**Section 2400.60 Application Procedures**

a) The Board shall provide information about the ICEOP to institutions of higher education for distribution.

b) Application materials shall be distributed by participating institutions of higher education.

c) A student shall apply directly to the institution of higher education which he or she plans to attend, and the applications shall be forwarded with the institution's verification and endorsement to the Consortium Board.

d) A student who received an award in a previous year shall reapply for the next year's award directly to the institution in which he or she is enrolled or intends to enroll. The renewal form shall be forwarded with the institution's verification and endorsement to the Consortium Board.

e) Each participating institution of higher education shall request awards annually from the Consortium Board on behalf of those students recruited and admitted.

f) Institutions shall submit their requests for awards to the Consortium Board by March 1 each year prior to the start of the academic year in which awards are funded.

(Source: Amended at 14 Ill. Reg. 19178, effective November 27, 1990)