if you want to stop processing)
- Click on the Release Preauthorization button

### 3.6 Searching for a Student

- Click on Award Search on the side menu.
- Enter any of the following search criteria:
  - By your institution – will display all records
  - By fiscal year – will display all records for that fiscal year
  - By Learning ID – will display all records for that particular student at your education institution
  - By First, Middle and/or Last name – will display all records fitting those parameters
- Please note that you can choose to enter just a letter or a combination of letters before the percentage sign (%) and all records fitting those parameters will be displayed. For example, to view all records where students have a last name beginning in “S” just type in “S” before the %
- Click on search.

**Award Search** UATSASADM

Institution	<input type="text" value="Please choose one..."/>	Fiscal year	<input type="text" value="2012-13"/>
Learning Id	<input type="text"/>	GED ID	<input type="text"/>
Student #	<input type="text"/>	Student #	<input type="text"/>
First Name	<input type="text" value="%"/>	Middle Name	<input type="text" value="%"/>
Last Name	<input type="text" value="%"/>	Page No.	<input type="text"/>

Learning Id	Name	GED Id	Education Institution

### 3.7 Invoicing

The following provides an overview of how an educational institution will be able to invoice the Government:

- Click on the create invoice from the side menu
- Enter the search criteria such as start and end date (i.e. this could be September 1, 2012 – September 30, 2012)
- Click on Preview Invoice Details
- Select all records you want to invoice the Government for (this can be anytime after study period start date but should be after your institution's 100% tuition refund cut-off date) by clicking on each one or selecting all.
- To view the details of the invoice, click on the pre-authorized details button.
- Click on create invoice to send the request for payment to the Government.

**Create Invoice** SASUSER1

Institution:  Fisical Year:

Start Date:  End Date:  Customer Ref#:

Mark All  Unmark All  Page No.

Award Status	Learning Id^	Last Name^	First Name	SIN	Program^	Study Peri
Pre-authorized	123123433	Kirk	James		Bachelor Science	07/08/2012

Nbr of Records:  Total Amount of Invoice:

Invoice Date:  Invoice Nbr:

### 3.8 Search Invoice

- Click on search invoice from the side menu
- Enter search criteria such as invoice number and fiscal year
- To view the invoice details select the display details
- Click on search

### 3.9 Payment

- The Ministry will validate the invoice and send payment.
- Payments will be made via electronic funds transfer or cheque.
- After the Ministry has been invoiced, SAS cannot be returned to the Ministry and refunds will need to be made to the student.

### 3.10 SAS Reports

Educational institutions are able to generate two reports. The first is a Student by Invoice Report which shows all students that are included on one invoice. The second report is an EI Award Extract. This report shows information in a time period. The information includes date award status, name, learning id, date of birth, program and address.

#### 3.10.1 Student by Invoice Report

To generate the Student by Invoice Report

- Click on SAS Reports Menu from the side menu
- Click on Student by Invoice
- Select Fiscal Year from the down arrow
- Select Invoice ID number
- Click Submit to generate student by invoice report

Saskatchewan Advantage Scholarship

About SAS

Change Password

SAS Main Menu

SAS Reports Menu

[Student By Invoice](#)

El Award Extract

Logout

### Student By Invoice Report

Institution:

Fiscal Year:

Invoice ID:

### 3.10.2 EI Award Extract

To generate the EI Award Extract

- Click on SAS Reports Menu from the side menu
- Click on EI Award Extract
- Select a Start and End Date
- Click Submit to generate the EI award extract

Saskatchewan Advantage Scholarship

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Student By Invoice

[EI Award Extract](#)

Logout

### EI Award Extract

Institution:

Start Date:  ...

End Date:  ...

## Saskatchewan Advantage Scholarship

The Saskatchewan Advantage Scholarship provides every Saskatchewan grade 12 graduate (including ABE and GED) who completes grade 12 in 2012 or later, and enrolls at a Saskatchewan post-secondary institution, up to \$500 per year to a lifetime maximum of \$2,000 over 10 years. The scholarship will reduce tuition for eligible post-secondary education and training programs starting April 1, 2012.

Students beginning studies on or after August 1, 2012 will not need to apply for the Saskatchewan Advantage Scholarship as your post-secondary institution will apply on your behalf. **Filling out this form will provide your consent to the post-secondary institution you are attending to apply for the scholarship on your behalf.** Eligible students will have their tuition reduced by the scholarship amount and the Government of Saskatchewan will reimburse your Saskatchewan post-secondary educational institution directly.

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### Consent to Release Information

I, \_\_\_\_\_, authorize \_\_\_\_\_ to disclose my  
(name of student) (name of post-secondary institution)

personal information<sup>1</sup> to the Government of Saskatchewan. This information will be used to administer and evaluate the Saskatchewan Advantage Scholarship.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

<sup>1</sup> The personal information provided on your behalf for the Saskatchewan Advantage Scholarship includes: first and last name, learning ID (this is the identification number from the Saskatchewan high school you graduated from, if available), date of birth, Social Insurance Number (SIN) for tax purposes, address, and tuition amount.

Appendix B  
Sample Opt Out/Opt In Form

## SAS Opt Out/Back In Form

This form is used to indicate that you do not wish to receive SAS at this time. It is also used to begin receiving SAS if you previously declined the scholarship.

### Student Information

**Learning ID:** Your Learning ID is located on your high school transcript.

Last name:

First name:

Street Address/Box No.:

Apartment No.:

City/town:

Province:

Country:

Postal Code:

Date of birth:

Telephone number:

Email:

Learning ID:

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### 1.1.1 Opt-out or opt -back in

Please complete this section to request that you do not receive SAS. This information will be provided to your post-secondary educational institution.

If you continue your program of study and want to receive SAS, please complete this section to opt back into the program. This information will be provided to your post-secondary educational institution and your tuition will be reduced accordingly.

- Do not want to receive SAS.
  
- I previously opted out and now wish to receive SAS.

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## Saskatchewan Advantage Scholarship (SAS) Application

### 1.1.2 Student Information

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Address Street/Box No.:	<input type="text"/>
Apartment No.:	<input type="text"/>
City/Town:	<input type="text"/>
Province:	<input type="text"/>
Country:	<input type="text"/>
Postal Code:	<input type="text"/>
Date of birth:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

### 1.1.3 High School Completed

**Learning ID:** Your Learning ID is located on your high school transcript.

**For students who completed a GED:** The name of school is the name of your training centre where you wrote the GED. The Learning ID is 0000.

Name of school:	<input type="text"/>
Learning ID:	<input type="text"/>

### 1.1.4 Post-Secondary Educational Institution

**Student ID Number:** You can find your student id number on correspondence from your post-secondary educational institution.

Name of school:	<input type="text"/>
Student ID number:	<input type="text"/>
Program name:	<input type="text"/>
Program start date:	<input type="text"/>
Tuition amount:	<input type="text"/>

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Appendix D  
Roles and Responsibilities

	<b>Direct Application Process (programs between April 1 – July 31, 2012; and inter-provincial agreement students)</b>	<b>Web Portal Application</b>
Student	Fill out and submit an application form	Fill out and submit an opt out or opt in form as needed Check the invoice to ensure SAS has been applied to tuition
Educational Institution	Confirm enrolment	Confirm consent Log on to web portal Check eligibility Pre-authorize amount Invoice the Ministry Confirm payment Problem solve denied applications (typing errors)
Ministry of Advanced Education	Contact institution Submit information into the web portal Confirm eligibility Send payment to the student Send letter explaining why not eligible to student	
Ministry of Economy	Confirm GED certificate date	Confirm GED certificate date
Ministry of Education	Confirm graduation date	Confirm graduation date

Appendix E  
Glossary of Terms

Field Names	Definition
Add Next Record	The Add Next Record function allows users to enter multiple SAS Award Requests. Once a request is completed, users can click Add Next Record to enter in additional records. The user must click on save to keep all records.
Address Line 1	The mailing address of the student. Address line 1 will usually be the street address. The address is used to mail the tax receipt for the scholarship to the student.
Address Line 2	The second line of the mailing address.
Award Amt	The dollar amount of the SAS tuition reduction. If an Inquiry was performed, the Award Amt is for informational purposes only. If a Pre-auth was performed, the Award Amt has been assigned to the Institution and is no longer available to the student. The institution will either invoice the government (to be paid for the tuition reduction) or release the preauthorization (to return the funds to the student for future use).
Birth Date	The Birth Date of the student in the form mm/dd/yyyy.
City	The name of the city of the student's mailing address
Country	The name of the country of the student's mailing address
Customer Reference Number	A number that the educational institution enters to identify with their internal systems.
Educational Institute	The name of the Educational Institution where the student is registered. This field is automatically completed based on the logon ID.
Eligibility Results	Identifies the results of if a student is eligible for a SAS. Will display "eligible" or "not eligible".
First Name	The First Name of the student applying for SAS
GED ID	The unique number internally assigned by the Ministry of Advanced Education to GED students
Inquiry	The Inquiry function will check whether a student is eligible for a SAS scholarship. The Inquiry function is for informational purposes only. When an Inquiry is performed, First Name, Last Name, Date of Birth, Study Period Start Date, and program name are mandatory fields.
Last Name	The Last Name of the student applying for SAS
Learning ID	The unique identified assigned by the Ministry of Education to the student. The Learning ID will appear on the student's transcripts. Students can contact the Ministry of Education for their Learning ID.
Main Menu	The Main Menu function will take users back to the welcome page from the screen that they are on.
Message	A message describing why an application was denied. This field will be blank if the application was accepted.
Middle Name	The Middle Name of the student applying for SAS

<b>Field Names</b>	<b>Definition</b>
Over \$500	This box will be checked if the student's tuition is over \$500. If this field is checked, the Tuition Amt field will not be displayed.
Postal	The postal code of the student's mailing address
Preauth	The Preauth function awards a SAS scholarship to the student (if eligible). Once a SAS scholarship is preauthorized, the Award Amt is no longer available to student and is reserved for the educational institution until it is either invoiced or released back to the student. When a Preauth is performed, all fields must be filled in (Last name, first name, Date of Birth, study period start date, program name, and address fields.
Program Name	The name of the program the student is enrolled in. This is a free form field.
Province	The name of the province or territory of the student's mailing address
Registration Choice	Identifies the affiliated colleges that an educational institution may be doing the tuition and registration on behalf of. For example, the University of Regina registers students on behalf of Campion College.
SIN	The Social Insurance Number of the student. The Social Insurance Number is a 9 digit field with no embedded spaces.
Student #	The student number assigned by the Educational Institution.
Study Period Start Date	The date the student studies start in the form mm/dd/yyyy.
Trans ID	A unique identifier for the eligibility or preauthorization transaction. The transaction identifier will be useful when talking to the SAS Help Desk about a specific transaction.
Tuition Amt	Records the student's tuition if the tuition is less than \$500.

Appendix F  
Error Messages

<b>Message Number</b>	<b>Message Text</b>	<b>Explanation</b>
147	Denied due to Student Opting out of program	No additional work is required
148	K12 system eligibility check did not respond	There is an internal error. Retry your request in 15 minutes.
149	Learning Id is not valid	Check data entry and change as needed
150	First name must be provided	Add in First Name
151	Last name must be provided	Add in Last Name
152	Data of Birth is not valid or missing	Check data entry and change as needed
153	Tuition must be greater than 0	Enter tuition amount if less than \$500 or check box that tuition is greater than \$500
154	Study period start date is not valid or missing	Check data entry and change as needed
155	Education Institution is invalid	Check log in ID
156	Sin number provided is not valid	Check data entry and change as needed
157	Address Line 1 must be provided	Check data entry and change as needed
158	City must be provided	Check data entry and change as needed
159	Postal Code is not valid or missing	Check data entry and change as needed
160	Province Abbreviation is not valid or missing	Check data entry and change as needed
161	Program Name must be provided	Check data entry and change as needed
162	Student not found on K12 student registry	Check data entry and change as needed. Inform student that he/she is not eligible
163	Multiple matches found for student on K12 student registry	Check data entry and change as needed. Request student provide learning ID.
164	Student found in K12 registry but has not met high school completion eligibility	Check data entry and change as needed. Inform student that he/she is not eligible

<b>Message Number</b>	<b>Message Text</b>	<b>Explanation</b>
165	No record of GED Graduation was found	Check data entry and change as needed. Inform student that he/she is not eligible
166	Graduation date must be later than 31-Dec-2011 and earlier than study period start date	Inform student that he/she is not eligible
167	Period of study start date is before SAS program start date	Inform student that he/she is not eligible
168	Study period start date is later than graduation date added to SAS program length	Study period start date is past the 10 year limit. Inform student that he/she is not eligible
169	Student has exceeded the SAS award limit per fiscal year	Inform student that he/she is not eligible
170	Student has exceeded the SAS award lifetime limit	Inform student that he/she is not eligible
171	Column headings do not match interface file specifications	Format of the batch upload file is incorrect. Refer to the interface file specification for more information. Fix the format and resubmit.
172	Number of Columns does not match interface file specifications	Format of the batch upload file is incorrect. Refer to the interface file specification for more information. Fix the format and resubmit.
173	Data columns do not match specifications- too many or too few columns	Column names/headings are incorrect. Refer to the interface file specification for more information. Fix the format and resubmit
174	Student has exceeded the SAS award limit per program year	Inform student that he/she is not eligible
175	Denied due to no record of eligible graduation found in K12, ABE or GED program	Check data entry and change as needed
180	System error has occurred. Please inform ITO Service Desk or SAS Administrator	Contact SAS Administrator at <a href="mailto:SASInfo@gov.sk.ca">SASInfo@gov.sk.ca</a>
190	GED number provided is not numeric	Check data entry and change as needed
195	Period Study Start Date more than 1 year past or 1 year in future	Check data entry and change as needed. Inform student that he/she is not eligible

<b>Message Number</b>	<b>Message Text</b>	<b>Explanation</b>
200	Invalid data item in detail records of batch file rejected	Format of the data in the batch upload is incorrect. Refer to the interface file specification for more information. Correct data and resubmit.