**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 fees. This reporting period will be at some point after the Financial Responsibility Date and prior to two months from the end of the term. The Financial Responsibility Date shall be defined as that point in time in which the student becomes responsible for tuition and fees regardless of whether he should drop or withdraw.

b) The following information should be submitted for each student:

1) Name

2) Social Security Number

3) Term Date

4) Credit Hours

5) Tuition

6) Fees