

**LIMESTONE UNIVERSITY**  
**POLICIES AND PROCEDURES**  
**ADMINISTERING STATE AID**

## **Procedures for Administering HOPE Scholarship**

### **Determining Student Eligibility for First Time Entering Freshman:**

1. Determine cumulative GPA and Class rank at the time of high school graduation.
2. Verify graduated from a SC high school and transcript is final, date calculated and signed.
3. Determine if student has been accepted to the institution.
4. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth certificate or in the case of permanent residents a copy of the Green Card.
5. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
6. Be sure student has signed a required Certification Statement for the current year.
7. Mark received in Powerfaids and accept scholarship.

### **Determining Student Eligibility for Returning Students:**

1. Determine student's LIFE GPA is at least a 3.0 at the end of the previous academic year.
2. Determine student earned at least 30 credit hours by the end of the previous academic year.
3. If a student has earned 30 credit hours and at least a 3.0 LIFE GPA, the student will be eligible for the LIFE Scholarship
4. Run reports to find students with an eligible Math/ Science major for LIFE Enhancement
5. Verify these students have taken 14 hours of Math/Science courses in their freshman year.
6. Be sure the student has signed a required Certification Statement for the current year.
7. Mark received in Powerfaids and accept scholarship.

### **Determining Eligibility for mid-year Transfer Students:**

1. Determine cumulative GPA and Class rank at the time of high school graduation.
2. Verify graduated from a SC high school and transcript is final, date calculated and signed.
3. Determine if student has been accepted to the institution.
8. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth certificate or in the case of permanent residents a copy of the Green Card.
4. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
5. Be sure student has signed a required Certification Statement for the current year.
6. Mark received in Powerfaids and accept scholarship.

**\*No scholarship is marked "Accepted" until all eligibility requirements have been met and verified. Only "Accepted" scholarships will have funds requested and paid.**

## **Procedures for Administering LIFE and LIFE Enhancement**

### **Determining Student Eligibility for First Time Entering Freshman:**

1. Determine cumulative GPA and Class rank at the time of high school graduation.
2. Verify graduated from a SC high school and transcript is final, date calculated and signed.
3. Look at SAT or ACT scores.
4. Verify student meets 2 of 3 requirements for LIFE eligibility.
5. Determine if student has been accepted to the institution.
6. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth certificate or in the case of permanent residents a copy of the Green Card.
7. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
8. Be sure student has signed a required Certification Statement for the current year.
9. Mark received in Powerfaids and accept scholarship.
10. Verify if a rank report has been submitted to CHE via the CHE website. In the case where a ranking report does not match the high school transcript received, the high school must be contacted. A new transcript must be submitted to match the rank report or an updated rank report must be submitted to CHE. If a school does not rank or no rank report is submitted, the student must qualify for LIFE using GPA and test scores. In the event the student only has a 3.0 GPA, the student will be awarded the HOPE Scholarship.

### **Determining Student Eligibility for Returning Students:**

1. Determine student's 1<sup>st</sup> college enrollment date.
2. Determine if a student has any terms of eligibility available.
3. Determine student's LIFE GPA is at least a 3.0 at the end of the previous academic year.
4. Determine student earned at least 30 credit hours per year in school.
5. Run reports to find students with an eligible Math/ Science major for LIFE Enhancement
6. Verify these students have taken 14 hours of Math/Science courses in their freshman year.
7. Verify the student receiving LIFE Enhancement still have a declared an eligible Math/ Science major.
8. Be sure the student has signed a required Certification Statement for the current year.
9. Mark received in Powerfaids and accept scholarship.

### **Determining Eligibility for Student's Regaining or Earning Eligibility:**

1. Run report for students who meet eligibility requirements.
2. Determine student's 1<sup>st</sup> college enrollment date.
3. Determine if a student has any terms of eligibility available.
4. Verify graduated from a SC high school.
5. Determine student's LIFE GPA is at least a 3.0 at the end of the previous academic year.
6. Determine student earned at least 30 credit hours per year in school.
7. Verify if student meets requirements for LIFE Enhancement
9. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth certificate or in the case of permanent residents a copy of the Green Card.

8. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
9. Be sure the student has signed a required Certification Statement for the current year.
10. Mark received in Powerfaids and accept scholarship.

### **Determining Eligibility for Transfer Students**

1. Evaluate student's transcripts from previous institutions (transcripts must be received by the institution by September 1)
2. Verify graduated from a SC high school.
3. Determine student's LIFE GPA is at least a 3.0 at the end of the previous academic year.
4. Determine student earned at least 30 credit hours per year in school.
5. Determine if the student used any LIFE eligibility in a summer term. (Contact financial aid office of institution enrolled)
6. Verify if student meets requirements for LIFE Enhancement
10. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth certificate or in the case of permanent residents a copy of the Green Card.
7. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
8. Be sure the student has signed a required Certification Statement for the current year.
9. Mark received in Powerfaids and accept scholarship.

**\*No scholarship is marked "Accepted" until all eligibility requirements have been met and verified. Only "Accepted" scholarships will have funds requested or paid.**

# **Procedures for Administering PALMETTO and PALMETTO FELLOWS**

## **Determining Student Eligibility for First Time Entering Freshman:**

1. Verify student is on Palmetto Fellows list.
2. Determine cumulative GPA and Class rank at the time of high school graduation.
3. Request rank report from high school
4. Verify graduated from a SC high school and transcript is final, date calculated and signed.
5. Determine if student has been accepted to the institution.
6. Add Palmetto Fellows to financial aid awards.
7. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth Certificate or in the case of permanent residents a copy of the Green Card.
8. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
4. Be sure the student has signed a required Certification Statement for the current year.
5. Verify student is marked as a FELLOW on Palmetto Fellows list.
6. Mark received in Powerfaids and accept scholarship.

## **Determining Student Eligibility for Returning Students:**

1. Determine student's 1<sup>st</sup> college enrollment date.
2. Determine if a student has any terms of eligibility available.
3. Determine student's Cumulative GPA is at least a 3.0 at the end of the previous academic year.
4. Determine student earned at least 30 credit hours by the end of the previous academic year.
5. Run reports to find students with an eligible Math/ Science major for Palmetto Enhancement
6. Verify these students have taken 14 hours of Math/Science courses in their freshman year.
7. Verify the student's receiving Palmetto Enhancement still have a declared an eligible Math/ Science major.
8. Be sure the student has signed a required Certification Statement for the current year.
9. Mark received in Powerfaids and accept scholarship.

## **Determining Eligibility for Transfer Students**

1. Verify student has transferred Palmetto Fellows to Limestone with CHE
2. Evaluate student's transcripts from previous institutions (transcripts must be received by the institution by September 1.
3. Verify graduated from a SC high school and transcript is final, date calculated and signed.
4. Determine student's Cumulative GPA is at least a 3.0 at the end of the previous academic year.
5. Determine student earned at least 30 credit hours each year.
6. Determine if student used any PF eligibility in a summer term. (Contact financial aid office of institution enrolled)
7. Verify if student meets requirements for Palmetto Enhancement
11. Verify US citizenship by FAFSA or if no FAFSA collect a US passport, US birth certificate or in the case of permanent residents a copy of the Green Card.
8. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
9. Be sure the student has signed a required Certification Statement for the current year.

10. Mark received in Powerfaids and accept scholarship.

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## **Procedures for Administering SC Tuition Grant**

### **Determining Student Eligibility for First Time Entering Freshman:**

1. Download Applicants Report from myTG each day.
2. Verify student is on Applicants Report
3. Determine if student has been accepted to the institution.
4. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
5. Be sure the student has signed a required Certification Statement for the current year.
6. Mark received in Powerfaids and accept scholarship.

### **Determining Student Eligibility for Returning Students:**

1. Download Applicants Report from myTG each day.
2. Verify student is on Applicants Report
3. Determine if a student has any terms of eligibility available.
4. Determine student is making SAP at the end of the previous academic year.
5. If student has never received SCTG verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents
6. Be sure the student has signed a required Certification Statement for the current year.
7. Mark received in Powerfaids and accept scholarship.

### **Determining Eligibility for Transfer Students:**

1. Verify student is listed in myTG as eligible at Limestone.
2. Transfer students accepted to Limestone are considered as making SAP the first semester. SAP is then determined at the end of each semester.
3. Verify SC residency by requiring student to complete the SC Residency Certification form and submit supporting documents.
4. Be sure the student has signed a required Certification Statement for the current year.
5. Mark received in Powerfaids and accept grant.

**\*No grant is marked “Accepted” until all eligibility requirements have been met and verified. Only “Accepted” grants will have funds requested or paid.**

## **Procedures for Administering SC National Guard CAP Grant**

### **Determining Student Eligibility for First Time Entering Freshman:**

1. Verify student is in National Guard database on institution list.
2. Determine if student has been accepted to the institution.
3. Add CAP grant to student financial aid package.
4. Enter CAP eligibility date in Powerfaids.
5. Mark received in Powerfaids and accept grant.

### **Determining Student Eligibility for Returning Students:**

1. Verify student is in National Guard database on institution list.
2. Determine the amount of CAP grant received and if student has any eligibility left.
3. Determine student was making SAP at the end of the previous academic year.
4. Add CAP grant to student financial aid package.
5. Mark received in Powerfaids and accept scholarship.

### **Determining Eligibility for Transfer Students**

1. Verify student is in National Guard database on institution list.
2. Transfer students accepted to Limestone are considered as making SAP the first semester. SAP is then determined at the end of each semester.
3. Determine the amount of CAP grant received and if student has any eligibility left.
4. Add CAP grant to student financial aid package.
5. Mark received in Powerfaids and accept grant.

**\*No grant is marked “Accepted” until all eligibility requirements have been met and verified. Only “Accepted” grants will have funds requested or paid.**



## Home School and Out of State Prep School Awarding of Scholarships

In order for a home school student to qualify for a state merit scholarship, the home school must be sanctioned according to Option 1,2, or 3 by the SC Department of Education. Use the following website for reference - <https://ed.sc.gov/districts-schools/state-accountability/home-schooling/>.

Home school students must meet the same initial eligibility requirements for LIFE as all other first-time entering freshman:

- Minimum 3.0 GPA based on the SC UGP;
- Minimum 1100 SAT or 22 ACT; or
- Rank in top 30% of graduation class based on the SC UGP

The home school transcript must include a statement or a notation indicating that the GPA listed on the transcript is based on the SC Uniform Grading Scale. If the GPA listed is not based on the SC UGP, it is the student's responsibility to have it converted to the SC UGP and resubmit the converted transcript to be awarded a state merit scholarship. The date calculated should be within a reasonable time of the date of graduation.

Home school students using class rank to qualify for LIFE must submit a ranking report to be included with the final high school transcript. The ranking report should include all members of the HSA for the class in which they are using rank. In the case where a ranking report is not submitted with the final transcript, a home school student must qualify for LIFE using GPA and test scores. In the event the student only has a 3.0 GPA, the student will be awarded the HOPE Scholarship.

Students who attended an out of state prep school must meet the same initial eligibility requirements as all other first-time freshman.

- Minimum 3.0 GPA based on the SC UGP;
- Minimum 1100 SAT or 22 ACT; or
- Rank in top 30% of graduation class based on the SC UGP

It is the student's responsibility to have the transcript converted to the SC UGP along with the original final high school transcript. Students using class rank to qualify for LIFE must submit a ranking report to be included with the conversion and final high school transcript. The ranking report should include all members of the graduating class. In the case where a ranking report is not submitted, a student must qualify for LIFE using GPA and test scores. In the event the student only has a 3.0 GPA, the student will be awarded the HOPE Scholarship.

**\*No grant is marked "Accepted" until all eligibility requirements have been met and verified. Only "Accepted" grants will have funds requested or paid.**

## **Ordering of HOPE, LIFE, LIFE Enhancement, PALMETTO and PALMETTO Enhancement and posting to student accounts:**

1. Verify that students are enrolled full time (at least 12 credit hours) in degree seeking courses.
2. Verify student has a declared major.
3. Submit invoices and excel spreadsheets with eligible students to CHE.
4. Funds are posted to accounts by the Business Office within 5 business days of being received.

## **Ordering of SC Tuition Grant and posting to student accounts:**

1. Complete Certification on myTG website.
2. Verify that students are enrolled full time (at least 12 credit hours), or they forfeit their grant for the year.
3. Funds are posted to accounts by the Business Office within 5 business days of being received.

## **Ordering of SC National Guard CAP Grant and posting to student accounts:**

1. Download list of Eligible of SC National Guard Members from the National Guard website
2. Verify information is correct and update the National Guard Portal with the hours student is enrolled for the semester and amount of award.
3. Submit invoice to CHE.
4. Funds are posted to accounts by the Business Office within 5 business days of being received.

**\*If at any point a student is found to have been awarded incorrectly, the funds will be immediately removed from the student account and returned to the respective agency. The student will be notified by letter and email.**

## **U.S. Citizenship and South Carolina Residency Policy**

### **SC Illegal Immigration Reform Act.**

The South Carolina Illegal Immigration Reform Act was signed into law, June 04, 2008. Limestone University and many other private South Carolina institutions are now required to verify that students receiving state funded grants and scholarships are in the United States legally.

The following policy is in place for those students/parents who choose not to complete the Free Application for Federal Student Aid (FAFSA).

SC Illegal Immigration Reform Act – 10/14/2008 Revision to policy: All South Carolina students who have not filed a FAFSA will be asked to verify their citizenship. Students who do complete a FAFSA will be required to complete a South Carolina State Aid Citizenship Form and submit one of the following documents.

Acceptable forms of documentation are as follows:

#### **U.S. Citizen:**

- Social Security Card
- U.S. Passport
- US Birth Certificate
- Certification of Birth Abroad

#### **Eligible Non-Citizen or Permanent Resident:**

- U.S. Permanent Resident Card
- Form I-94 showing one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant."

### **SC Residency**

A student must be a South Carolina resident at the time of high school graduation and at the time of enrollment at Limestone University to be determined eligible for SC Tuition Grant, HOPE, LIFE or Palmetto Fellows Scholarships. A South Carolina domicile must be established 12 months prior to high school graduation and college enrollment for HOPE and LIFE Scholarship. A South Carolina domicile must be established 12 months prior to college enrollment for Palmetto Fellows and South Carolina Tuition Grant, as set forth by section 59-112-10 and all related guidelines and regulations promulgated by the Commission on Higher Education as established by the institutional residency officer.

No person is eligible for a state grant or scholarship unless he/she is domiciled within South Carolina. A person does not acquire domicile in South Carolina until he/she has been a legal resident of the state for 12 consecutive months.

#### **1. FINAL high school transcript**

- Verify student graduated from a high school located in SC or has successfully completed at least three of the final four years of high school within SC, or a SC home school program, or if graduated from a preparatory high school outside SC, while a dependent of a parent or guardian who is a legal resident of SC and has custody of the student.

#### **2. South Carolina Resident Certification Form and supporting documents.**

- Verify student and parent information is included on the form.

- Verify supporting documents demonstrate 12 consecutive months of SC residency. Acceptable forms of documentation (two forms of documentation are required unless it is found necessary that additional information is needed to verify residency). Dependent students should submit parental documentation. In the event the parent is not US Citizen or Eligible Non-Citizen, SC Residency will be based on the student.

- Copy of most recent SC state tax return
- Copy of the SC driver's license or state issued id card – must be issued or renewed at least one year prior to high school graduation or college enrollment.
- Copy of paid property tax bill for the previous year
- Statement of full-time employment giving dates of employment (not a pay stub)
- Military – Home of Record Form – designation SC as the state of legal residence
- In the case of divorced or separated parents, a copy of the divorce decree, including child custody.
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### **Certification Statement**

Recipients of the South Carolina Tuition Grant, LIFE, HOPE or Palmetto Fellows Scholarships, are required to complete a Certification Statement each year to certify the following:

- They are not in default on any Federal Title IV or State of South Carolina educational loan, nor do they owe a refund on a Federal Title IV or Sate of South Carolina student financial aid program.
- Have never been adjudicated (judged) delinquent or been convicted or pled guilty or nolo contendere (no contest) to any felonies and have not been convicted of a second or subsequent alcohol or drug-related offenses under the laws of this or any other state or under the lases of the United States;
- A legal resident of South Carolina;
- Certify that they have provided an official transcript of all classes attempted and completed at any college or university to Limestone University. And further certify that they will provide an official transcript to Limestone University for any collegiate classes being attempted now or in the future while enrolled at Limestone University.

## General Refund Policy:

**Financial:** The University has many continuing expenses, such as faculty salaries and plant maintenance. In order to plan and maintain these services over the entire semester, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire semester. The fact that school fees are paid in two or more installments does not constitute a fractional contract.

In view of the foregoing, a refund of any portion of the tuition and fees will be made only in the case of official withdrawal from Limestone through the Office of the Associate Provost and on the following basis:

### Traditional Day Program:

	The Portion of Tuition and Fees, Room Returned:
When the student has been enrolled:	
Up to 7 calendar days after classes begin	100%
8 to 14 calendar days	75%
15 to 21 calendar days	60%
22 to 28 calendar days	45%
29 to 35 calendar days	30%
36 to 42 calendar days	15%

No comprehensive refund will be allowed after six (6) weeks. No Meal Plan refund will be issued after the first 7 calendar days after classes begin.

In the **Online and Evening Program** refunds are as follows:

- Up to 7 calendar days after the course begins - 100% refund.
- 8 calendar days to end of course - 0% refund.

### Return of Unearned Military Tuition (TA):

This policy applies to all students receiving Military Tuition Assistance (TA) for the Army, Navy, Air Force, Marines, and Coast Guard.

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, Limestone University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

In instances when a Service member stops attending due to a military service obligation, Limestone will work with the affected service member to identify solutions that will not result in student debt for the returned portion in compliance with the DOD policy. In instances when a Service member stops attending due to non-military service obligation after the drop/add date, the Service member will be responsible for paying Limestone University the amount of the returned portion of the TA funds.

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes, and restrictions. This money is usually paid directly to the institution by the individual services. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans' benefits.

To remain in compliance with the Department of Defense's policy, Limestone University will return any unearned TA funds through at least 60% of the semester (day program) on term (online program) a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.

**Federal, State, or Institutional Financial Aid:**

Refunds for students receiving Federal, State, or Institutional Financial Aid will be made in accordance with the regulations governing the respective programs. Policy statements regarding the refund of financial aid money are available in the Business Office or Financial Aid Office. An unofficial withdrawal may result in a student's forfeiting all financial aid and thus becoming responsible for the entire balance. Schedules are sent to all students.

**Schedules concerning refund dates are sent to all students at the beginning of each semester. Students are asked to check their limestone.edu email addresses and Halo Portal.**