Coker University
Office of Financial Aid
Sep 26, 2024

Procedures for Monitoring Lottery Expenditure Funds

To effectively monitor lottery expenditure funds based on the provided information, here are a set of producers for each step in the process, ensuring proper tracking and compliance with regulations:

New Freshmen

1. **Award Academic Scholarships**

- **Process:** Monitor the list of newly accepted freshmen and ensure that scholarships based on the Noel-Levitz matrix are awarded to eligible students.
- **Action:** Track the eligibility for Palmetto Fellows, LIFE, and HOPE scholarships by verifying that FAFSA submissions are complete.

2. **Determine Scholarship Eligibility (Palmetto Fellows, LIFE, HOPE, SC CAP)**

- **Palmetto Fellows Scholarship:**
  - **Process:** Monitor the list of eligible students from the SC Commission on Higher Education (CHE) and ensure award based on eligibility.
  - **Action:** Cross-check students on the eligibility list and flag any discrepancies for review.
- **LIFE Scholarship:**
  - **Process:** Review the GPA, class rank, and standardized test scores (SAT/ACT) of students who have submitted FAFSA.
  - **Action:** Ensure students meet two out of the three requirements and adjust final awards after receiving the final high school transcript (FHT).
- **HOPE Scholarship:**
  - **Process:** Track students with a 3.0 GPA, U.S. citizenship, SC residency, and SC high school graduation status.
  - **Action:** Ensure scholarship eligibility is confirmed upon receipt of the final high school transcript (FHT).
- **SC CAP:**
  - **Process:** Monitor the list of eligible students from the SC Commission on Higher Education (CHE) and ensure award based on eligibility.
  - **Action:** Cross-check students on the eligibility list and flag any discrepancies for review.

3. **Track Financial Aid Offers**

- **Process:** Monitor all award offers, including institutional, federal, state, work-study, and loan funds.
- **Action:** Ensure no over-awards are made, adjusting offers accordingly in the system.

4. **Monitor Certification and Eligibility**

- **Process:** Track the submission of completed affidavits through Google Forms.
- **Action:**
  - Update the student's record in the Colleague system to reflect a "C" action code (certified) once the affidavit is submitted.
  - Place a hold with the "H" action code if the affidavit is not signed and continue follow-up with the student.

5. **Enter Final High School Transcript (FHT) Data**

- **Process:** Once the final high school transcript is received after graduation, update the system with the graduation date, GPA, and class rank.
- **Action:** Mark the student's record as "grad" in the system, triggering eligibility updates for scholarships based on final high school performance.

6. **Request Funds from CHE**

- **Process:** After confirming eligibility, request the necessary funds from the SC Commission on Higher Education (CHE) for Palmetto Fellows Scholarship, LIFE Scholarship, HOPE Scholarship, and SC CAP.
- **Action:** Maintain records of requests and disbursements for auditing purposes.

7. **Mail Award Offers**

- **Process:** Track the sending of award letters to students through Admissions.
- **Action:** Ensure timely communication and offer adjustments are mailed to students for review and acceptance.

New Students – Transfer

1. **Award Academic Scholarships:**
   - **Process:** Monitor the acceptance of transfer students and award academic scholarships based on the Noel-Levitz matrix.
   - **Action:** Track eligible students and ensure proper scholarship allocation.
2. **Determine Eligibility for Palmetto Fellows Scholarship:**
   - **Process:** Evaluate eligibility for Palmetto Fellows after notification from the SC Commission on Higher Education (CHE) is received.
   - **Actions:** Notify CHE the results of the students evaluation.

3. **Determine Eligibility for LIFE Scholarship:**
   - **Process:** Evaluate eligibility for LIFE Scholarship based on submitted FAFSA and requirements from the SC Commission on Higher Education (CHE).
   - **Actions:**
     - **GPA and Hours Calculation:** Extract GPA and earned hours from the transfer transcript and enter them into a tracking spreadsheet.
     - **US Citizenship:** Verify the student's citizenship status.
     - **SC Residency:** Confirm SC residency from the FAFSA submission.
4. **Determine Eligibility for HOPE Scholarship:**
   - **Process:** Evaluate eligibility for HOPE Scholarship based on submitted FAFSA and requirements from the SC Commission on Higher Education (CHE).
   - **Actions:**
     - **GPA and Hours Calculation:** Extract GPA and earned hours from the transfer transcript and enter them into a tracking spreadsheet.
     - **US Citizenship:** Verify the student's citizenship status.
     - **SC Residency:** Confirm SC residency from the FAFSA submission.
5. **Determine Eligibility for SC CAP:**
   - **Process:** Monitor the list of eligible students from the SC Commission on Higher Education (CHE) and ensure award based on eligibility.
   - **Action:** Cross-check students on the eligibility list and flag any discrepancies for review.
6. **Track Financial Aid Offers:**
   - **Process:** Complete award offers using institutional, federal, state, work-study, and loan funds.
   - **Action:** Ensure no over-awards and adjust offers accordingly.
7. **Email Award Offer:**
   - **Process:** Email offer letters to transfer students once all awards are finalized.
   - **Action:** Track communication
8. **Monitor Certification and Eligibility:**
   - **Process:** Use Google Forms to request completed affidavits from students.
   - **Action:** Upon receipt of affidavits, update the Colleague system to a certified "C" action code. Use the "H" action code for unsigned affidavits and follow up accordingly.
9. **Update Transcripts:**
   - **Process:** Regularly check for updated transcripts and add them to the tracking spreadsheet.
   - **Action:** Ensure GPA and credit hours are updated accurately.
10. **Request Funds from CHE:**
    - **Process:** After eligibility confirmation, request necessary funds from the SC Commission on Higher Education (CHE).
    - **Action:** Keep records of fund requests and disbursements for compliance and audit purposes.

Returning Students

1. **Add Previous Year Academic Scholarship:**
   - **Process:** Reapply the academic scholarship from the prior year to the returning student's account.
   - **Action:** Ensure timely and accurate posting of the award.
2. **Evaluate Eligibility for Palmetto Fellows, LIFE, and HOPE Scholarships:**
   - **Process:** Review GPA and earned hours after the spring semester to determine continuing eligibility.
   - **Action:** Adjust awards based on the requirements of each scholarship.
3. **Evaluate Eligibility for SC CAP:**
   - Process: Review SC CAP on the Commissions of Higher Education (CHE) website to determine eligibility.
4. **Track Financial Aid Offers:**
   - **Process:** Complete award offers for institutional, federal, state, work-study, and loan funds.
   - **Action:** Monitor and adjust awards to prevent over-awards.
5. **Contact Students for Summer Enrollment:**
   - **Process:** Notify students who need additional hours or GPA to maintain scholarship eligibility and suggest summer enrollment.
   - **Action:** Track and follow up on enrollment and performance in summer courses.
6. **Recalculate Eligibility Post-Summer:**
   - **Process:** After summer course completion, recalculate GPA and hours to reassess eligibility.
   - **Action:** Adjust awards if eligibility requirements are met.
7. **Review Transfer Transcripts:**
   - **Process:** Collect and review transcripts from students attending other institutions and update the spreadsheet.
   - **Action:** Calculate LIFE GPA and earned hours.
8. **Monitor Summer Enrollment Awards:**
   - **Process:** Complete award offers for summer enrollees, ensuring no over-awards are made.
   - **Action:** Adjust funds accordingly and track disbursements.
9. **Email Award Offer:**
   - **Process:** Email the final offer letter to the student once all awards are updated.
   - **Action:** Confirm communication and receipt.
10. **Monitor Certification and Eligibility:**
    - **Process:** Use Google Forms to collect affidavits and update the Colleague system with a "C" action code upon receipt.
    - **Action:** Use the "H" action code for unsigned affidavits and follow up with students.
11. **Request Funds from CHE:**
    - **Process:** Request funds from the SC Commission on Higher Education after all eligibility and award actions are confirmed.

○ **Action:** Maintain a record of all requests for proper financial tracking.

Controls

1. **Over Awards:**
   ○ **Process:** Ensure awards are properly allocated, and no over-awards are made.
   ○ **Actions:**
      ■ Complete the award offer process accurately.
      ■ Post the scholarships and adjust any discrepancies in financial aid packages.
2. **Monitor Full-Time Status:**
   ○ **Process:** Track students who drop below full-time status using an automated update from the Colleague system.
   ○ **Actions:**
      ■ Notify students of ineligibility through Self-Service.
      ■ Allow students to add credit hours to maintain full-time status.
3. **Handle Withdrawals:**
   ○ **Process:** Manage the withdrawal process and calculate refunds according to the tuition refund policy in the Academic Catalog and FSA Student Handbook.
   ○ **Actions:**
      ■ Adjust awards based on withdrawal.

Commission of Higher Education Requirements

1. **Scholarship Enhancements (Act 115, 2007):**
   ○ **Process:** Scholarship enhancements are awarded to eligible sophomores, juniors, and seniors majoring in approved mathematics, science, accounting, or education programs at four-year institutions in South Carolina. Freshmen are not eligible for these enhancement funds.
   ○ **Action:** Ensure that LIFE and Palmetto Fellows recipients are awarded the enhancement funds starting their sophomore year.
      ■ LIFE recipients may receive up to $7,500 annually (including $2,500 enhancement), and Palmetto Fellows may receive up to $10,000 annually (including $2,500 enhancement).
      ■ Verify eligibility based on the declared major and track continued eligibility for recipients.
   ○ **Cited Source:** South Carolina Commission on Higher Education (n.d.).
2. **Fourteen Credit Hour Requirement (Act No. 235, 2008):**
   ○ **Process:** LIFE and Palmetto Fellows recipients must successfully complete at least 14 credit hours in mathematics, life sciences, or physical sciences by the end of their freshman year to be eligible for the scholarship enhancement in their sophomore year.
   ○ **Actions:**

- - Track and verify the completion of these credit hours, which may include dual enrollment, CLEP, AP, IB credits, or summer courses.
    - Ensure that only courses in mathematics or science count toward this requirement, and remedial or non-degree courses are excluded.
  - **Cited Source:** South Carolina Commission on Higher Education (n.d.).
3. **Expanded Scholarship Enhancements (Act 156, 2024):**
   - **Process:** Starting in 2024, students majoring in accounting or education programs approved by CHE are eligible for the LIFE and Palmetto Fellows Scholarship Enhancements.
   - **Action:** Adjust award processing to include these additional eligible majors and ensure compliance with the new criteria.
   - **Cited Source:** South Carolina Commission on Higher Education (n.d.).

Requesting Funds from CHE

1. **Separation of Eligible Students by Award Type:**
   - **Process:** Once eligible students are identified, they are categorized according to their scholarship (Palmetto Fellows, LIFE, HOPE).
   - **Action:** Maintain separate lists for each scholarship type to streamline the funding request process.
2. **Creation of Invoices:**
   - **Process:** Create an individual invoice for each scholarship program (Palmetto Fellows, LIFE, HOPE).
   - **Action:** Ensure accuracy in invoice creation by verifying eligible students and award amounts for each program.
3. **Notification of Previous Fund Requests:**
   - **Process:** The Office of Financial Aid notifies Student Accounts if funds were requested for a student in a previous semester but were not returned to CHE due to ineligibility.
   - **Action:** Reconcile discrepancies to avoid requesting duplicate funds or overpayments.
4. **Adjustment for Overpayments:**
   - **Process:** If over payments were made in a previous semester for an ineligible student, their award is removed from the current invoice.
   - **Action:** Ensure that any overpayments are accounted for and adjusted in the current funding request.
5. **Submit Updated Invoices:**
   - **Process:** All updated and reconciled invoices are emailed to CHE for processing.
   - **Action:** Track submissions and confirm receipt by CHE to ensure timely disbursement of funds.

By following these structured processes, you can efficiently manage the monitoring of scholarship eligibility, compliance with CHE requirements, and accurate fund requests from the Commission of Higher Education.