



North Greenville University ("University") hereby establishes the following procedures for processing the South Carolina Merit-Based Scholarships: LIFE, HOPE, Palmetto Fellows, Enhancement(s), and SCNGCAP.

A. CHEMIS Disbursement Report Processing

On or before the CHE determined deadline for each academic term, the university's financial aid office will compile, review, and submit (via CHEMIS) the university's official state aid disbursement report.

B. Initial Notification from the Financial Aid Office to Student Accounts

Once the state disbursement report has been accepted by CHE via CHEMIS, the financial aid office will send an emailed notification to student accounts office. The notification will include: (1) a statement indicating that CHEMIS has accepted the university's state aid disbursement report **and** (2) the pending amount of aid (by fund type) that may be invoiced to the state of South Carolina.

C. Invoicing the State of South Carolina for LIFE, HOPE, Palmetto Fellows, Enhancement(s), and SCNGCAP

Upon receiving the official notification from the financial aid office, student accounts will perform a state aid reconciliation and submit an invoice to the state of South Carolina. The invoice amount will match the amounts as reported on the accepted state aid disbursement report.

D. Receiving State Aid Funds

After sending the invoice to the state of South Carolina, student accounts will check on a regular basis to see if and when the requested state funds have posted to the university's specified bank account. Once the funds have posted, student accounts will send proof to the financial aid office.

E. State Aid Disbursement (Financial Aid)

Upon receiving proof that the funds have posted to the university's specified bank account, the financial aid office will process a disbursement of the state aid funds in PowerFAIDS. The financial aid office will then upload the disbursement roster via Jenzabar.

F. State Aid Disbursement (Student Accounts)

Upon receiving the disbursement roster via Jenzabar, student accounts will (1) post the funds to each of the respective student accounts **and** (2) confirm via email that all state aid has been posted.

State aid disbursements for LIFE, HOPE, Palmetto Fellows, Enhancement(s), and SCNGCAP will not occur until this process has been completed each semester.