**Section 2742.30 Program Procedures**

a) All applicants must file an application annually for the Grant Program for Medical Assistants in Training.

1) Applications are available at ISAC's web site and ISAC's Springfield, Deerfield and Chicago offices.

2) All applicants must complete and file the form the US. Department of Education (ED) designates as an application for federal student financial aid for the purpose of determining the Expected Family Contribution (EFC) that is used as a selection criterion for this award. (See Section 483 of the Higher Education Act of 1965, as amended (20 USC 1070a).)

3) ISAC shall select the recipients from among those who have submitted a complete application prior to the priority consideration date, as set by ISAC.

4) If the application is incomplete, ISAC will notify the applicant, who will have an opportunity to furnish the missing information. The application will only be considered for processing as of the date the application is complete and received at ISAC's Deerfield office.

5) A qualified applicant must also submit any forms required for the receipt of the grant.

b) Benefits are limited to tuition and fees for 2 semesters in an academic year, except that no recipient may receive more than $5,000 in a single academic year.

c) Each qualified applicant who is selected to receive a grant shall be notified. Applicants not receiving the grant will be notified as well.

d) The total number of grants awarded in a given fiscal year is contingent upon available funding. ISAC shall select the recipients from among qualified applicants who filed timely applications based on a combination of the following criteria:

1) Expected Family Contribution (EFC), from the lowest to the highest.

2) Recipients of assistance under this Part during the previous academic year may receive first priority consideration provided the recipient continues to meet the eligibility requirements.

e) If all other criteria are equal, priority consideration will be given to the qualified applicant who submitted his or her completed application on the earliest date.