**Section 2744.30 Program Procedures**

a) Applicants shall annually file an ISAC application for the Scholarship Program and provide all documentation requested in the application.

1) Contingent upon adequate funding, scholarship applications will be available at ISAC's web site and, ISAC's Springfield, Deerfield and Chicago offices.

2) All first-time applicants shall certify that they have successfully completed the Police Training Academy Job Training Program and shall provide other information and documentation requested in the application.

3) 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 after all necessary information is received by ISAC.

b) Benefits are limited to tuition and mandatory fees for 2 semesters in an academic year for up to four years of full-time enrollment.

c) ISAC shall select the recipients from among those who have submitted complete applications, including qualified new applicants and those who filed timely renewal applications for to up to four years of full-time enrollment and have supplied information required.

d) The total number of scholarships awarded in a given fiscal year is contingent upon available funding. If funding is insufficient to pay all eligible applicants, awarding will be based on the date the completed application is received in ISAC's Deerfield office. Preference may be given to renewal applicants, provided that the recipient continues to meet the eligibility requirements.