**Section 1000.30 Application Requirements**

a) Format for Student Listing and Credit Hours Claimed

1) Illinois resident students enrolled in interinstitutional cooperative programs involving two private not-for-profit institutions may be claimed by only one institution. The institution that may claim students in such programs is the principal institution for the student's records and the one to which the students pay the institution's regular tuition and fees. A private not-for-profit institution which is involved in either a cooperative or contract program with a proprietary institution may not claim students in such programs.

2) Illinois resident students enrolled in interinstitutional cooperative programs involving a public institution may be claimed by the private institution if the private institution is the principal institution for the student's records and the one to which the student pays the institution's regular tuition and fees.

3) The list of names and addresses must coincide with the figures reported on the Enrollment Report Form. The list may be submitted in a machine readable form, a computer print-out, or a typed listing. The format for preparing and submitting the list on magnetic tape is available upon request from the Board of Higher Education staff. The format for preparing the list must include:

A) The name and address of each student claimed in alphabetical order by class level;

B) The total credit hours previously earned by each student, on the date of enrollment data;

C) The number of credit hours each student is enrolled in, on the date of enrollment data;

AGENCY NOTE: The Hospital Schools are not required to include subsections 3 (B) and (C) of the above but shall submit a separate alphabetized list for each class level. The statement of equivalency shall appear at the beginning of each list.

D) The institution's total number of lower division credit hours, and the total number of upper division credit hours, and the FTE calculation for lower division and upper division;

E) For those institutions having cooperative programs with another institution, either public or private, the list must identify the students being claimed who are enrolled in the cooperative program and identify the credit hours enrolled at each institution.

AGENCY NOTE: Institutions that do not grant credit hours shall provide a statement of the equivalency to the student classification by semester hours.

b) Audit of Enrollment and Non-Sectarian Compliance. Institutions shall annually contract with their external auditors to conduct an enrollment audit of the enrollment claimed for grant funds in this program and to verify that grant funds have not been used for sectarian purposes and report the results to the Board of Higher Education.

c) Reductions and Reimbursements

1) A reduction will be made on the amount of an institution's grant when the enrollment audit from the previous fiscal year identifies an overpayment made for the previous fiscal year grant or where an audit fails to verify that grant funds were not used for sectarian purposes.

2) A reimbursement to the State will be required of any institution which does not continue to participate in the program when the enrollment audit from the previous fiscal year identifies an overpayment made for the previous fiscal year grant, when no enrollment audit is submitted, or where an audit fails to verify or is not submitted to verify that grant funds were not used for sectarian purposes.

3) Underpayments of a previous fiscal year's grant revealed by an enrollment audit shall not be disbursed to an institution in subsequent year grants.

(Source: Amended at 14 Ill. Reg. 2030, effective January 18, 1990)