**Section 2750.40 Institutional Procedures**

a) Institutions shall submit payment requests to ISAC, and shall request payment for tuition and fees only up to the amount of actual tuition and fee expenses incurred.

b) Upon receipt of scholarship funds, the institution shall verify the recipient's enrollment status for the term for which the award was intended.

c) *Upon receipt of the scholarship funds, if the recipient has withdrawn from enrollment for the terms for which the award was intended, the recipient may receive payment for tuition and fees incurred up to the term award. The room and board allowance shall be prorated based on the institution’s return of funds policy. The institution shall return the appropriate amount of the payment to ISAC.* [110 ILCS 947.65/120]

d) To provide sufficient time for processing and vouchering through the State Comptroller's Office, all payment requests must be received by ISAC no later than July 1.