**Section 2763.40 Institutional Procedures**

a) The institution shall submit eligibility information for qualified applicants in sufficient time for ISAC to make award announcements.

b) MTI awards are paid directly to the approved institution of record that certifies to ISAC that the applicant is an eligible recipient.

1) ISAC will annually establish priority claim dates for the submission of payment requests and inform schools of the required priority dates.

2) Late payment requests will result in delayed processing of payments. Payment requests are processed in the sequence of receipt by ISAC and as funds are available.

3) Institutions may submit their payment requests beginning 10 days prior to the start of classes for the term for which payment is being requested.

c) ISAC shall disburse scholarship funds in two or three installments, depending on the number of terms financed by the scholarship, except that multiple disbursements shall not be required in cases where the applicant's eligibility is not determined until the final term of the regular school year for which the scholarship is being awarded or when a student is attending only one term and the maximum award does not exceed the student's cost of attendance.

d) Funds shall be remitted by ISAC to institutions on behalf of the recipients.

e) Upon receipt of scholarship funds, the institution shall verify the recipient's enrollment status for the term for which the award was intended. If enrolled, the institution may credit the scholarship funds to the recipient's account for expenses due and payable. The balance of the disbursement shall be released to the recipient.

f) Upon receipt of the scholarship funds, if the recipient has withdrawn from enrollment for the terms for which the award was intended, the institution shall return the amount of the scholarship payment to ISAC.

g) Scholarship Amount

1) MTI scholarships are applicable only toward tuition and fees and room and board charges or commuter allowances, if applicable.

2) The annual scholarship amount shall be computed by the institution and must be the lesser of:

A) tuition and fees plus room and board expenses charged by the institution;

B) tuition and fees plus the standard commuter allowance for students living off-campus; or

C) $5000; unless at least $2,850,000 is appropriated in a given fiscal year for the MTI Program, then, $7,500 in that year and in each fiscal year thereafter.

3) The total amount of MTI scholarship assistance awarded to a qualified applicant in a given regular school year, when added to the other financial aid available to the qualified applicant for that year, cannot exceed the cost of attendance.

4) A qualified applicant may receive grant assistance under the MTI Program only up to the amount by which the qualified applicant's cost of attendance exceeds the amount of the Monetary Award Program grant (23 Ill. Adm. Code 2735).

h) 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.

i) *Each institution that participates in the MTI Program shall host an annual information session about the program for teacher candidates of color and require that each program recipient enrolled at the institution meet with an academic advisor at least once per academic year in an effort to facilitate on-time completion of the student’s educator preparation program.* [110 ILCS 947/50]

(Source: Amended at 45 Ill. Reg. 15332, effective January 1, 2022)