**Section 2770.40 Institutional Procedures**

a) Each institution desiring to participate in this program shall inform ISAC, in writing, by August 15 preceding each award year.

b) A claim for matching funds may be submitted to ISAC by dates specified in subsection (d) of this Section. The initial claim shall include:

1) the amount of the claim;

2) how general student approval was obtained;

3) how funds were collected;

4) the steps employed to ensure that student contributions were voluntary; and

5) documentation that the claim includes only voluntary contributions by enrolled students.

c) A supplementary claim can be filed after a filing date for the purpose of adjusting a regular claim filed earlier.

d) Institutions shall submit a payment request to ISAC based on eligible match amounts. The deadlines for submission of complete payment requests shall be October 15 for summer terms; February 15 for first semester/quarter; April 15 for second quarter; and June 15 for second semester/third quarter. All claims, including supplemental claims, must be received by ISAC no later than July 1. This will provide sufficient time for processing and vouchering through the State Comptroller's Office in Springfield prior to the State's fiscal year lapse period ending August 31. STS matching funds are paid by ISAC directly to the institution.

e) The reimbursement to institutions for Student to Student matching funds is contingent upon available funding. Should General Assembly appropriations be insufficient to pay all claims in full, claims will be prorated. Claims will be considered for payment in the following order:

1) summer term claims received by October 15;

2) first semester and first quarter claims received by February 15;

3) second quarter claims received by April 15; and

4) second semester and third quarter claims received by June 15.

f) Each participating college or university shall submit to ISAC an annual report, no later than August 15 following the award year, of the activities, operations and results of its STS grant program.

g) Matching funds must be expended by the end of the academic year following the year in which the funds are requested.

(Source: Amended at 30 Ill. Reg. 11723, effective July 1, 2006)