**Section 2734.40 Institutional Procedures**

a) The MAP Plus grant must not exceed tuition and mandatory fees minus State and federal gift assistance that is restricted to paying tuition and mandatory fees.

b) The institution of record shall submit claims for MAP Plus eligible students. By submitting a payment request, an institution is certifying that the qualified applicants meet the requirements of Section 2734.20, Applicant Eligibility.

c) MAP Plus grants are paid directly to the institution of record in two disbursements consisting of payments in an amount not to exceed $250 each term.

d) For any institution of higher learning that has concurrent registration opportunities, the following policy pertains:

1) The recipient must indicate his/her institution of record on the MAP Plus application.

2) The payment of the term award by ISAC will require the institution of record to receive MAP Plus payment on behalf of any other institutions and the institution of record shall distribute the appropriate share of the award to the other institutions. Payment by ISAC will not be made to more than one institution.

3) Concurrent registration is limited to ISAC-approved institutions of higher learning.

e) If an Illinois institution operates an out-of-state center, residents of Illinois enrolled in classes at the out-of-state center may receive MAP Plus benefits in accordance with Section 2734.30(h).

f) If a recipient's enrollment changes for the following term, the institution shall only claim payment for the term for which the amount of tuition and mandatory fee expenses were incurred.

g) MAP Plus grants are paid directly to the approved institution of record that certifies to ISAC that the applicant is an eligible recipient. ISAC will establish priority claim dates for the submission of payment requests and inform the institution of the required priority dates.

h) Institutional Processing of Payments

1) Within 30 days after and including the date of receiving payment of any MAP Plus funds claimed, the institution shall credit the MAP Plus funds against the recipients' tuition and mandatory fee charges for the appropriate terms.

2) Institutions are required to reconcile payments received through MAP Plus and, as applicable, submit all necessary corrections to student records on a timely basis. Any payments received by the institution that are determined in the reconciliation to be refunds payable to ISAC are to be processed and returned to ISAC no later than 60 days following the end of the academic term unless ISAC has already deducted outstanding refunds from institutional payment requests during the applicable fiscal year. Billing errors, retroactive withdrawals and other miscellaneous reasons may cause refunds. Refunds showing as owed to ISAC must be remitted within 30 days after the end of the institution's regular school year. Should the payment arrive after the end of the regular school year, the institution will have 60 days following receipt of payment to complete the reconciliation process and return any refunds due.

3) To provide sufficient time for processing and vouchering through the State Comptroller's Office in Springfield, all payment requests must be received by ISAC no later than July 1.

4) Payment requests received after that date for the regular school year will be processed as time and available funds permit; however, final action may require institutions to go to the Illinois Court of Claims to obtain payment for approved claims. (See the Court of Claims Act [705 ILCS 505].)