**Section 116.220 Responsibility of Institutions to Submit Information Relative to Reimbursement**

a) Each institution is responsible for submitting information to the Department relative to reimbursement of tuition and mandatory fees. This reporting period will begin on the add/drop date and end two months after the add/drop date. The institution must coordinate with the Department for any reimbursement requests made two months after the add/drop date for each term.

b) The institution shall submit the following information for each scholarship recipient:

1) Name

2) Social Security Number

3) Term Date

4) Credit Hours

5) Tuition

6) Fees

(Source: Amended at 48 Ill. Reg. 17376, effective November 13, 2024)