**Section 2739.40 Institutional Procedures**

a) Funds shall be disbursed by ISAC to SIU-C. ISAC shall notify the institution of the amount of funds available and shall send a claim form that is to be used by SIU-C to request the amount of funds needed to pay claims. The form must be signed by an official of SIU-C and returned to ISAC's Deerfield office.

b) The institution shall determine the amount of each grant, which shall be equal to the amount of the fees charged the student as a participant of the Clinical Center Achieve Program.

c) If the institution cannot award the full amount of funds disbursed to it in the fiscal year for which the funds are appropriated, the unused portion must be returned to ISAC.

d) The institution shall notify applicants that grant assistance is contingent upon the availability of funds appropriated for this Program.