

# Policies and Procedures Manual

Chapter 41: Palmetto Fellows

#### Palmetto Fellows Scholarship Award Amounts:

First year: **\$6,700** 

- **C** Years 2, 3, and 4: **\$7,500/year**
- In determining the amount awarded for the Palmetto Fellows Scholarship and the Palmetto Fellows Scholarship Enhancement, <u>all other sources of gift aid, including federal, State, private and institutional funds, must be applied to the unmet cost-of-attendance before calculating the Scholarship and Enhancement amounts and making the award.</u> Adjustments to the financial aid package will be made to the Palmetto Fellows Scholarship and the Palmetto Fellows Scholarship Enhancement in accordance with prescribed Title IV regulations in order to prevent an over-award. In other words, many students who receive other types of financial aid may not be eligible to receive the award amounts listed above. Palmetto Fellows recipients attending two-year colleges in SC are not eligible for Palmetto Fellows Enhancement amounts.
- Students cannot receive LIFE and Palmetto Fellows

### Preparation Palmetto Fellows Scholarship Enhancement:

**•** Years 2, 3, and 4: **\$10,000/year** 

\*\*Students enrolled at two-year institutions are not eligible to receive Scholarship Enhancements Initial Eligibility Criteria

#### Early Award

- Rank in the top 6% in 10<sup>th</sup> or 11<sup>th</sup> grade; and
- 3.5 SC UGP GPA by the end of 11<sup>th</sup> grade; and
- 1200 SAT or 27 ACT

#### Alternative Criteria

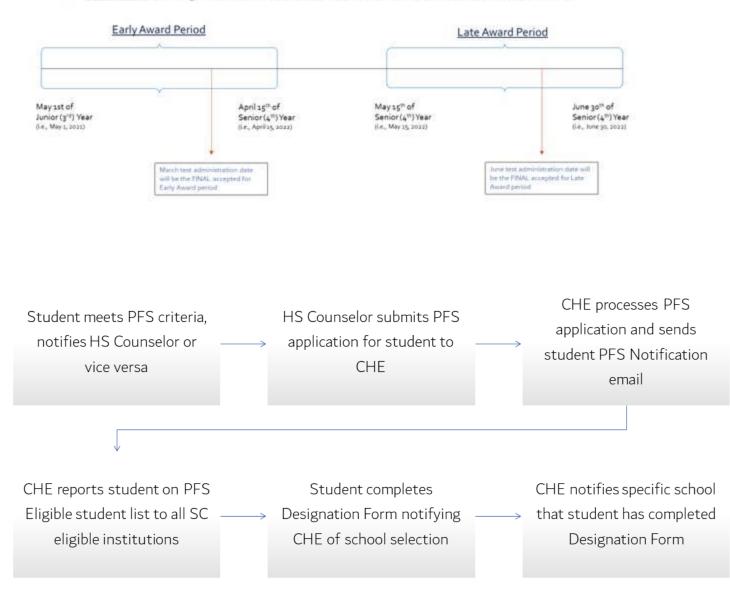
- 4.0 SC UGP GPA by end of 11<sup>th</sup> grade; and
- 1400 SAT or 32 ACT

#### Late Award

- Rank in the top 6% in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade; and
- 3.5 SC UGP GPA by end of 12<sup>th</sup> grade; and
- 1200 SAT or 27 ACT
- Alternative Criteria
- 4.0 SC UGP GPA by end of 12<sup>th</sup> grade; and
- 1400 SAT or 32 ACT

# **PFS Year-Round Processing Timeline**

- CHE will review applications continuously (bi-weekly) to determine eligibility for the PFS
- Decisions will then be uploaded into CHE data system and released to students/schools
- Estimated processing time from date of paper application receipt to decision release: 1 month



#### Palmetto Fellows Application Process

CHE now has a portal that schools can access currently enrolled PFS recipients and report data to renew, cancel, or report students who graduated. Also CHE provides a list of new students who submitted a Designation Form notifying CHE they planned to attend GTC. Once a student is listed on this report, they are awarded a PFS in a pending status and sent a PFS Certification Form with an email explaining criteria related to the PFS program. If a PFS recipient has submitted a Designation Form notifying CHE of a school selection and wants the change to school previously selected, the PFS recipient can reference the original email link to the Designation form in the email sent by CHE to them notifying them regarding their eligibility for the PFS. If the PFS recipient no longer has the email, they can contact Kathryn Harris at CHE to make a change and designate a new school.

- Once a student is determined eligible for the award they must sign a certification form.

#### Palmetto Fellows Continuing Eligibility Requirements

Once a student has been awarded a Palmetto Fellows Scholarship, they must do the following to maintain their Scholarship each academic year:

- 1. Earn a minimum 3.0 cumulative GPA at the student's home institution by the end of each academic year (fall, spring and summer); and
- 2. Earn at least 30 nonremedial credit hours for graduation purposes by the end of each academic year. Exempted credit hours (i.e., AP, IB, CLEP), credit hours earned before high school graduation (i.e., dual enrollment courses) and credit hours earned the summer term immediately following high school graduation cannot be used to meet the annual credit hours requirement.
- PFS recipients must also maintain SC residency, cannot be in default or owe a refund/repayment on any state or federal financial aid, student is also required to certify affidavit on conviction of felonies and submit any required documentation to the financial aid office.
- SCPFS recipients can progress from a certificate program into an Associate's program, however, they will only have 2 years (4 continuous terms) at a 2-year institution for PFS per Katie Harris 9.19.2023.
- The GTC Office of Financial Aid must notify any SCPFS recipient who fails to maintain eligibility for their SCPFS in writing that they are no longer eligible for the SCPFS Scholarship.



# Policies and Procedures Manual

# Chapter 19: LIFE Scholarship

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#### **History and Intent of Award**

#### Excerpts taken from: Document No. 4146 Commission on Higher Education Chapter 62 Statutory Authority: 1976 Code Section 59-149-10 62-1200.1 – 62-1200.75. Legislative Incentives for Future Excellence (LIFE) Scholarship & Legislative Incentives for Future Excellence (LIFE) Scholarship Enhancement

#### 62-1200.1. Purpose of the LIFE Scholarship Program.

Pursuant to Act 418, which was initially established in 1998 as Title 59 of the 1976 code and amended by Act 162 during the 2005 legislative session, the Commission on Higher Education shall promulgate regulation and establish procedures for administration of the LIFE Scholarship Program. The General Assembly established the LIFE Scholarship Program in order to increase the access to higher education, improve the employability of South Carolina's students so as to attract business to the State, provide incentives for students to be better prepared for college, and to encourage students to graduate from college on time.

#### **General LIFE info. for ANY student awarded LIFE**

- Majority awarded for Fall and Spring only.
  - If a student completes 30 college credit hours by the end of their first Spring semester with a 3.0 LIFE GPA and enrolls full time in the following Summer semester, the student may request to receive a summer LIFE award. The Summer term deducts from their future terms of eligibility.
- Eligibility at a 2 Year institution
  - o Up to 2 semesters for a Certificate or Diploma Program
  - o Up to 4 semesters for an Associate's Degree Program that consists of less than 68 credit hours
  - Up to 6 semesters for an Associate's Degree Program that consists of 68 or more credit hours.
  - Up to 8 semesters for a Bachelor's Degree Program
- If student is awarded LIFE Scholarship during the academic year, the student cannot also receive Lottery funds.
- LIFE Scholarship pays \$2,500 per semester or the total balance of tuition and applicable fees, whichever is less.

#### Student Eligibility Requirements

(as are applicable to a 2 year institution)

#### Excerpts taken from: Document No. 4146 Commission on Higher Education Chapter 62 Statutory Authority: 1976 Code Section 59-149-10

62-1200.1 – 62-1200.75. Legislative Incentives for Future Excellence (LIFE) Scholarship & Legislative Incentives for Future Excellence (LIFE) Scholarship Enhancement

62-1200.10. Student Eligibility: LIFE Scholarship and LIFE Scholarship Enhancement.

A. To be eligible for a LIFE Scholarship, students must:

1. Be a U.S. citizen or a legal permanent resident that meets the definition of an eligible non-citizen under State Residency Statutes whose lawful presence has been verified at the time of enrollment at the institution; and

2. Be a South Carolina resident for in-state purposes at the time of high school graduation and at the time of enrollment at the institution, as set forth by Section 59-112-10, and be either a member of a class graduating from a high school located in this State, or a student who has successfully completed at least three of the final four years of high school within this State, or a home school student who has successfully completed a high school home school program in this State in the manner required by law, or a student graduating from a preparatory high school outside this State, while a dependent of a parent or guardian who is a legal resident of this State and has custody of the dependent according to State Statute,

Section 59-149-50A or a student whose parent or guardian has served in or has retired from one of the United States Armed Forces within the last four years, paid income taxes in this State for a majority of the years of service, and is a resident of this State. A student must be a legal permanent resident of the United States before being considered to be a South Carolina resident;

5. Earn a cumulative 3.0 grade point average (GPA) upon high school graduation on the Uniform Grading Policy if a first-time entering freshman at an eligible two-year or technical institution. No other grading policy will be allowed to qualify for the LIFE Scholarship. Grade point ratios must be reported to two decimal places (minimum) and may not be rounded. For example, a student who earns a 2.99 GPA is not eligible. Institutions shall use the final GPA as reported by the high school on the official transcript;

6. Be admitted, enrolled full-time, and classified as a degree-seeking student at a public or independent institution in South Carolina;

Date: May 28, 2021

# Re: South Carolina Palmetto Fellows Scholarship Eligibility at Two-year Institutions and Technical Colleges for Fall 2021 Term

On May 6, 2021 Governor Henry McMaster signed H. 3017 into law (Act. #36). This Act amends eligibility for Palmetto Fellows Scholarship to include two-year institutions of higher learning and technical colleges whose students may be eligible for the Palmetto Fellows Scholarship. This means that for students graduating in the Class of 2021 and beyond who would like to attend a two-year institution or technical college term and that have met the eligibility criteria for the Palmetto Fellows Scholarship can be awarded. Please note that for the Palmetto Fellows Scholarship scholarship can be awarded. Please note that for the Palmetto Fellows graduation.

Students who have qualified for the Palmetto Fellows that wish to attend a two-year institution or technical college as their school of choice will need to submit their online Designation Form for a 'Two-Year Institution'. When the student selects 'Two-Year Institution/Technical College', a message will pop-up that indicates the student is forfeiting their Palmetto Fellows Scholarship. The student should disregard that statement and then type in their school choice. CHE has requested updates to our online form, but the updates may not be processed in time for the Class of 2021. CHE will then notify the student's institution of their completion of their Designation Form.

Within the same legislation, a change was made to the LIFE Scholarship program, as well. Beginning with the Fall 2021 term, students who are enrolled in identified Associates Degree programs that exceed 68 credit hours to completion, at eligible two-year institutions, may receive the LIFE Scholarship for up to six consecutive terms. A listing of eligible Associates Degree Programs that require a minimum of 68 credit hours to completion can be found on the CHE website at the following link:

https://www.che.sc.gov/Students,FamiliesMilitary/PayingForCollege/FinancialAssistanceAvailable/ /ScholarshipsGrantsforSCResidents.aspx.

Students should be aware that the terms of eligibility begin with their initial college enrollment.

# **Determining Eligibility/Evaluating LIFE eligible student groups**

(in order to show on XLIFE1 report, the following must be met)

- Checks to see if the student has LIFE award showing for award period. If so, then we don't want to process the student again. So, if LIFE award shows on the AIDE screen and amount is greater than 0 and action status not equal to BLANK, then the student will not show on the report.
- Checks FPER screen. If the Alien Status= 'TR' then, it will NOT process student.
- Checks student type. On line 1 <<student type on SPRO>> equals CHS, GCHS, UCHS, GED, then it will NOT
  process student.
- Check students HS information on IASU. Checks to make sure Institution is a High School based on CEEB code. Looks to make sure the END year on the IASU screen. If it matches what you enter on the XLIFE1 screen, then it will process student if it meets all the following information:
  - Checks the institution to make sure it has a CEEB code. If it has a CEEB code, then we know for sure the institution is a "HS". Also, the CEEB code must start with "4". This tells us that the institution is In-State.
  - Checks the End Year Attend field. If the year matches what you enter on the XLIFE1 screen, then it will process student if they meet the other HS requirements.
  - Checks the Transcript Type to make sure it equals "HS".
  - Checks the Transcript Status to make sure it equals "OFF".
  - Checks the Graduation Type to make sure it equals "Y".
  - Checks the HS GPA. It must be 3.0 or greater.
    - In order for student to show on report the following must be entered correctly in IASU screen

Institution	0026451 Mauldin High School			CEEB/FICE 411363	
Transcript Type	1 HS High School Trans		Date Recd 06/13/13		• •
Years Attended	1 2009 20	)13			
Start/End Dates	1 08/15/09	06/05/13			
Rank and/or Pct			%		
Graduation Type	Y Graduated (State D	•			
Contact					
High School GPA Summary Credits	3.180 Equi	valent	Transfer		
cannary croarts					

- Checks to see if the student has an active "FL" (disability) flag on PERC. It checks to see if the date on the FL restriction is during award period date range.
- Checks LIFE registered credit hours (OR has active FL PERC restriction) Must be enrolled in 12 credit hours or more of college level coursework
  - LIFE pays only for college level courses. The following are considered remedial/developmental courses and are therefore not LIFE eligible:
    - COL 103, COL 107, COL 108
    - CHM 100
    - ENG 012, 032, ENG 100
    - MAT 012, MAT 013, MAT 019, MAT 020, MAT 031, MAT 032, MAT 100, MAT 101, MAT 102, MAT 105, MAT 114
    - RDG 032, RDG 100, RWR 032, RWR 100

Special Note: AUT 100 is considered college level for both LIFE Scholarship and Academic purposes.

- Active Program(s) hours must be eligible for Title IV financial aid.
- Need Official College transcript IF APPLICABLE

### Initial/1<sup>st</sup> year award – Awarded LIFE1

• Student must meet the above eligibility requirements

Effective Fall 2018 – Newly graduating classes (HS graduating Class of 2018 for the 2018-2019 Academic Year) will be awarded without reviewing course schedules from June1st – July 31<sup>st</sup>. See XLIF12 process for alerting less than full time students.

Effective Fall 2023 – Will run XLIFE1 to capture students who graduated within the last 5 years. For the 23-24 year will identify eligibility for students who graduated High School between 2019 – 2023. All other students will be considered on a case by case basis to confirm they met all eligibility criteria at the appropriate times.

#### Continuing eligibility (2<sup>nd</sup> year) – Awarded LIFE2

- In addition to meeting the above eligibility requirements, the student must also:
- Have 30 completed credit hours of college level work (15 credit hours if initial enrollment was Spring semester)
- College LIFE GPA must be 3.0 or higher Only College level courses are used to determine LIFE GPA.
- Be enrolled in an Associate Degree program.
- Students who are determined to be a LIFE Scholarship recipient and have met the continued eligibility requirements at the end of the spring term are eligible for a fall award regardless of their academic performance over the summer. Continued eligibility for the scholarship will be reviewed at the end of the following spring term if transferring.

#### Mid Year and/or Other College transfers

- In addition to meeting the above eligibility requirements, the student must also:
- Have all Official College transcripts on file
- If student received LIFE in the previous academic year, must have met eligibility requirements at the end of that previous academic year.

#### Continuing eligibility (3rd year) – Awarded LIFE3

- In addition to meeting the above eligibility requirements, the student must also:
- Have 60 completed credit hours of college level work (45 credit hours if initial enrollment was Spring semester)
- College LIFE GPA must be 3.0 or higher Only College level courses are used to determine LIFE GPA.
- Be enrolled in an Associate's Degree Program that consists of 68 or more credit hours.
- Students who are determined to be a LIFE Scholarship recipient and have met the continued eligibility requirements at the end of the spring term are eligible for a fall award regardless of their academic performance over the summer. Continued eligibility for the scholarship will be reviewed at the end of the following spring term if transferring.

#### Continuing eligibility (4<sup>TH</sup> year) – Awarded LIFE4

- In addition to meeting the above eligibility requirements, the student must also:
- Have 90 completed credit hours of college level work (75 credit hours if initial enrollment was Spring semester)
- College LIFE GPA must be 3.0 or higher Only College level courses are used to determine LIFE GPA.
- Be enrolled in an Bachelor's Degree Program (Only Bachelor in Applied Science in Advanced Manufacturing at GTC)
- Students who are determined to be a LIFE Scholarship recipient and have met the continued eligibility requirements at the end of the spring term are eligible for a fall award regardless of their academic performance

over the summer. Continued eligibility for the scholarship will be reviewed at the end of the following spring term if transferring.

### **Disability Students**

In order to be eligible for reduced credit hours a student must identify to Student Disability Services (SDS). Once the student has been approved as a participant of the SDS program, accommodations paperwork will come in paper form from SDS.

Once the accommodations have been received, review the student to determine eligibility. Beginning with the 2018 Spring semester, forms will be issued for 1 semester at a time.

- 1<sup>st</sup> year students: Student must meet the above eligibility requirements with the EXCEPTION of the credit hour requirement. SDS student may take as little as 1 credit hour each semester.
- 2<sup>nd</sup> year students:
- $\circ$   $\$  Did student meet accommodation from 1st year or
- If no 1<sup>st</sup> year accommodation, did student meet continued eligibility requirements as set out in sections above

#### Summer LIFE

A summer semester scholarship disbursement yields a potential for those eligible students who demonstrate they are on an accelerated track to graduation to earn a degree at a faster pace than on a traditional academic calendar. The availability of summer awards allows for a decreased time-to-degree alternative which in turn assists students in attaining educational goals at lower costs.

For participation in summer scholarship disbursement, at the end of the spring semester a LIFE Scholarship recipient must:

- Earn a cumulative 3.0 LIFE GPA; and
- Earn at least 30 non-remedial coursework during the fall and spring terms, including AP, IB, Dual Enrollment, CLEP or exempted credit hours.
- A summer term cannot be a scholarship recipient's first term of enrollment.
  - First-time entering freshmen will not be penalized for any credit hours earned during the summer session immediately prior to the student's initial college enrollment. The credit hours earned will not count against the terms of eligibility. The credit hours may be used toward the annual credit hour requirement.
- A student must demonstrate having attempted and/or enrolled in a total of at least twelve credit hours over the course of the entire summer term to be awarded.
- Participating students who are determined to be a LIFE Scholarship recipient and have met the continued eligibility requirements at the end of the spring term are eligible for a fall award regardless of their academic performance over the summer. Continued eligibility for the scholarship will be reviewed at the end of the following spring term if transferring.
- For participating students enrolled in a two-year institution who have been awarded LIFE in the summer and who have exhausted the maximum allowable terms for LIFE are not eligible to receive the LIFE Scholarship in their fifth term of enrollment at an eligible two-year institution. The maximum allowable terms for LIFE will be in keeping with State Regulation 62-1200.20. Likewise in accordance with State Regulation 62-900.165 students are not eligible to receive Lottery Tuition Assistance within in the same academic year.
- Summer Affidavits will be kept with the original LIFE Certifications students sign during initial fall/spring awarding.

#### **Early Graduation Requirements for Life Scholarship**

Excerpts taken from: Document No. 4146 Commission on Higher Education Chapter 62 Statutory Authority: 1976 Code Section 59-149-10 62-1200.1 – 62-1200.75. Legislative Incentives for Future Excellence (LIFE) Scholarship & Legislative Incentives for Future Excellence (LIFE) Scholarship Enhancement

> E. Students who complete their high school graduation requirements prior to the official graduation date reported on the final high school transcript may be eligible to receive the LIFE Scholarship dependent on the approval of the Commission on Higher Education (CHE). The student must complete and submit an Early Graduation Application, an official high school transcript, an official letter from the high school principal verifying that he/she has met all graduation requirements, and SAT/ACT scores (if attending a four-year institution) by the established deadline. Early graduates cannot use class rank in order to qualify for the LIFE Scholarship at four-year institutions for the spring semester since the class has not officially graduated. A student may use class rank to receive the Scholarship after the class officially graduates. Early graduates who enroll mid-year (spring term) and are awarded the LIFE Scholarship through the Early Graduation process will officially begin their initial college enrollment. In order to receive the LIFE Scholarship the next academic year, the student must earn a minimum of fifteen credit hours and a 3.0 "LIFE GPA" at the end of the academic year. The student will be eligible to receive the maximum number of terms of eligibility based on initial college enrollment. If a student does not submit an early graduation application for the spring term and has not officially graduated, the student should not have received the LIFE Scholarship and that term will not count against his/her terms of Scholarship eligibility.

In order to be reviewed for LIFE, the student must provide the following to the Office of Admissions

- A letter on school letterhead signed by the principal/guidance counselor stating that the student has completed all the SC graduation requirements;
- A final official high school transcript (after graduation)

## **BA Degree**

#### Background

Greenville Technical College has received approval from S.C. State Technical College System, the Commission on Higher Education and SACSCOC to offer a 4-year Bachelor Degree program in Advanced Manufacturing beginning in Fall 2019. The program will be housed in Greenville, SC at the Center for Manufacturing Innovation.

#### **General Enrollment Criteria for BA Degree**

- 1. Successful completion of an earned Associate in Applied Science Degree in one of the following majors:
  - Mechatronics Technology (formerly Industrial Maintenance Technology)
  - Machine Tool Technology
  - Computer Numerical Control (CNC) Programming and Operations
  - Mechanical Engineering Technology
  - Electronics Engineering Technology
- 2. An overall minimum 2.5 GPA in all college-level coursework.

3. Entrants into the program will begin as a cohort class each Fall semester. Students will not be allowed to begin courses in this program mid-year, in a Spring or Summer semester.

# Lottery Tuition Assistance Program (LTAP)

\*\* Once a student has been admitted into the bachelor's degree program they will no longer be eligible to receive LTAP funds.

- Students must file a Free Application for Federal Student Aid (FAFSA) or complete a FAFSA Waiver to qualify for LTAP.
- Students cannot receive LTAP and LIFE Scholarship during the same academic year.

## Example Scenarios

*Scenario 2:* A student is enrolled in an eligible Associate in Applied Science program, and completes their second year (4<sup>th</sup> semester) of LIFE eligibility, but has not completed their Associate Degree. They will enter their fifth semester of LIFE eligibility, but have not yet been accepted into the Bachelor program since they have not completed their program. Will they be eligible for LTAP in their fifth semester of LIFE eligibility?

Answer: Yes. If the student meets LIFE requirements after year two (3.0 GPA and 60 hours), but has not graduated with an Associate Degree and is not yet accepted into the Bachelor Degree, the student may qualify for LTAP funds in the fall semester. The student must also meet all eligibility requirements listed in the LTAP Regulations and remain in an associate degree program. Once the associate degree has been conferred at the end of fall semester and the student is placed into the BA program the student will no longer be eligible to receive LTAP funds.

# **SC LIFE Scholarship**

\*\* Students may receive the LIFE Scholarship in both the associate degree and bachelor's degree programs.

• Students cannot receive LTAP and LIFE Scholarship during the same academic year.

# First Time (Freshmen)

Students will qualify for initial LIFE eligibility their first semester of college level enrollment after graduating from high school. To qualify for LIFE Scholarship in an associate degree program at Greenville Technical College, students must earn at least a 3.0 on the SCUGPA on final high school transcript. Students will enter Greenville Technical College as a Freshman in an Associate Degree program. Students cannot apply to the Bachelor degree program until they have earned an applicable Associate in Applied Science.

## **Transfers**

Transfer students will be evaluated based on their initial term of college eligibility, and LIFE GPA will be evaluated using institutional transcript and all college transcripts. Student wishing to transfer to Greenville Technical College and enroll immediately into the Bachelor degree program must have earned an applicable Associate in Applied Science Degree, and must begin in a Fall semester cohort.

## Continued Enrollment

Students must earn 30 credit hours and a 3.0 LIFE GPA each academic year to maintain continued eligibility for LIFE Scholarship. To receive LIFE Scholarship for third and fourth years (fifth, sixth, seventh, and eight) semester of eligibility, students must be admitted into and taking classes towards the Bachelor degree.

## Potential Scenarios

*Scenario 1:* A student graduates/transfers into the bachelor's degree program: can they receive the LIFE scholarship?

*Answer:* Yes: A student may be eligible to receive the LIFE Scholarship in their third (junior) year given that the student earns a minimum of 60 college level credit hours, has a minimum 3.0 LIFE GPA, and meets all other eligibility requirements as listed in the SC LIFE Scholarship Regulations. A

student may be eligible to receive the LIFE scholarship for their fourth (senior) year given that the student earns 90 college level credit hours, has a minimum 3.0 LIFE GPA, and meets all other eligibility requirements as listed in the SC LIFE Scholarship Regulations.

*Scenario 2:* A student has earned an associate degree and has been accepted into the bachelor's degree program for the junior year. The student has changed majors and will need to take some prerequisites while concurrently enrolled in Bachelor degree courses. Assuming the student is still LIFE eligible after two years, can the student receive the LIFE scholarship while taking pre-requisite and Bachelor degree courses concurrently?

*Answer:* Yes. A student may be eligible for the LIFE scholarship for their third year as long as they are progressing through their degree.

*Scenario 3:* A student is in the same situation as Scenario 2; however, the student's prerequisite requirements will not allow them to take any Bachelor degree classes in the fall. Is the student still eligible for the LIFE scholarship for year three?

*Answer:* The student in scenario 4 would still be LIFE eligible, as long as they have been admitted into the bachelor's degree program successfully.

*Scenario 4:* A student has earned 60 General Education credit hours and wishes to complete his/her associates degree before entering into the bachelor's degree program but requires additional hours in the third year to do so.

*Answer:* If the student is LIFE eligible and remains in an associate degree program, the student would not be eligible for LIFE in fall term. Once the associate degree has been conferred at the end of fall semester the student will then be placed into the BA program and will become eligible for LIFE in spring term assuming they had earned the required 60 credit hours and 3.0 LIFE GPA prior to their fifth term of eligibility.

*Scenario 5:* A student is in the same scenario as Scenario 4, would this student be eligible for LTAP funds in Fall term, while he is working towards completion of their Associate degree for admission into the Bachelor degree program?

*Answer:* Yes. The student could receive LTAP funds in Fall term, since they would otherwise have been eligible for LIFE Scholarship if they had been accepted into the Bachelor degree program. Once the student is accepted into the Bachelor Degree program, the student immediately becomes Ineligible for LTAP funds.

# Awarding & Student Acceptance Procedure: Steps for Processing 1<sup>st</sup> Year LIFE Students

# Step 1: Run XLIFE1 with most recent graduation year for the current academic year.

Enter 'yes' in the "Do you want to look at enrollment information?" field if you only want to see students that meet the full time course load requirement.

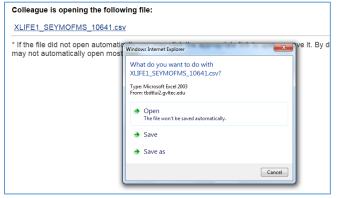
Enter 'no' if processing the most current graduating class and you do not want to consider full time enrollment. Usually June  $1^{st}$  – July  $31^{st}$ .

SLIFE1: 1ST Yr LIFE Students Re ▼	Search Q <sup>+</sup>	SEARCH RESULTS	NAVIGATION	FAVORITES
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		H A Page 1 of 1		ard

Click Save All, report will then begin running. May take a few minutes.

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#### Open File by clicking 'Open' on the pop-up as shown below.



#### File will open in Excel, Save to FinShare > Program Management > LIFE folder

	А	В	С	D	E	F	G	H	1.1	J	K	L	М	N	0
1	Greenvill	e Technical	College												
2	Title: 1ST	Yr LIFE Stud	dents Repo	ort											
3	Program: XLIFE1														
4	Date/Tim	e Run: 10/1	0/2017 09:	15:09											
5															
6	AWPD	HS GRAD	ID	LAST	FIRST	REG HRS	PERC FL	STU TY	RES ST	CEEB	HS NAME	GRAD YR	GRAD TY	HS GPA	COLLEGE
7	17FA	2017	540424	Henderso	Andrew	16		REG	1A	410886	Hampton	2017	Y	3.928	
8	17FA	2017	532794	Holliday	Brandy	15		REG	1B	411210	Lake City I	2017	Y	3.543	Florence-
9	17FA	2017	532794	Holliday	Brandy	15		REG	1B	411210	Lake City I	2017	Y	3.543	

# Step 2: Create a savelist of multiple students to award LIFE

-On the XLIFE1 excel spreadsheet format the ID column to 7 digits.

-You will then create a savelist (choose to name is whatever you want and press ok) by going to SLED.

SLED: Savedlist Edit Contents	Search Q SEARCH RESULTS NAVIGATION
Ellucian	
Colleague UI	No Active Contex
File Options Help Aut	to-Close Context 🔻 🗸 Save 🗸 Save All 🔍 X Cancel 🛛 🗶 C
SLED - Savedlist Edit Content	ts
Savedlist Name :	
Record Count :	
Savedlist Contents	
1	Savedlist LookUp
2	xlife1
3	OK Cancel <u>F</u> inish <u>He</u> lp
4	

-Copy & paste the Student ID #'s to create the savelist.

SLED: Sav	redlist Edit Contents Search C SEARCH RESULTS NAVIGATION	AVORITES	
Ellucian		<	
Collea	No Active Context	Deteille	
File Option	SAVEDLIST EDIT CONTENTS		ere to enter ID's.
SLED - Save	Contents of Savedlist XLIFE1	<u> </u>	
s			Paste Student IDs here from XLIFE1 report.
	0540424		
Save 1 054	0532794		Must be 7 digit format.
2 053			CAVE
3			SAVE.

# Step 3: Run BAWD

-This process of running BAWD will place the funds on the AIDE screen at a 'Pending' status. -Make sure to input and update the "Input Saved List Name' field with the correct Savelist. -Click Save All.

BAWD: Batch Awarding User Sci	e • Search Q*	SEARCH RESULTS NAVIGATION FAVORITES
Ellucian		· · · · · · · · · · · · · · · · · · ·
Colleague UI		No Active Context
File Options Help Auto-	Close Context 🔻 🔵 🗸 Save	e) 🛷 Save All) 🗶 Cancel ) 💥 Cancel All ) 🗕 📗
BAWD - Batch Awarding User S	Gcreen	
Acade	emic Year 2017	
Si	mulation No	
	Award LIFE SC	cholarship
Modify Annual	/Awd Per AAnnual	▼
Awa	rd Period	
New Actio	on Status P Pending	Award Amount 5000.00
Create Nev	v Awards Yes	Dollar Increment
Create FIN.	AID Recs Yes	Percent Increment
SSN Displa	ay Option L Last 4 digits of SSN	Percent Rounding
Generate Spr	eadsheet No	
Input Saved L	ist Name XLIFE1	
ID	Name	∢ ∢   Page 1 of 1   ▶ >
Students 1		
2		
3		

# Click Save All.

BAWD: Batch Awarding User Scr						
Ellucian Colleague UI	No Active Context					
File Options Help Auto-C	lose Context 👻 🗸 Save 🖉 🚀 Save All 🛛 🗶 Cancel 🛛 👯 Cancel All 🖉 🗕					
BAWD - Batch Awarding User Scree	BAWD - Batch Awarding User Screen					
(BAWD)	Sort Definition					
Criteria Field Name	Sequence M K Page 1 of 1 > M					

Make sure "H" is in the Output Device field. Click Save All two times.

(	BAWD:	Batch	Awarding l	Jser Scre	- Search	)		SEARCH RE	SULTS	<u>/</u>	AVIGA	TION	1	FAVOR	
	Ellucia	n											v	<	>
	Colle	eag	jue l	וו						No Ac	tive C	ontext			
	File Opt	ions	Help	Auto-Clo	se Context 🔻	) 🗸 s	ave (	📈 Save Al		Cance		🗶 Car	ncel All		
U	BAWD - B	atch A	warding Us	er Screen	BAWD -	Batch Av	warding	User Scree	n						
	P	eriphera	al : SETPTR	SEYMORM:	5.458			Description :	Batch Awa	arding					
		Proces	s: BAWD					Description :							
			Outp	ut Device [	Ħ					• 🖻					
				Printer											
			Fo	rm Name											
				Banner											
				Security	PB Public	•									
				Copies	1										
			D	efer Time											
		Other	Options												
	1	NOE	JECT												B
	2	NFM	т												B
	3	NHE/													E
			D:	age Width	132										

#### Click Save All.

ſ	BAWD: Batch Awarding User Scre	Search Q SEARCH RESULTS NAVIGATION SEARCH RESULTS
l	Ellucian	× <
	Colleague UI	No Active Context
l	File Options Help Auto-Clos	e Context 🔻 🗸 Save 🗸 Save All 🔍 🗶 Cancel 🛛 🏹 Cancel All 🖉 🗕
I	BAWD - Batch Awarding User Screen	BAWD - Batch Awarding User Screen
I	Job Description : Bate	h Awarding User Screen
I	Job Statistics ID : BAV	/D_SEYMOFMS_45727_18181
		kground mode? No
	s	Schedule Process to Run Next on after Schedule Process to Run Every/From Schedule Process on Weekdays only Schedule Process to Start After top Automatically Scheduling Process on

See below. The report will then pop up showing that the students have had the award placed on AIDE. -Hit "Export PDF" and save report in appropriate LIFE folder on FinShare.

1	Report Brows	ser					
-	< <	1 of 1	> >	🛛 🕭 Save As	s) (BB Ex	port PDF	∋
,	10 Oct 2017 09:40AM				Batch Awa	arding Report	
١		Awa	rd: LIFE		No Year: 2 Fixed Amount		ying: Annual lue: 5000.00
	ID	SSN	Name		Old Amount	Incr Amount	New Amount
	0532794 0540424	XXX-XX-6615 XXX-XX-6803	Holliday, Henderson,		0.00	5000.00 5000.00	5000.00 5000.00
				TOTALS:	0.00	10000.00	10000.00

# Step 4A: Notifying student of Award: Run XPLIFE

-This process will create a report and savedlist of all students who now have the "Pending" LIFE award. (If the student has accepted the award and therefore has FACYYLIF marked "Received" or "Accepted", then the student will not be in the Savedlist.)

-SavedList Name that is Created: XPLIFE\_YYYY

XPLIFE - Pending LIFE Report         XPLIFE - This process will create a report and savedlist of all students who:         have "Pending" LIFE award. If the student has FACYYLIF marked "Received" or:         "Accepted", then the student will not be in the SavedList. The student:         will be on the report:         SavedList Name: XPLIF_YYYY:	File Options Help	Auto-Close Context 🔻 🗸 Save ) 🛷 Save All ) 🗶 Cancel ) 💥 Cancel All ) 🗕 🗐 🖗 🖗 🤅						
have "Pending" LIFE award. If the student has FACYYLIF marked "Received" or: "Accepted", then the student will not be in the SavedList. The student: will be on the report: SavedList Name: XPLIF_YYYY:	XPLIFE - Pending LIFE Report							
"Accepted", then the student will not be in the SavedList. The student: will be on the report: SavedList Name: XPLIF_YYYY:	XPLIFE - This process will create	e a report and savedlist of all students who:						
will be on the report: SavedList Name: XPLIF_YYYY:	have "Pending" LIFE award. If th	he student has FACYYLIF marked "Received" or:						
SavedList Name: XPLIF_YYYY:	"Accepted", then the student wi	ill not be in the SavedList. The student:						
	will be on the report:							
FA Year 2017	SavedList Name: XPLIF_YYYY	SavedList Name: XPLIF_YYYY:						

Enter FA Year. Save and Update

# Step 4B: Notifying student of Award: Run CRA

-For award to show on Self Service you must run CRA twice: Once with the Action showing as 'Delete' and then once as 'ADD'

-Run CRA with	"Delete"	Action.	You will u	use the sa	vedlist tha	at you creat	ed in Step 3.

CRA - Corres Request As	signment				
Bulas O	Default File Suite Year 2017				
Kules O	perator				
Rules					
Name	Description				
Correspondence Ret	FAR17LIF 17/18 LIFE Certification	Delete	Date	Exp Act Dt	
2					
3					
	Saved List Name(Optional) XPLIFE_20	7			
I	File Name				
ID/Name Search					
1					
2					
-run CR	A again with the "Ad	ld" Action.			
CRA - Corres Reque	est Assignment				
	Default File Suite Year	017			
-	Rules Operator				
r	tules Operator				
Rules Name	Description				
1					
2	_€ (				
Corresponder	nce Requests			ction	Date
1 FAR17LIF	FAR17LIF 17/18 LIFE Certif	cation		Add 🔹	10/31/17
2			•		
3	_R (			•	

This will assign the communications management code (CMC) to the CRI screen:

CRI-Communication Code Entry							
Sanders, Vernonique M. ID: 0264862 Recruiter Outreach Greenville SC 29605-6087 Home: 864-236-9265							
Default File Suite Year 2013							
Origin 400 Walk-in Barton Campus			Origin Date	07/27/04 🗔			
Communication Codes							
Code Description	Status	Stat Dt	Assgn Dt	Act Dt			
Instance	Comment						
1 FAC17LIF 📑 17/18 LIFE Certifica	at	-	02/01/17 🗔	· · · · · · · · · · · · · · · · · · ·			
			<b>F</b>				
2 FAC13SW2 💼 13/14 Student W2':	s	-	03/20/13 🗔				

Make sure you don't enter any information onto the FACYYLIF CMC code on the CRI screen. Leave the information blank.

# Step 5: Run FCIB

Run FCIB with SavedList that you created in Step 3.

File Options Help	Auto-Close Context 🔻 🗸 Save 🗸 Save All 📜 🗶 Cancel 🗶 Cancel All 🖉 🚽 🕹 🔗 🤉
FCIB - FA Checklist Item B	Jatch
Academic Year 2	017
FA Office	•
Simulation No	
Assign	Default Checklist Items No Override Current Checklist With Defaults
Input Saved	List Name XPLIFE_2017
	ID Name II I Page 1 of 1 >>>
S	tudents 1
	2
	3
	Additional Selection Criteria No

Enter FA Year.

Enter "No" in Simulation field.

Enter "No" in Assign Default Checklist Items field. - Should be YES per Lesley on 12/13/17

Enter your SavedList from step 3.

Save and Update

#### Step 6: Run PCEX for 2017 for XPLIFE YYYY SavedList for FAE17LIF

This process will send email to send requesting them to fill out the LIFE Certification form. You will use the same savedlist that you created in Step 3.

File Options Help Auto-Close Contes	🛛 🗸 Save ) 💔 Save All ) 🗶 Cancel ) 💥 Cancel All ) 🗕 🔤 😒
PCEX - Express Corresp. Processing	
Document Name	FAE17LIF 17/18 Need Life Certification
Print Date	04/27/17
Build Letter Requests	Yes
Process Letter Requests	Yes
Default File Suite Year	2017
Name/Address Hierarchy	FA Financial Aid Mailing
Postal Sort Class	•
Communication Code/Status	•
Activity	
	I Individual
Printer	
Envelope Document/Print	
Letter Request Sort	2 LR.FIRST.NAME
Saved List Name XPLIFE_2017	4
Person IDs 1	
2	
3	

Enter "Y" in Build Letter Requests field.

Enter "Y" in Process Letter Requests field.

Enter FA Year in the Default File Suite Year.

Enter "FA" in the Name/Address Hierarchy field.

Enter "I" in the Mail Type field.

Enter "LR.LAST.NAME" "BY" on line 1 of the Letter Request Sort field. Enter "LR.FIRST.NAME" "BY" on line 2 of the Letter Request Sort field.

Enter SavedList name. created in step 3 - unless I want to include anyone that hasn't signed their cert

Save and Update.

It will send an email to all students in the Savedlist.



Office of Financial Aid at Greenville Technical College

Dear Vernonique,

You have been awarded the LIFE Scholarship for 2017-2018 school year. In order to receive the LIFE Scholarship, you must follow the instructions below.

Log into your GTC4ME Click on Student Self-Service Log into your account. Click on Financial Aid. In the "You Have Missing Documents" box, click on "Complete Required Documents". Select LIFE Certification Form. Read each statement carefully and verify you meet all eligibility criteria. Click the Submit button. Unless this is completed, you will not be eligible to receive this scholarship.

You can review your award letter on Student Self-Service. Follow the instructions below to view this information.

Log into your GTC4ME. Click on Student Self-Service. Log into your account. Click on Financial Aid. Select 2017/2018 Academic Year.

Locate "Review and sign your Financial Aid Award Letter" on Financial Aid Home page. You can also go to the top of the screen where you notice Financial Aid and click on the down arrow. Then, click on the Award Letter.

#### Step 7: Student gets award notification to accept in Self-Service

This is what the student will see when they go to Self-Service.

≡		Gree	nville <sup>11</sup> College		Vernonique Sand
ŵ	Fin	ancial Information ~	Financial Aid V Financial Aid Home		
		Icome to Finar	tcial Aid!		
	Sel	lect an Award Year: 2	017/2018 Academic Year 🔽		
8	-	Your most recen	t Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory staty Please contact your Financial Aid Counselor if you need further assistance,		
	6	In order to before the	re missing documents! o complete your financial aid application some additional documentation is required Prinancial Aid office can evaluate your information. Prequired documents		
	Che	ecklist			Resources
	۲	Completed	Submit a Free Application for Feder Student Aid (FAFSA)		Helpful Links
	•	Action Needed	Complete required documents		EAFSA Application
		Not Available	Your application is being reviewed by the Financial Aid Office		Entrance Counseling
		Not Available	Review and accept your Financial Aid Award Package		Master Promissory Note
					PLUS Loan Application
		Not Available	Complete Direct Loan Entrance Counseling		NSLDS Information
		Not Available	Sign a Direct Loan Master Promissory Note		FAFSA4Caster
			n	-	Accelerate December Delter

When the student clicks on "Complete required documents", this screen below will load prompting them to complete the LIFE cert. form:

=							
•	Financial Aid Counseling - Required Documents (Admin)						
	Required Financial Aid Documents						
	Current ID: 0264862 Vernonique M. Sanders Select an Award Year: 2017/2018 Academic Year						
<b>)</b> \$							
٢	Incomplete						
٩	▲ Incomplete Please	LIFE Certification fill out the LIFE Certification Form ertification Form					

Student clicks on the hyperlink in Self-Service and will be redirected to the certification in WebAdvisor. Student should select the current academic year and click on the "Submit" button.

GTCme	
GTC4me Home > Students	
€ Student Profile	LIFE Certification Form 🗱
Registration	0
Academic Profile	Enter the Financial Aid Year 2016/2017 Academic Year 🗸
Financial Information	SUBMIT
🕀 Financial Aid	
GTC Online Bookstore	

# Student will click on the "I Agree" button then hit submit.

LIFE Certification 3
Back
Congratulations, you have been identified as eligible to receive the LIFE Scholarship. In order to activate your scholarship you must read this Certification and agree to the terms and conditions as set forth by the South Carolina Commission of Higher Education.
Certifications
Iunderstand that at South Carolina Technical Colleges LFE covers the cost offuition up to \$2500 per semester with the possibility of \$150 book voucher each semester. There will not be a book voucher available if fullion is greater than \$2500.     Understand that I should be knotled as a Full-Imme subsert including 12 credit hours or more of college level courses. (Remedial, developmental or transitional classes include but not limited to: 100 level courses and below, COL 103, 107, 108, Nath 101 & 102, and CHEII 100. These courses of not count hours of the requirements)     Understand that to renew LFE. I must eam 30 or more hours of non-remedial coursework and maintain a 3.0 or higher LFE GPA for the Academic Year.     Understand that LFE cinity applies to two semesters for a Cellifical/Diploma program and four semesters for an Associates Degree.     Unave no flow coundidors.
<ul> <li>I have not been adjudicated delinquent, or pied guilty, or nois contendere to any second or subsequent alcoholding related in the past 12 months.</li> <li>I amon in odefuit, owe a relating, or repayment of any feared or state alcoholding is a grantscholarships, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Supplemental Educational Opportanty (Educational Opportunity) (Educational Opportunity) (Educational Opportunity) (Educational Educational Opportunity) (Educational Opportunity) (</li></ul>
By accepting below, I accept the Life Scholarship award and centify that I understand the oriteria listed above. I affirm that I have not been convicted of any felonies. I affirm that I have not been convicted of any second or subsequent alcohol or drug reladed misdemeanor offenses within the past academic year. I affirm I han not in default, owe a relund, or repayment of any state or federal funds and I agree to notify the Office of Francial Aid & Veterans Affairs should this status change. I affirm I have submitted transcripts from all previous and current institutions attended.
* = Required
Your Financial Aid Award Information for the 2017/2018 Academic Year
lAgree*
SUBMT

Student should get this confirmation screen:

LIFE Certification X	0
Thank you! Your LIFE Certification h	as been
successfully submitted to the Finan	cial
Aid Office for review.	
SUBMIT	

# Step 8: Award Status automatically updates in CRI

Once the student has agreed to and has accepted the LIFE, the FAC17LIF CRI code should be marked "Accepted".

CRI-Communication Code E	ntry							
us Sandars Wernonique M. ID: 0264862 Recruiter Outreach Greenville SC 29605-6087 Home: 864-236-9265								
Default	t File Suite Year 2017							
Origin 400 Walk-in	Barton Campus	•		Origin Date	07/27/04 🗔			
Communication	Codes							
Code	Description	Status	Stat Dt	Assgn Dt	Act Dt			
Instance		Comment						
1 FAC13SW2 💼	13/14 Student W2's			03/20/13 🔜	· · · · · · · · · · · · · · · · · · ·			
2 FAC13STX 盾	13/14 Student Tax Tra	-		03/20/13 🔳				
				<b></b>				
3 FAC13IVW [	13/14 Indep Verif, Wr	-		03/20/13 🔳				
				<b></b>				
👍 FAC17LIF [	17/18 LIFE Certificat	Accepted -	03/08/17 🗔	02/01/17 🗔				
				<b>F</b>				

If you check the IRQ screen for the student, then you should notice that "FARYYLIF" is marked "Complete".

IRQ-Individual Requests				
	ID: 0264862 Recruiter Outreach -6087 Home: 864-236-9265			
	File Suite Year 2017			
Origin	400 Walk-in Barton Campus	-		
Origin Date	07/27/04 🔳			
Correspondence	Received Requests			
Code	Description	Coreq Status	Status Date	
🔲 🔳 FAR13MIL 🧧	13/14 Missing Information Ltr	Incomplete	03/20/13 🔺	
2 FAR17LIF	LIFE Certification	Complete	03/08/17	
3 FARXXHSV [	Verify High School/GED Inform	Complete	03/01/17	
	HTHO MOUNT DOLLARS	Constate	00201217	

#### Now, when the student goes to Self-Service, then they will notice the following:

Financial Information v Financial Aid v Financial Aid Home												
Welcome to Financial Aid!												
Select an Award Year: 2017/2018 Academic Year												
Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.												
Your Financial Aid Package is now ready! Your financial aid award package is now ready for your review and acceptance.												
S Review and accept your Financial Aid Award Package												
Checklist	Resources											
Completed Submit a Free Application for Federal Student Aid (FAFSA)	Helpful Links											
Completed Complete required documents	FAFSA Application											
Completed Your application is being reviewed by the Financial Aid Office	Entrance Counseling											
Action Needed Review and accept your Financial Aid Award Package	Master Promissory Note											
Action Needed Complete Direct Loan Entrance Counseling	PLUS Loan Application											
	NSLDS Information											
A Action Needed Sign a Direct Loan Master Promissory Note	FAFSA4Caster											
▲ Action Needed <u>Review and sign your Financial Aid Award Letter</u>	Academic Progress Policy											

# Steps for Processing 2<sup>nd</sup> Year Continuing Students

# Step 1: Run XLIFE1 with the award period for the current academic year and with a date range you wish to review

-In this example, I've entered 5 years. LIFE students need to be reviewed back to 2004 when the UGP was updated with the state of SC.

- Always enter 'yes' in the "Do you want to look at enrollment information?" field. -Save All

■ XLIFE1: 1ST Yr LIFE Students Re ▼	Search Q SEARCH RESULTS NAVIGATION FAVORITES ?
Ellucian	
Colleague UI	No Active Context
File Options Help Auto-Close	e Context 🔻 🗸 Save 🗸 Save All 🛛 🗶 Cancel 🗮 Cancel All 🖉 –
XLIFE1 - 1ST Yr LIFE Students Rep	ort
XLIFE1 - This process will report studen	ts who might be potential 1st year:
LIFE students. When I	ooking at LIFE registered credit hours, it:
will include late star	t classes in calculation:
SavedList Name: XLIFE	1_awpd_MMDD:
	Award Period 19FA 2019/2020 Fall Award  IMA Page 1 of 2 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Do you want to look at enrollment information? Yes

Click Save All, report will then begin running. May take a few minutes.

XLIFE1: 1ST Yr	LIFE Students Re Search	<b>Q</b> *	SEARCH RESULTS	NAVIGATION	FAVORIT	ES
Ellucian					<b>▼</b> <	>
Collead	Potential LIFE Students Rpt					
	Started:	13:38:13 10	)/10/2017			
File Options	Current:	13:38:23				
XLIFE1 - 1ST Y	Total Elapsed:	00:00:10				
XP3L - This proce	Est. Completion:	13:42:04 10	)/10/2017			
LI	Ended:					
SavedList Name	Processed	500 of 11	E95			
	Flocessed	500 01 11	000			
						0%
	Close automatically when co					
	Close automatically when co	mpiete :			Ein	ish
	Processing 52747 records selected :	to list 0.				
	49136 records selected 35234 records selected	to list 0.				
	11585 records selected					
	11585 records selected	to list 0.				

Open File by clicking 'Open' on the pop-up as shown below.

about:blank 🔎 🗸 🛛	🖻 🕈 🗙 🧧 UI 4.4.1 - Datatel Colleague UI 🧔 Datatel Colleague - Open File 🗡	<b></b>
Colleague is opening the follo XLIFE1_SEYMOFMS_20676.c * If the file did not open automat may not automatically open mos	wing file:	efault, some browse

#### File will open in Excel, Save to FinShare > Program Management > LIFE folder

۹   🖢	9	≖ (°" +   <del>–</del>	-	_	_	-	-	Microso	oft Excel		-		-	_	-	
File		Home	Insert Pa	age Layout	Formula	Data	Review	View								
Paste	∦ ⊫⊒ ∕∕	Calibri B Z	<u>п</u> . –	11 · A		= <mark>_</mark> » = = :		General \$ ~ %	• • •	.00 .00	Conditiona Formatting		nat Cell ble - Styles -	Presenter Prese		Sort & Fin Filter * Sel
lipbo	ard	Fa	Font		Es.	Alignmen	t G	Nu	umber	- Fai		Styles		Cells		Editing
		41	<b>-</b> (0	$f_{x}$	Greenville	Technical O	College									
201	-															
		-	10FMS_2067													
1			В	С	D	E	F	G	н		1	J	K	L	M	N
19	1		Technical	•												
20	2		Yr LIFE Stud	lents Repo	ort											
21	3	Program:														
22	4	Date/Tim	e Run: 10/1	0/201/13:	38:12											
23	5	AWPD	HS GRAD	10	LAST	FIRST	REG HRS	PERC FL	STU TY	RES	ST CEE		HS NAME	CRADYR	CDAD TV	HS GPA
24	0	17FA	2017, 2016		Anderson		13	PERCEL	REG	1A			Bob lones			H5 GPA 3.6
25	8	17FA	2017, 2010		Anderson		13		REG	1A			Bob Jones			3.6
26		17FA	2017, 2010		Anderson		13		REG	1A			Bob Jones			3.6
27		17FA	2017, 2010			Savannah	13		REG	18			Easley Hig			3.90
28		17FA	2017, 2016			Savannah	13		REG	1B			Easley Hig			3.90
29		17FA	2017. 2016		-	Savannah	13		REG	1B			Easley Hig			3.90
30	13	17FA	2017, 2016		-	Savannah	13		REG	1B			Easley Hig		Y	3.90
31	14	17FA	2017, 2016	533972	Bagwell	Savannah	13		REG	1B	4	10685	Easley Hig	2015	Y	3.90
32	15	17FA	2017, 2016	533972	Bagwell	Savannah	13		REG	1B	4	10685	Easley Hig	2015	Y	3.90
33	16	17FA	2017, 2016	536198	Barton	Bethany	13		REG	1A	4	144444	Home Sch	2015	Y	3.
34	17	17FA	2017, 2016	536198	Barton	Bethany	13		REG	<b>1</b> A	4	144444	Home Sch	2015	Y	3
35	18	17FA	2017, 2016	534219	Beebe	Jesse	14		REG	1B	4	10050	T L Hanna	2015	Y	3.30
36	19	17FA	2017, 2016	534219	Beebe	Jesse	14		REG	<b>1B</b>	4	\$10050	T L Hanna	2015	Y	3.30
37	_	17FA	2017, 2016			Jesse	14		REG	1B			T L Hanna	2015		3.30
38	_	17FA	2017, 2016			Jesse	14		REG	1B			T L Hanna	2015		3.30
39	22	17FA	2017, 2016	534219	Beebe	Jesse	14		REG	1B	4	10050	T L Hanna	2015	Y	3.30

#### Click OK



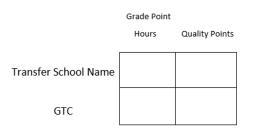
#### **Steps to review Transfer Students**

Check File to see if Official Transcripts are on record and make sure student is enrolled in FT hours of non-rem courses

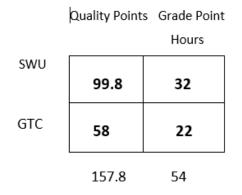
- Log in to Perceptive and find all College Transcripts.
- Review the transcripts to find when the student started their LIFE "Clock".
- Make sure student was enrolled Full Time with non-remedial classes. Keep in mind if student enrolled less than full time and not in remediation, their LIFE clock still has begun.
- Determine if student has completed necessary credit hours with a 3.0 or higher GPA.
- Check the Hours earned against the Quality Points to ensure GPA is correct. For example, if a course was repeated.

#### **Calculating LIFE GPA**

• For transfer students, I create a table that looks like the one below: I use the previous college transcript(s) to get my Quality points and GPA hours from other colleges. I include all dual enrolled courses in GPA calculation.



- For GTC GPA I use STAT to view all courses at GTC and remove any remedial courses from the GPA calculation for LIFE Scholarship. I use the Institutional Tab to view this information. If necessary, I subtract remedial courses and their Quality points and GPA Credit hours from the cumulative totals at the bottom of this screen.
- EXAMPLE: CALEY CHAMBERS 0628522



In this Example I divide the Quality points by the GPA hours and the student has a 2.92 GPA for LIFE and would not renew the Scholarship Year 3 for this Reason. The student earned the 60 credit hours(38 +22) due to eligible Passing credits that did not calculate into the GPA from SWU.

#### Identify 3rd Year Students - Effective July 1,2021

#### Will run this process monthly to remove codes that were placed onto the student prior to Year 3

Step 1 - XCRI for FACXXILS

Step 2 - XSTUT for 2023FA

Step 3 - VLookUp data from XCRI - add CRI Code Date & Comment from Column 8 and 6 into your XSTUT

Step 4 - Vlook Up to pull in eligible 3 year programs from saved email from Anna Scott – List in FINSHARE

Step 5 – Delete any with N/A in CRI -CODE Date. Then filter to N/A under 3<sup>rd</sup> year program and delete.

Step 6 - Filtered to remove all dates prior to 2019

#### Step 7 - Remove codes that DO NOT have 3<sup>rd or 4th</sup> year comment or Not Elig for that current year

<u>Step 7</u> - create saved list of students in eligible programs and batch deleted FACXXILS CRI code (using XBDCRI) so these students will show on XLIFE1 report if applicable.

#### **Identify 4th Year Students**

Step 1: Identify students who are in the BAS.MFG degree and review for LIFE eligibility – I use XSTUT for that term

#### Students no longer eligible

After reviewing the report, students no longer eligible need To be assigned the CRI code "FACXXILS" to VOID status. to block from showing on future reports. Run CRG on a savelist you create with ID's of students no longer eligible. The below guide is how the comment I use to know why the are no longer eligible.

## Life Cri Code Guide

- 1. KA Not Elig 21-22(GPA)
- 2. KA Not Elig 21-22(HRS)
- 3. KA Not Elig 21-22(BOTH)
- 4. KA 3<sup>rd</sup> year (CLOCK)
- 5.  $KA 3^{rd}$  year (GPA)
- 6. KA  $3^{rd}$  year (HRS)
- 7. KA 3<sup>rd</sup> year (BOTH)
- 8. KA 3<sup>rd</sup> year (PGM HRS)

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	Code Insta	nce	Description	Status Comment	Date	Exp Act Dt
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#### **Processing Procedures for Accommodations**

- All accommodations are approved and managed through Student Disability Services (SDS). SDS will communicate with the Office of Financial Aid via a paper application once they have approved an accommodation.
- Receiving an Accommodation does NOT make the student eligible for that semester, you must still check to
  review the student for all other LIFE Requirements for that year. Start with determining when they graduated
  H.S and if this is the 1<sup>st</sup> year of eligibility. Check to see if the met credit hours per year including
  accommodation, plus GPA, Major.
- The Life Scholarship amount is determined by the number of credit hours that have been listed on the accommodation form received from SDS.
- Use STAC to count the number of eligible hours. Do not pay on remedials so check for this. Then you can use the tuition and Fees on GTC website based on their school of study. Find whether they are In County/Out of County and the eligible hours + 150 for books = \$
- If student has award showing you would adjust the award
- If Student does NOT have award you must add Cri code for LIFE Certification Form after awarding at "P" status.
- If a student is enrolled full time without an accommodation, they will be treated as if they were a regular LIFE sch. Student for initial awarding purposes. The accommodation may allow a student to renew their LIFE Scholarship for 2<sup>nd</sup> year with less than 30 credit hours.
- Insert a line to place the FL PERC Hold on the system with comments
- Put the beginning date of the term as the Start Dt and the end date is the day before the next term begins, place comments, save and update
- Scan all received accommodations forms to appropriate LIFE folder in FinShare.

	Restrictions	Severity	Start Dt	End H	٠ 🗖 🔀	Page 1 of 1	1 > >
1							
2	NOREF Do Not Process a Refund	R I	05/06/10		BUS	x	
3	DNP Do Not Purge		12/04/13	02/18/14			
4	NDCD Non-Degree Career Develo	E.	11/14/13	11/26/13			Yes
5	NSOO New Student Online Orien	Eq. 🔤	06/21/10	11/14/13			
6	PAF Application Fee Due	E	11/14/13	11/14/13	BUS		Yes
7	ORIEN Orientation	B.	03/17/10	11/14/13			Yes
8	BS Business Office Hold Cla	Eq. 🔄	07/30/10	09/30/10	BUS		
9	ADV Advisor (3 Hr Rule)		03/17/10	04/08/10			Yes
10	RVER Us Legal Presence	Eq. 📄	03/16/10	03/16/10	ADM		Yes
11	J.	Eq. ( )					
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DERC - Person Re	estrictions

## Summer LIFE Awarding

A summer semester scholarship disbursement yields a potential for those eligible students who demonstrate they are on an accelerated track to graduation to earn a degree at a faster pace than on a traditional academic calendar. The availability of summer awards allows for a decreased time-to-degree alternative which in turn assists students in attaining educational goals at lower costs.

For participation in summer scholarship disbursement, at the end of the student's first spring semester a LIFE Scholarship recipient must:

- Have earned a cumulative 3.0 LIFE GPA; and
- Have earned at least 30 non-remedial credit hours during the fall and spring terms, including AP, IB, Dual Enrollment, CLEP or exempted credit hours.
- A summer term cannot be a scholarship recipient's first term of enrollment.
  - First-time entering freshmen will not be penalized for any credit hours earned during the summer session immediately prior to the student's initial college enrollment. The credit hours earned will not count against the terms of eligibility. The credit hours may be used toward the annual credit hour requirement.
- A student must demonstrate having attempted and/or enrolled in a total of at least twelve credit hours over the course of the entire summer term to be awarded.
- Participating students who are determined to be a LIFE Scholarship recipient and have met the continued eligibility requirements at the end of the spring term are eligible for a fall award regardless of their academic performance over the summer. Continued eligibility for the scholarship will be reviewed at the end of the following spring term if transferring.
- For participating students enrolled in a two-year institution who have been awarded LIFE in the summer and who have exhausted the maximum allowable terms for LIFE are not eligible to receive the LIFE Scholarship in their fifth term of enrollment at an eligible two-year institution. The maximum allowable terms for LIFE will be in keeping with State Regulation 62-1200.20. Likewise in accordance with State Regulation 62-900.165 students are not eligible to receive Lottery Tuition Assistance within in the same academic year.
- Submit a Summer LIFE Scholarship application to the Office of Financial Aid for approval. Summer Affidavits will be kept with the original LIFE Certifications students sign during initial fall/spring awarding.

#### Applying Funds to student's account (FATR)

(If Eligibility Requirements have been met and the student has accepted the terms and conditions, the award will apply (FATR) to the student's account as follows)

#### FATR Rules:

- 1. Residency Status = '1A', '1B'
- 2. Official transcripts showing on IASU.
- 3. Student type Not Equal 'CHS', 'UCHS', 'GCHS', 'GED'
- 4. Makes sure student has active program NOT = "ND..." or "...JS".
- 5. LIFE Registered hours >= 12 –OR- PERC Restriction = 'FL'
- 6. Checks to see if the student has bachelor degree (looks at ISIR information). If they have bachelor's degree, then their money will not transmit.
- 7. Checks to see if student has Franklin or Tri-County Consortium. If so, then money will not transmit.
- 8. Checks to see if student is DACA. If so, then money will not transmit.
- 9. Added 2018SP looks for LIFE cert code on CRI to be marked "accepted"

#### Can a student regain the LIFE Scholarship after losing eligibility?

• A student may appeal extenuating circumstances to the SC Commission on Higher Education to attempt to regain the LIFE scholarship upon losing the scholarship after the first year. This process is completed through the SC Commission on Higher Education and the appeal application and instructions can be found on their website <u>www.che.sc.gov</u>.

#### <u>XLSU</u>

This process will report all the students who have been awarded. It will contain the following information:

- Amount Awarded
- Amount Transmitted
- Tuition Charge
- Registration Credit Hours
- Residency Status

	XLSU - LIFE Students Report
	XLSU - This process will report all the students that have been awarded:
	LIFE. This report will show the following information for a certain:
	award period: amount awarded, amount transmitted, tuition charge,:
	registration credit hours, and residency status:
	Award Period ISEADUISIZOULE FOILAWORD POINT
l	

This process will report and email all LIFE students (LIFE must be at "A" status) NOT enrolled in 12 or more college level credit hours. This process runs weekly from July 1<sup>st</sup> through September (Flex start class start date).

#### Enter the award period

Enter YES for emails to be sent. If you enter 'No' the process will create an excel spreadsheet that can be used to remove LIFE for remedial students. The report will include the date of any previous email that has been sent.

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XLIF12 - LIFE Award Not Er	
XLIF12 - This process will repor	t ALL LIFE students for a certain award:
period that is NOT enrolled in	12 college level credit hours:
Will: INCLUDE late star	t classes:
SavedList Name:	XLIF12_AWPD_MMDD:
	Award Period 18FA'2018/2019 Fall Award Period Send Email Yes

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3	Program:	XLIF12													
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6	AWPD	START DT RANGE	END DT RANGE	SAVEDLIST NAME	ID	LAST	FIRST	REG HRS	REM HRS	AWARD	ACT	AWD AMC	AWD DT	EMAIL DT	
7	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	575142	Abrego	Kenneth	0		LIFE1	Α	5,000.00	8/1/2019	12/3/2019	
8	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	504373	Abunijem	Hala	7		LIFE1	Α	5,000.00	7/2/2019	12/3/2019	
9	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	574046	Acosta	Darian	9	5	LIFE2	Α	5,000.00	8/27/2019	12/3/2019	
10	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	573179	Adams	Daquan	6	3	LIFE1	*	2,500.00	8/1/2019	12/3/2019	
11	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	559251	Aguilar	Jennifer	0	8	LIFE1	*	2,500.00	8/1/2019	12/3/2019	
12	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	573983	Akins	Taylor	0		LIFE1	Α	5,000.00	7/2/2019	12/3/2019	
13	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	545344	Allen	Bradley	0		LIFE1	Α	5,000.00	6/26/2019	12/3/2019	
14	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	521184	Alvarez	Peyton	0		LIFE1	Α	5,000.00	7/9/2019	12/3/2019	
15	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	544761	Anabtawi	Najwan	0		LIFE1	Α	5,000.00	7/9/2019	12/3/2019	
16	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	561604	Anaya-Ro	Diego	0		LIFE1	Α	5,000.00	6/26/2019	12/3/2019	
17	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	548511	Anderson	Alexa	0		LIFE1	*	2,500.00	6/21/2019	12/3/2019	
18	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	550811	Anderson	Andrew	11	5	LIFE1	Α	5,000.00	6/21/2019	12/3/2019	
19	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	566689	Anderson	Nyasia	0		LIFE1	Α	5,000.00	8/1/2019	12/3/2019	
20	20SP	10/15/2019	5/4/2020	XLIF12_20SP_1204	543606	Anderson	Trinity	8		LIFE1	Α	5,000.00	6/20/2019	12/3/2019	

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Name/Address Hierarchy PREFERRED			Include Rejected No			
			Include Denied No			
Saved List Name		_				
FA Applicants						
	1					
	2					
Other Selection Criteria						

Only used in rare occasion student cannot access electronic certification form.

The following award codes will be used for the LIFE Scholarship:

```
LIFE1 – 1<sup>st</sup> year LIFE award (certificate, diploma, Associate Degree)
```

LIFE2 – 2<sup>nd</sup> year LIFE award (Associate Degree only)

LIFE3 – 3<sup>rd</sup> year LIFE award (Associate Degree that are 68 or more credit hours and BA Degree students only)

LIFE4 – 4<sup>th</sup> year LIFE award (BA Degree students only)

Will award students student with or without 12 Eligible college courses through July 31st.

#### Grad Year - 5 Years Prior - June - October (Fall/Spring)

Students who graduated more than 5 years from the current year may have to request to be reviewed

#### Spring Only (New Students) - October - April 1st

Will start running process for Spring once new student registration is open

#### Disability Students - Upon receipt of the Accomodation - through Term deadline

**Spring 2023:** deadline of Friday, January 13<sup>th</sup> **Summer 2023:** deadline of Tuesday, May 23<sup>rd</sup> **Fall 2023:** deadline of Friday, August 25<sup>th</sup>

B. The institutional Disability Services Provider must provide written documentation to the Office of Financial Aid prior to each academic year or term verifying that the student is approved to be enrolled in less than full-time status or earn less than the required annual credit hours. The institution is responsible for retaining appropriate documentation according to the "Program Administration and Audits" Section.

#### LIFE Scholarship Transfer Applications – Processed as received – 1<sup>st</sup> Monday in April of that year.

#### -PCEX email:

"This letter is to inform you that you have received the LIFE scholarship for the maximum timeframe allowed at a two year institution. You are therefore no longer eligible to receive the LIFE scholarship at GTC for any future semesters you may attend. If you have any questions please contact us at <u>financialaid@gvltec.edu</u>.

Thank you,

GTC Financial Aid Office"

WAIVED: GPA or hours not elig. (GPA.HOURS will be entered in instance field by program manager)

Communication Codes				
Code	Description	Status	Stat Dt	Assan Dt Act Dt
Instance		Comment	•	∢ 💽 📉 Page 1 of 3 🕨 🕨
1 FACXXILS 🖻	LIFE Award No Longer	Waived 🔹	10/10/17	09/14/17
Gpa.Hours				Ē

-received LIFE year 1 but not elig. for year 2

-Student no longer elig. for LIFE at GTC. Will be blocked from showing on future XLIFE1 reports.

-PCEX email:

"This letter is to inform you that after reviewing your academic record you are no longer eligible to receive the LIFE scholarship at GTC for any future semesters you may attend. Students must meet the following eligibility criteria in order to be considered for continued LIFE scholarship: Meet the credit hour requirement AND earn at least a 3.0 LIFE GPA by the end of the academic year.

If you have any questions please contact us at <u>financialaid@gvltec.edu</u>.

Thank you, GTC Financial Aid Office"

PENDING: Program not eligible (PGM will be entered in instance field by program manager)

Communication Codes						
Code	Description	Status		Stat Dt	Assan Dt	Act Dt
Instance		Comment		I	🔺 🔣 🔀 Page	1 of 3 🕨 🔰
1 FACXXILS	LIFE Award No Longer	Pending	•	10/10/17	09/14/17	
Pgm						Ē

-Student not currently elig. due to remaining in a cert./dip. after receiving LIFE for 1 year (This group would be reviewed again later to determine if they may possibly be eligible again if change major to Assoc. level-- program manager could run CRI report for those with this pending CRI code status)

-This group of students would still show on XLIFE1. Please add a 'FACXXILS' field to the XLIFE1 report so these students can be identified.

-PCEX email:

"This letter is to inform you that you have received the LIFE scholarship for the maximum timeframe allowed at a two year institution for an individual enrolled in a certificate or diploma program. You are therefore no longer eligible to receive the LIFE scholarship for the upcoming year. If you have any questions please contact us at

<u>financialaid@gvltec.edu</u>. Thank you,

GTC Financial Aid Office"



Policies and Procedures Manual Chapter 17: South Carolina Need Based Grant <u>2024-2025</u>

# South Carolina Need-Based Grant (SCNBG)

## Purpose of Program

This state grant is awarded based on financial need and availability of funds at the college. Requirements to receive a South Carolina Need-Based Grant include the following.

# **General Requirements**

- Be a U.S. citizen or a lawful permanent resident that meets the definition of an eligible non-citizen under State Residency Statutes whose lawful presence in the US has been verified at the time of enrollment at the institution
- > Must be a SC resident
- Must be enrolled in at least ½ time status
- > Cannot have an Associate's or Bachelor's degree
- > Cannot owe a repayment or refund on ANY Federal or State grant or loan
- Cannot have been convicted of ANY felony
- Cannot have been convicted of ANY drug or alcohol misdemeanor within the past academic year
- Must be enrolled in an eligible program
- Cannot exceed \$3,500.00 in a Certificate or Diploma program
- > Cannot exceed \$7,000.00 in an Associate's degree program
- Be a "needy student" following the financial need analysis as established under Title IV Regulations for determining eligibility for Federal Student Aid. The student must file the Free Application for Federal Student Aid (FAFSA) Form

## Student Eligibility

*Need* is calculated by subtracting the student's *SAI* from that student's *COA*, (Cost of Attendance)

COA – SAI = Need Unmet need is calculated by subtracting *Gift Aid Received* from the Need Unmet Need = Need – Aid Received

If a term is not over yet, and we award SCNBG for that term, we will assume full time enrollment (and therefore full time gift aid) t for that term in determining the amount of SCNBG the student qualifies for.

# Satisfactory Academic Progress

SAP must be:

- Satisfactory
- ➢ Warning
- > AP1
- ➢ AP2
- > Eligible
- ➢ Re-Eligible
- SAP cannot be:
  - > Ineligible
  - IE Suspension
  - ≻ U

# Awarding Amounts

Full Time: Up to \$3,500.00 per year (\$1,750.00 per semester)

Less than Full Time: Up to \$1,750.00 per year (\$875.00 per semester)

# Student Status Type

> Students who have never been in receipt of SCNBG funds.

# Order of Awarding SCNBG

- 1. We define 'needy' students as those students who have between a -1,500 0 SAI on their ISIR, and demonstrate UNMET need of 1,000 or higher.
- 2. There will be multiple awarding rounds for SCNBG, and we will give priority based on oldest file complete date.
- 3. We will award all SCNBG funds per the above awarding criteria except on a case by case exception basis as determined by the Director of Financial Aid and the Associate Director of Technical Services.
- 4. One exception to this awarding philosophy is students who provide documentation that they were in foster care, prior to age 18. If these students are approved through the Commission on Higher Education, we will award the initial up to \$3,500 Need Based Grant, plus an additional \$2,000 based on their Foster Care status. We will award this regardless of the SAI range.

# **Returning Students Eligibility Requirements**

In order for a returning student to qualify for the SCNBG in the next year, that student must have successfully completed the prescribed number of credit hours in which terms he/she was awarded the SCNBG for in the previous year.

EXAMPLE: If a returning student received \$1,250.00 per semester for being enrolled Full Time during the Fa'17 and Sp '18 semesters, that student must have successfully

completed at least 24 credit hours at the end of the Sp'18 semester in order to be reeligible to receive the SCNBG award in the Fa'18 semester. Student could accomplish this by earning 12 in Fa '17 and 12 in Sp '18, or they could have earned 9 in FA '17 and 15 in Sp '18, or they could have earned 0 in Fa '17 (w/d from everything) and earned 24 in Sp '18. All these scenarios would allow the student to complete the prescribed number of credit hours to renew the SCNBG to the next year.

Update: In June 2018 Jeff received confirmation from Tanya Weigold at SC CHE that a student can use the summer term to earn the hours they need to keep the SCNBG from one academic year to the next. This is even if the student received the SCNBG only in fall and spring, they can still use summer to earn the required hours to keep the SCNBG the next academic year. This is as long as we still have funds available to award for the next academic year and have not exhausted the funding yet, which we never do until near the end of an academic year.

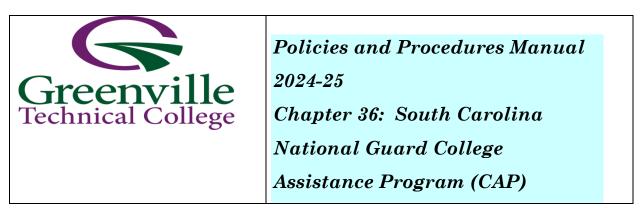
If a student only received SCNBG for one term, they had to earn the required number of credit hours in that one term only except for the exception of summer mentioned above highlighted in yellow. Students cannot use a previous term in the academic year to earn their hours if they did not receive SCNBG in that previous term. For example, a student who only got SCNBG in Sp '18 must earn their required hours in Sp '18 (and summer '18 as mentioned in the yellow highlight above). They cannot go back and count hours earned in Fa '17 to help meet hours needed to maintain SCNBG.

#### **Recordkeeping**

Financial aid records are maintained in the College's Computer System and Centralized Imaging System. Student records include demonstration of need, Pell, SCNBG and FSEOG eligibility, and verification of SAI.

## <u>Update</u>

The new bachelor's degree BAS.MFG has been approved for federal aid as of October 2019. Per Jeff, this program is not eligible for SCNBG.



# South Carolina National Guard College Assistance Program (CAP)

The South Carolina National Guard College Assistance Program (SCNG CAP) established in 2007, offers financial assistance to members of the South Carolina Army and Air National Guard by providing incentives for enlisting or remaining for a specified time in either the South Carolina Army or Air National Guard (SCNG).

# Purpose of Program

SCNG CAP is administered by the Commission on Higher Education along with the South Carolina National Guard. This state assistance program is awarded to qualifying members of the South Carolina Army and Air National Guards determined by the South Carolina National Guard.

# Student Eligibility

- Must be approved by the South Carolina National Guard
- Must be Satisfactory Academic Progress (SAP) eligible
- Cannot exceed the maximum benefit for an academic year

# Satisfactory Academic Progress

SAP must be:

- Satisfactory
- > Warning
- > Probation
- > AP1
- > AP2
- > Eligible
- > Re-eligible
- SAP cannot be:
  - > Ineligible
  - ➢ IE Suspension
  - ≻ IAP

## Awarding Amounts

SCNG CAP recipients may receive up to a maximum of five thousand five hundred dollars (\$5,500) for the Army National Guard and up to a maximum of eleven thousand dollars (\$11,000) for the Air National Guard per academic year. The cumulative total of all College Assistance Program benefits received may not exceed twenty-two thousand dollars (\$22,000).

# Student Status Type

- ➢ First Time Student
- Returning Student

# **Returning Students Eligibility Requirements**

In order for a returning student to qualify for the CAP for the next year, that student:

- Must be approved by the South Carolina National Guard
- Must be Satisfactory Academic Progress (SAP) eligible
- Cannot exceed the maximum benefit for an academic year

## **Recordkeeping**

CAP records are maintained in the College's Computer System, South Carolina Commission on Higher Education and the South Carolina National Guard.