

## How To Process An Application by Mail

Everything written by you on the application must be in red ink!

1. Take application and check out of envelope (you can throw the envelope away)
2. Day stamp the application and put your initials above the FOR OFFICE USE ONLY box next to the instructions
3. In the "FOR OFFICE USE ONLY" box, put a checkmark on the blank next to "\$60 Enclosed" and write the check number in the upper left hand corner of the box.
4. Write the check's amount in the blank next to "Check Amount"  
(Steps 2-4 are all you have to write on an application that comes in normally with just the \$60 fee. I've made another list for what to do with different situations)

### Special Circumstances with Mailed in Applications:

#### Lump Sum/Down Payments

- If the Lump Sum check comes in with the application, the Lump Sum check amount goes in the "Other \$" blank. Write the check number above the amount. Check the Lump Sum amount against the payment plan book to make sure the amount is correct.
- If the Lump Sum and the Application Fee are in one check, put the total check amount in the "Check Amount" blank. Write "lump sum and 60.00" above the check amount.

#### Multiple Applications with One Fee Check

- When more than one check come in the same envelope and there is only one check to pay all the application fees write in the check's total amount in the "Check Amount" blank. In the "Related Applications" blank number the applications....Example, 1 of 3, 2 of 3, and 3 of 3

### Online Applications

To check the number of online applications, go to [www.prepaidtuition.com](http://www.prepaidtuition.com). Log in to the website. Click on "Reports Online." Click on "Reports By Title." Scroll down to "FHS Imported Apps Process" and click "Go." Click on the desired date and the total applications on the internet will be displayed.

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Procedure: MPACT Enrollment Process – Paper Application

Summary: Paper application(s) along with fee check(s) and/or application payment check(s) are received in the program office. The Program Office completes the "for office use only" section of the application, recording the check(s) information received with each application. The Program Office with then reconciles the paper application(s) and application fee check(s) and/or application payment (s) by completing the "MPACT Daily Application Batch Sheet". A complete scan via PDF File containing: the "MPACT Daily Application Batch Sheet", copy of that days deposit ticket, copy of the application(s) and copy of the check(s), is sent via secure e-mail to Intuition for processing. This will be included on the daily scan currently sent to Intuition as a separate PDF attachment (application scan & correspondence scan).

Program Office:

- 1) Make a copy of any check(s) accompanying the application.
- 2) Deposits application fee check(s) and application payment check(s) directly to BanCorp MPACT Account.
- 3) Complete the "MPACT Daily Application Batch Sheet"

**MPACT DAILY APPLICATION BATCH SHEET**

Month Application Received: \_\_\_\_\_ Today's Date: \_\_\_\_\_

	<u>Batch Total Dollars</u>	<u>Batch Total Applications</u>	<u>Batch Total # Of Checks</u>
Applications with One Check	\$ _____	_____	_____
Applications with No Check		_____	_____
Multiple Applications with One Check	\$ _____	_____	_____
Application with Multiple Checks	\$ _____	_____	_____
Batch Total and Total # of Applications	\$ _____	_____	_____

Prepared By: \_\_\_\_\_

- a. Write the Month the application was received.
- b. Today's Date (Deposit date)
- c. Batch Number (Program Office internal batch number)
- d. Applications with one check (single application with single check) Example:  
3 applications received with 3 checks.
- e. Applications with no checks (applications received with no associated check).
- f. Multiple applications with one check. Example: Family sends application for 4 kids with one check to cover payment for all four applications.
- g. Application with Multiple checks. Example: A single application is received but multiple checks to be applied to same account.
- h. Batch total and total # of Applications.
- i. Preparer Signature

Program Office sends Daily Secured Mail Scan:  
Paper Applications must be sent in a separate batch from the normal daily Correspondence and follow the following order.

- 1) Place the "MPACT Daily Application Batch Sheet" first.
- 2) Place the copy of the deposit ticket behind the "MPACT Daily Application Batch Sheet".
- 3) The Application should be prepared with the associated check. Place the application and immediately behind the application place the associated check copy. If one check is received for 2 applications then place the copy of the check behind the 1<sup>st</sup> application. Repeat until all application and checks are in order.
- 4) Send via Secure Mail to [intuitionops@intuition529.com](mailto:intuitionops@intuition529.com) by 11:00 am CT.
- 5) If no paper applications are received, the Program Office will state that on the daily secured mail sent to Intuition.