



# EDITING STUDENT SPA IN EXC

School portal users will be able to edit the Student SPA for a waitlisted student to allow adjustments for discounts and for Next-In-Line processing.

1. Go to the [EmpowerXChange portal](#) Student SPAs tab on the School Forms page.
2. Users will select the student to adjust the Student SPA. **Note:** *only students in Waitlisted or Waitlisted-Verified status will be available for editing.*

Your School Forms

School Participation Agreements School Commitment Forms Attendance Reports **Student SPAs**

### Student SPAs

The Student SPA form may be completed by a school for each Empower Illinois scholarship recipient to edit the annual amount of tuition and fees to account for discounts or to accommodate Next-In-Line processing.

Student SPAs (2023 - 2024)

Dori Torphy	Get Started
Erasmio Kiehn	Get Started
Shalon Waters	Get Started

3. The student SPA form will be presented.

Student SPAs (2023 - 2024)

Dori Torphy

Tuition Details

Notes Status: Gifted, IIRKA Grade: Kindergarten

Application Status: Waitlist - Verified

**Costs**

Tuition	Books	Field Trips	Required Supplies	Uniforms
\$ 6417.96	\$ 0	\$ 1	\$ 0	\$ 0
Other Costs	ELL Costs	Gifted Costs	IDEA Costs	Testing Fees
\$ 0	\$ 547	\$ 22	\$ 955	\$ 0

Total Award Percentage: 100% Total Tuition & Fees: \$7,385.90 Expected Full Year Cost from SPA: \$8,454.00

Please provide a note as to why total tuition is lower than expected tuition from the SPA

Additional Details

Reason for any SPA Differences\*  
Select

Notes  
Early registration discount

Submit Cancel

- School users will be able to adjust the tuition and fees to accommodate discounts or to process the Next-In-Line student to use the remaining designated balance. The user should adjust the tuition and fees to the amount they wish total tuition and fees to be after discounts or the amount of the designated balance for a Next-in-Line student.

**Tuition Details**

Noted Status: Gifted, IDEA | Grade: 6th Grade

Application Status: Waitlist - Verified

Costs:

Tuition	Books	Field Trips	Required Sup
\$ 5080	\$ 0	\$ 0	\$ 0
Other Costs	ELL Costs	Gifted Costs	IDEA Costs
\$ 0	\$ 555	\$ 904	\$ 192
			Testing Fees
			\$ 0

**Total Award Percentage:** 100%

**Total Tuition & Fees:** \$6,206.00

**Expected Full Year Cost from SPA:** \$8,206.00

Please provide a note as to why total tuition is lower than expected tuition from the SPA.

**Additional Details**

Reason for any SPA Differences\*  
 Sibling/Family discount

Notes  
 Sibling/Family discount

Submit | Cancel

**Callout 1:** This section will calculate the expected costs based on the students eligibility. If (Student SPA) Total and Expected total do not match the user will be required to complete a reason and note in the Additional Details section.

**Callout 2:** The user will be required to select a reason for the difference and add to the auto generated note if needed.

- If the school user attempts to increase the total amount, they will not be able to submit the form and the expected section will turn red.

**Total Award Percentage:** 100%

**Total Tuition & Fees:** \$9,616.96

**Expected Full Year Cost from SPA:** \$5,617.00

Tuition & Fees cannot exceed expected full year cost from SPA.

- School users will be required to select a reason and leave a note for the adjustment.

**Reason for any SPA Differences\***

Select

- Select
- Sibling/Family discount
- Parishioner discount
- Early registration discount
- Staff discount
- Changes to school fees
- Other
- Next in Line Processing

Additional Details

**Reason for any SPA Differences\***

Select ▼

**Notes** ⓘ

Early registration discount

7. The school user will click on the submit button.

**Submit** **Cancel**

Assuming there are sufficient designated funds available, the student will be issued a scholarship within 2 business days. Please note the “Reason for SPA Differences” and “Notes” submissions will also appear on the student’s SCF (School Commitment Form) to reduce duplicate discounts/adjustments.