

PROCEDURE

REPLACES NUMBER	TITLE	NUMBER	PAGE
V-30.4	South Carolina Need Based Grant	V-30.4	1 of 2
DATED	BASED ON POLICY NUMBER AND TITLE	DATE	
October 2022	Student Financial Assistance V-30	January 2025	
DIVISION OF RESPONSIBILITY: Student Affairs			

Vice President/Dean

Date

President

Date

The South Carolina Need Based Grant (SCNBG) is designed to provide additional financial assistance to South Carolina's neediest student. This program assists students attending a public college or university in South Carolina.

Student Eligibility: To be eligible for the SCNBG, the student must:

- 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.
- An EFC range will be used on an annual basis to narrow down the number of students being considered for an award. The range will be determined on an annual basis.
- 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;
- Be a resident of the state of South Carolina for twelve consecutive months as defined in Chapter 112 of Title 59 of the 1976 Code of Laws governing the determination of residency for tuition and fee purposes;
- Be enrolled or accepted for enrollment as a part-time or full-time degree-seeking student in an eligible program of study at an eligible public institution in South Carolina. A student enrolled in less than six (6) credit hours during any given semester may not receive a Need-based Grant for the semester in question but is eligible for reapplication for a grant upon return to part-time or full-time status;
- Be enrolled and attending or have completed at the time of the grant disbursement in a minimum of six credit hours if part-time for the semester or twelve credit hours if full-time for the semester;
- Certify that he/she has not been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felonies or any second or subsequent alcohol or drug-related offenses under the laws of this or any other state or under the laws of the United States in order to be eligible for a South Carolina Need-based Grant, except that a high school or college student otherwise qualified who has been adjudicated delinquent or has been convicted or pled guilty or nolo contendere to a second or subsequent alcohol or drug-related misdemeanor offense nevertheless shall be eligible or continue to be eligible for such grants after the expiration of one academic year from the date of the adjudication, conviction, or plea; and be eligible for the need-based grants for a maximum of four academic years of two semesters by 5 submitting a signed affidavit each academic year to the institution. However, a high school or college student who has been adjudicated delinquent, convicted, or pled guilty or nolo contendere of a second or subsequent alcohol/drug related misdemeanor offense is ineligible for the next academic year of enrollment at an eligible institution after the date of the adjudication, conviction or plea. If the adjudication, conviction, or plea occurs during the academic year after the student has already submitted a signed affidavit to the institution, the student will be eligible to receive the Need-based Grant the remainder of the academic year. However, the student will be ineligible for the Need-based Grant the following entire academic year of enrollment. If a student completes a pretrial intervention program and has his/her record expunged the conviction will not affect grant eligibility;
- Verify that he/she does not owe a refund or repayment on a State Grant, a Pell Grant, or a Supplemental Educational Opportunity Grant and is not in default on a loan under the Federal Perkins Loan, Federal Stafford Loan Programs or Federal Direct Loan Programs;
- Must be meeting the Title IV Satisfactory Academic Progress policies as outlined in the Federal financial aid regulations; and
- Must not have received their first Bachelor's degree.

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Institutional Allocation

- The college will be notified annually by the South Carolina Commission on Higher Education (CHE) concerning the college's SCNGB allocation.
- The allocation methodology will be in keeping with S.C. Code Section 59-142-40.
- The allocation is subject to increases and decreases within the award year as deemed necessary by the SC General Assembly.

Award Amounts

- The aggregate award amount may not exceed \$7,000 if the students are seeking their first associate's degree, or \$3,500 if the students are seeking their first one-year certificate or diploma.
- Annual award amounts are determined by the college, but may not exceed \$1,750 per eligible part-time student and \$3,500 per eligible full-time student per academic year. No more than fifty percent of the annual award amount shall be disbursed in any given term.
- Students may receive up to three (3) disbursements per award year (fall, spring, and summer).

Awarding

- Students will be awarded the SCNGB via the college's automated packaging process until the allocation amount has been exhausted.
- Once the allocation has been exhausted, students will be placed on a SCNGB waiting list. Should funds become available, students on the waiting list will be awarded based on the date they were originally eligible to be packaged.
- The state sets forth annual and aggregate maximums within the regulatory statutes. The college is allowed to set its award amounts up to the maximum amount. The college seeks to distribute its annual allotment to as many students as possible. This ensures the maximum number of students benefit from the aid. The award amount will be based on the amount of the college's annual allotment and will be adjusted as necessary. To give a margin of safety the maximum amount the college will award will be no more than \$100 less than the maximum annual limit per student. The amount of \$2400 will be the starting point for an annual award and it will be adjusted up or down as needed.
- The college reserves the right to adjust the awarded amounts to ensure all funds are expended by June 30th of each award year.

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DIVISION OF RESPONSIBILITY: Student Affairs			

Vice President/Dean

Date

President

Date

The purpose of the Lottery Tuition Assistance Program (LTAP) is to provide, to the extent that funds are available, resources that supplement, not supplant, existing federal grants and need based grants for educational purposes to South Carolina's students. The program will be campus-administered and assist students who wish to attend South Carolina's technical colleges by providing funds that will help to cover the cost of in-state tuition.

Student Eligibility Requirements

The following eligibility requirements are reviewed for each student at the time of packaging using rules developed for SCC's Student Information System (Ellucian's Colleague)

1. Must complete a Free Application for Federal Student Aid (FAFSA) and complete their SCC financial aid file. The FAFSA requirement may be waived if one of the conditions below are met.
 - a. The student is a high school student and is part of the dual enrollment program.
 - b. The student has earned a bachelor's degree.
 - c. The Financial Aid Office waives the requirement due to a dependent student's parents/legal guardians' unwillingness to provide tax information.
2. Must be a U.S. Citizen or a permanent resident considered to be an eligible non-citizen.
3. Must qualify for in-state tuition rates.
4. Must be considered a South Carolina resident.
5. Must be accepted at SCC in a certificate, diploma, or associate degree program.
6. Must be enrolled at least half-time (6 credit hours or more).
7. Must have a GPA of 2.0 or higher after attempting 24 credit hours. This is checked once a year prior to the start of the fall term.
8. Must not be receiving the LIFE Scholarship
9. Cannot be in default on a federal student loan or owe a refund of a State or Federal grant.

LTAP Program Limitations

1. Students shall not be eligible to receive Lottery Tuition Assistance for more than one certificate, diploma, or degree earned within any five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.
2. Students enrolled in an eligible program of study may include remedial courses as part of the minimum number of required institutional credit hours for part-time or full-time status, as long as such courses carry institutional credit hours and meet Title IV limitations on remedial coursework. Students who have attempted more than 30 credit hours of remedial coursework will not be eligible for LTAP for any additional remedial credits.

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3. Any student deemed ineligible for the Lottery Tuition Assistance Program may appeal the decision by submitting a written request to the institution's Director of Financial Aid. This request will be handled in accordance with the institution's financial aid procedures. The institution's decision on the appeal is final.

LTAP Disbursement Limitations

1. The LTAP disbursement will be based on the student's enrollment status as of the census date of the term.
2. LTAP will be applied only to tuition and eligible fees that remain after Federal Grants and SC Need Based Grant have been applied to the student's account. In order for a fee to be eligible it must be charged to all students attending during the term.
3. LTAP cannot be used for books, supplies, or any ineligible fees.
4. The per credit hour rate for LTAP will be determined by the State annually based on funding availability and the rate is subject to change during any given award year.

LTAP Reporting

SCC will use the SC CERS process to report disbursements to the State and as a secondary eligibility check for the students. The CERS process has an opening and closing report for each term. Each time a CERS report is sent it will include the current term and the two most recent prior terms.

Prior to the CERS process being run the IT department will generate the total amount disbursed for LTAP for the term. This amount will be reconciled against the amount showing disbursed by the Financial Aid Office. Once the two figures balance, the CERS report will be sent to the State. Validation rules will be run on all students receiving an LTAP disbursement. Students failing the validation will be returned to SCC in the form of an error report. SCC will review each error and then either the student's record will be corrected or the LTAP amount will be removed.

The college will also reconcile on an annual basis between the Business Office and the Financial Aid Office.

PROCEDURE

REPLACES NUMBER	TITLE	NUMBER	PAGE
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April 2019	Student Financial Assistance V-30	January 2025	
DIVISION OF RESPONSIBILITY: Student Affairs			

Vice President/Dean

Date

President

Date

The Legislative Incentives for Future Excellence (LIFE) Scholarship is a scholarship provided through the South Carolina Commission on Higher Education. The purpose of the scholarship is to increase access to higher education, to improve the employability of SC's students to attract business to the State, to provide incentives for students to be better prepared for college, to improve SAT scores, and to graduate from college on time.

1. Timing of Eligibility Determination

- a. **First-Time Freshman at SCC:** The Financial Aid Office determines eligibility after the Admissions Office receives the final, official high school transcript.
- b. **Continuing Students:** The Financial Aid Office determines eligibility based on the number of hours earned, GPA and terms of enrollment after the summer semester preceding a new academic year.
- c. **Transfer Students:** The Financial Aid Office determines eligibility after the Admissions Office receives all official college transcript(s) from all institution(s) attended.

2. Student Eligibility

a. **All Students**

- Must have graduated from a high school located in South Carolina, an approved home-school program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student.
- Must be a legal resident of South Carolina.
- Must be a U.S. citizen or an eligible non-citizen.
- Must not have any felony convictions
- Must not have been convicted of a second or subsequent alcohol or drug related misdemeanor offense or it has been one academic year from the date of the adjudication, conviction or plea
- Must not owe a repayment to a federal or state grant and must not be in default on any state or federal student loan.
- Must enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma or certificate program that meets the U.S. Department of Education's Title IV regulations as a program eligible for federal aid.

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b. First-Time Freshmen

- In addition, a first-time freshman must have earned a minimum of a 3.0 high school cumulative grade point average on the UGS.
- Have a calculation date between the date of graduation and no later than June 15th.
- Submit the final, official high school transcript to the sec Admissions Office.

c. Gaining Eligibility

- A continuing student may gain eligibility by earning at least 15 credit hours for every semester elapsed since the Initial enrollment in a post-secondary institution whether or not enrollment was continuous (students who begin mid year may receive the award no earlier than their fourth term of enrollment)
- Achieve a minimum cumulative, collegiate GPA of 3.0. If a student has attended another post-secondary institution, they must submit to the SCC Admissions Office an official transcript from each institution attended

d. Transfer Students

- In addition, a transfer student must have earned at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous
- Achieved a minimum cumulative, collegiate GPA of 3.0. The student must submit to the Admissions Office an official transcript from each post -secondary institution attended.
- The student should contact the LIFE Scholarship Coordinator in the FAO to determine eligibility.

e. Renewal of Award

- To have the scholarship renewed for a second academic year, the student must earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if the student began during a spring semester)
- Achieve a minimum cumulative, collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester)
- have terms of eligibility remaining. A student may receive the LIFE scholarship for 2 semesters if enrolled in a 1-year program or for 4 semesters if enrolled in a 2-year program.
- Students enrolled in a SC approved three-year academic program, may receive an additional two semesters to complete the three-year program.

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f. Other Eligibility Criteria

- Students can receive the LIFE Scholarship for a summer term, if the student meets the conditions below. By receiving the LIFE Scholarship during the summer term will count as one of the total terms of LIFE eligibility. This policy meets the CHE policy went into effect with the summer term of 2015.
 1. Students must have begun the fall term and earned 30 non-remedial credit hours by the end of the spring term.
 2. Students must have a cumulative LIFE GPA of 3.0 or higher as of the end of the spring term.
 3. Students must enroll in 12 non-remedial credits for the summer term.
 4. Students' enrollment must have been continuous.
- Students cannot use the LIFE Scholarship for continuing education or remedial (transitional) courses. The college considers zero level, 100 level, COL 101 and ESL 102 as remedial courses.
- A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student enrolls in a minimum of 12 non-remedial credit hours. The student may defer the LIFE Scholarship for up to 1 year because of remediation.
- A student receiving a Palmetto Fellow Scholarship is not eligible for a LIFE scholarship.
- All grades and credit hours earned in high school while in a dual enrollment program at an eligible institution must be included in the calculation of the LIFE GPA and annual credit hour requirement.
- AP courses are excluded from the "attempted credit hours" used to calculate the LIFE GPA. AP courses must count toward the annual credit hour requirement for courses which a student received a score of three or higher on an AP exam for LIFE Scholarship eligibility.
- Pass/Fail courses are excluded from the "attempted credit hours" used to calculate the LIFE GPA. Pass/Fail courses must count toward the annual credit hour requirement for courses which a student received a grade of "Pass" for LIFE Scholarship eligibility.
- If an institution is non-accredited or if an institution is accredited by an institutional accrediting agency that is not recognized by the U.S. Department of Education, then the institution is a "non-eligible institution" for the purposes of scholarship eligibility. For determining eligibility for a student transferring from a non-eligible public or independent institution for the LIFE Scholarship, institutions should consider the following requirements:
 1. Whether the student meets all eligibility requirements as established by law and regulation at the time of high school graduation and at the time of enrollment at the eligible institution;
 2. Whether the student was enrolled for more than two terms (or its equivalent) at a non -eligible institution; and
 3. Did an eligible institution (in-state or out-of-state) accept grades and/or credit hours as transfer credits from a non-eligible institution.
- A student receiving a LIFE Scholarship is not eligible for Lottery Tuition Assistance.
- A student must sign a certification form each year.

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3. Repetition of Courses

- a. A student may retake a course to improve their grade.
- b. For determining LIFE Scholarship eligibility, all non-remedial credit hours earned and the grades earned for non-remedial courses will be counted to determine eligibility.

4. Early High School Graduates

- a. Students who complete all requirements for high school graduation prior to the official graduation date in May or June may be eligible to receive the LIFE Scholarship for the spring term if they meet all initial and general eligibility criteria.
- b. The student must submit the following to sec by the last day of the spring term
 - Submit an official high school transcript in a sealed envelope to the Admissions Office. The transcript must include all grades through January and a cumulative GPA based on the S.C. Uniform Grading Policy.
 - Submit to the Admissions Office a letter from the high school principal on the high school's letterhead indicating completion of all requirements for high school graduation.
 - Submit to the Financial Aid Office the sec LIFE Scholarship Application for Early High School Graduates

5. Award Amounts

- a. The award amount is the cost of tuition and mandatory fees up to a maximum of \$2500 per semester. Students may receive a \$150 book allowance per semester (\$300 maximum per award year} which is included in the \$2500 maximum semester amount. Should the student's tuition and mandatory fees for the semester equal or exceed \$2500, the student will not receive a book allowance. Maximum award amounts are not to exceed \$2,500 per semester or \$5,000 per award year.

6. Required Notifications

- a. The college provides a mid-term email or letter notification to SC LIFE recipients who received their first disbursement fall or spring term. sec refers student to the sec LIFE section on both the web and student portal as reminders of student responsibilities regarding the LIFE scholarship.

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August 2020	Student Financial Assistance V-30	September 2024	
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Vice President/Dean

Date

President

Date

The SC National Guard College Assistance Program (NGCAP) was developed as a SC State assistance program to provide incentives for enlisting or remaining for a specified time in both the South Carolina Army and Air National Guard. SC NGCAP benefits will cover the cost of attendance as defined by Title IV regulation, up to a maximum amount each award year. The maximum amount will be made annually and detailed in established procedures to be administered by the Commission on Higher Education (CHE). Spartanburg Community College (SCC) will administer the SC NGCAP program in accordance with CHE regulations 62-250 through 62-262 and the annual update provided by CHE.

NGCAP Eligibility Requirements

1. Applicant must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing with the active National Guard throughout the entire academic year for which benefits are payable.
2. Applicant must have valid tuition and fee expenses from SCC,
3. Applicant must maintain satisfactory academic progress as defined by the institution,
4. Applicant must be a U.S. citizen or a legal permanent resident who meets the definition of an eligible non-citizen under State Residency Statutes
5. Applicant must be admitted, enrolled and classified as a degree-seeking full-time or part-time student at SCC.
6. Applicant must satisfy any additional eligibility requirements made known by CHE via their annual update.
7. Individuals joining the National Guard become eligible for college assistance program benefits upon completion of Basic Combat Training (BCT)/Basic Military Training (BMT) and Advanced Individual Training (AIT)/ Initial Active-Duty Training (IADT) for sequential regular terms (fall, spring, or trimester) or other terms (summer and other). If an individual graduates from Basic Combat Training (BCT)/Basic Military Training (BMT) and cannot attend Advanced Individual Training (AIT)/Initial Active-Duty Training (IADT) for at least four months, an exception to policy (ETP) for this eligibility requirement may be submitted to the Deputy Chief of Staff - Personnel (SC Army National Guard) and the Force Support Squadron Commander (SC Air National Guard).
8. Enlisted personnel must continue their service in the National Guard during all terms of courses covered by the benefit received. Officers shall continue their service with the National Guard for at least four years after completion of the most recent award or degree completion. Enlisted personnel will not be eligible for benefits after the discharge date.

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9. National Guard members receiving a full Reserve Officer's Training Corps (ROTC) scholarship are not eligible for NGCAP benefits. A full ROTC scholarship is defined as an award that covers tuition and fees, room and board and fees associated with cost of attendance.

NGCAP Continued Eligibility Requirements

1. New applications must be completed and submitted each year prior to the beginning of the fall term of the academic year by the deadline determined by the National Guard.
2. Currently enrolled members must have applied prior to the beginning of the fall term of each academic year by the National Guard established deadline and should contact SCC's Veteran Affairs (VA) Office to initiate benefit award for the current academic year. The VA Office will coordinate with CHE to verify student eligibility and coordinate payment to SCC on behalf of the student member.
3. For continued eligibility, students must apply prior to the beginning of the fall term of each academic year by the established deadline as determined by the National Guard, continue to meet all initial eligibility requirements.
4. The student must be making Satisfactory Academic Progress in accordance with the Academic Standards of Process outlined in the SCC catalog.
5. Transfer students who are eligible prior to the beginning of the academic year for NGCAP and who transfer mid-year to SCC may be eligible to receive assistance for the spring term if they continue to meet eligibility requirements.

NGCAP Disbursement of Funds Procedures

1. The VA Office will download a list of eligible SC National Guard soldiers from the National Guard website. The list will be placed in an Excel spreadsheet and SCC student IDs will be added.
2. After the census date of the term, each student's record will be reviewed to ensure the student is registered for classes and has not withdrawn. The total number of credit hours the student is enrolled in will be noted.
3. The VA Office will put the appropriate amount of funding on the NGCAP system based on whether the student is Army or Air National Guard. The system will automatically prorate the assistance based on the student number of enrolled credit hours. The list will periodically be reviewed throughout the term to pick up any new students that have been added.

SPARTANBURG COMMUNITY COLLEGE

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4. The VA Office will also monitor student accounts to ensure their benefits do not exceed the annual maximum as prescribed in the annual update from CHE.
5. Once the list is finalized a copy will be sent to CHE and another copy will be sent to the SCC Business Office so the NGCAP program can be invoiced for payment.
6. SCC also used the CERS disbursement report as a way to ensure disbursement amount between the Financial Aid Office and the Business Office match. The CERS report also validates some of the eligibility requirements.

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Vice President/Dean

Date

President

Date

The Palmetto Fellows Scholars program is a merit-based program established in 1988 and is administered by the South Carolina Commission on Higher Education. The annual award amount for the freshman year is \$6,700. The award amount for the sophomore year is \$7,500 per year. The Palmetto Fellows Scholars program was made available for use at two-year Colleges beginning 2021. Assuming continued eligibility, students may use the funding for four consecutive terms of full-time study. The Scholarship must be applied directly toward the cost of attendance, less any other gift aid received.

The Purpose of the scholarship:

- *RECOGNIZE the most academically talented high school seniors in S.C.;*
- *ENCOURAGE academically talented students to attend college in the State;and*
- *RETAIN talented minority students who might otherwise pursue studies outside the State.*

Student Eligibility Requirements

The following eligibility requirements are reviewed for each student at the time of packaging using rules developed for SCC's Student Information System (Ellucian's Colleague)

- To be eligible to apply for a Palmetto Fellows Scholarship, a high school senior must also meet all the following general eligibility requirements:

- 1) Be enrolled in an approved SC public or private high school, an eligible SC home school program of study or a preparatory high school located outside the State while a dependent of a legal resident of South Carolina;
- 2) Be a U.S. citizen or permanent resident (green card holder) at the time of high school graduation and be a legal resident of South Carolina as defined in applicable State statutes governing the determination of residency for tuition and fee purposes at the time of high school graduation;
- 3) Be seriously considering attending, have applied, or have been accepted for admission to an eligible institution in South Carolina;
- 4) Certify that he/she has never been convicted of any felonies and has not been convicted of any second or subsequent alcohol or other drug-related misdemeanor offenses within the past academic year by submitting a signed affidavit to the college financial aid office; and
- 5) Cannot be a recipient of the LIFE Scholarship, SC HOPE Scholarship or Lottery Tuition Assistance in the same academic year.

Academic Requirements:

- For Early Awards, the school counselor/representative must submit the application and required documentation to the Commission on Higher Education (CHE) for the Palmetto Fellows Scholarship by April 15th of the student's senior year. If the deadline falls on a Saturday, Sunday, or holiday the deadline is the preceding Friday (students cannot use the Early Awards criteria to be eligible for the Late Awards). Students are eligible to apply if they meet one of the following sets of academic requirements:

1. Score at least 1200 on the SAT (27 on the ACT) by the March national test administration, earn a minimum 3.50 cumulative GPA2 on the SC Uniform Grading Policy (SC UGP) at the end of the junior year, and rank in the top six percent3 of the class at the end of either the sophomore or the junior year; OR
2. Score at least 1400 on the SAT (32 on the ACT) by the March national test administration and earn a minimum 4.00 cumulative GPA2 on the SC UGP at the end of the junior year.

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Palmetto Fellows Reporting

SCC will use the SC CERS process to report disbursements to the State and as a secondary eligibility check for the students. The CERS process has an opening and closing report for each term. Each time a CERS report is sent it will include the current term and the two most recent prior terms.

Prior to the CERS process being run the IT department will generate the total amount disbursed for Palmetto Fellows for the term. This amount will be reconciled against the amount showing disbursed by the Financial Aid Office. Once the two figures balance, the CERS report will be sent to the State. Validation rules will be run on all students receiving a Palmetto Fellows disbursement. Students failing the validation will be returned to SCC in the form of an error report. SCC will review each error and then either the student's record will be corrected, or the Palmetto Fellows amount will be removed.

The college will also reconcile on an annual basis between the Business Office and the Financial Aid Office.