**Section 2738.30 Program Procedures**

a) All first-time applicants shall complete an application that includes biographical information regarding themselves and their grandparents. Additionally, the applicant must provide documentation of his or her eligibility according to Section 2730.20(a)(3) for the 12 months previous to the signature date on the application.

b) Renewal applicants shall complete an application each year assistance is requested.

c) The application must be submitted between August 1 and May 30 of the academic year for which assistance is being requested.

d) All applications are considered submitted as of the date on which they are received at ISAC's Deerfield office and are determined complete. If an application is incomplete, a correction notice will be sent to the applicant. The applicant will then have an opportunity to furnish the missing information.

e) Grants are applicable toward tuition and mandatory fees.

f) In the event that funds are insufficient to make awards to all eligible applicants, ISAC will make award determinations based on the date that the completed application is received at the Deerfield office.

g) Each applicant will be notified of the grant to be awarded. Applicants not receiving awards will be notified as well.

h) Benefits are limited to full-time enrollment and will be awarded for 4 years of undergraduate study, unless the applicant fails to meet all qualifications of the program.

i) ISAC pays grant funds directly to the institution of record in the name of the recipient.

j) A recipient shall agree to notify ISAC, in writing, within 15 days after any change affecting his or her enrollment status, name or address.

k) If a recipient withdraws from enrollment after the expiration of the tuition refund/withdrawal adjustment period, the recipient shall receive a grant for payment of tuition and mandatory fees incurred up to the maximum term award ($1000), provided the institution's tuition refund policy indicates the recipient has incurred those charges.

l) The $1,000 award applies to any terms during the academic year.