



Policy: Administration of State Lottery-Funded Financial Aid Programs

The Spartanburg Methodist College (SMC) Financial Aid Office administers state lottery-funded programs, including the Palmetto Fellows Scholarship, LIFE Scholarship, Lottery Tuition Assistance Program (LTAP), and National Guard College Assistance Program (CAP), in compliance with rules and regulations issued by the South Carolina Commission on Higher Education (CHE).

Awarding and Monitoring Process

SMC utilizes the Colleague Financial Aid module to package awards, applying program-specific eligibility criteria as established by CHE. Multiple quality control measures are monitored throughout the year to ensure compliance. Final internal review occurs during the preparation of the CHE State Scholarship Report (CHEMIS), which includes a comprehensive internal audit of all applicable awards.

All state-funded awards are processed through the Financial Aid Office and recorded within the College's student financial aid system. Funding requests are submitted to CHE in October, March, and June of each fiscal year, based on semester award amounts. For each request, an invoice is prepared and accompanied by a detailed expenditure report serving as supporting documentation.

Adjustments to student awards are reflected monthly in the scholarship accounts. The Financial Aid Office conducts a monthly review of all state scholarships and grants. If additional funding is needed outside of the standard request months, supplemental invoices are submitted. Any funds owed back to CHE due to changes in student eligibility or enrollment are returned promptly.

Audit and Compliance

SMC fully cooperates with all audits conducted by CHE or contracted external auditors. Audit procedures include sampling to verify student eligibility and award accuracy. This review may include, but is not limited to, verification of:

- Institutional or LIFE GPA
- Credit hours earned
- High school GPA
- Enrollment status
- Award calculation accuracy
- S.C. Residency

Awarding Procedures by Program

Palmetto Fellows Scholarship

New Students:

- Identified from the official CHE roster.
- Awards are made to admitted students appearing on the roster.
- Students must complete the S.C. Residency Evaluation form and the annual affidavit.
- Full-time enrollment verification is required before disbursement each term.

Continuing Students:

- Reviewed annually after the spring term to determine continuation for the next academic year.
 - Students meeting the renewal criteria are awarded.
 - The annual affidavit and full-time enrollment verification are required before disbursement each term.
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LIFE Scholarship

New Students:

- Eligibility is determined using high school transcript data and the Free Application for Federal Student Aid (FAFSA).
- Awards are made to admitted students who meet initial eligibility requirements.
- Students must complete the S.C. Residency Evaluation form and the annual affidavit.
- Full-time enrollment verification is required before disbursement each term.

Continuing Students:

- Reviewed annually after the spring term to determine continuation for the next academic year.
 - Awards are renewed for students who meet the GPA and credit hour requirements and have remaining time on their LIFE Clock.
 - The annual affidavit and full-time enrollment verification are required before disbursement each term.
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Lottery Tuition Assistance Program (LTAP)

New Students:

- Eligibility is determined using the Free Application for Federal Student Aid (FAFSA).
- Dual enrollment students must submit a FAFSA waiver for consideration.
- Awards are made to admitted students who meet all criteria.
- Students must complete the S.C. Residency Evaluation and the annual affidavit.
- Enrollment status and award amount are verified each term before funds are disbursed.

Continuing Students:

- Eligibility is determined using the Free Application for Federal Student Aid (FAFSA).
 - Awards are renewed for students who continue to meet eligibility criteria, including making satisfactory academic progress (SAP).
 - The annual affidavit and enrollment verification are required before disbursement each term.
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National Guard College Assistance Program (CAP)**New and Continuing Students:**

- Applications must be completed and submitted each year between June 1st and August 1st for the fall semester. Applications for the spring and summer semesters can be submitted from November 20th through December 15th.
- The application is submitted to the National Guard and must include information identifying the student's home institution and intent to enroll.
- The eligibility list is available in the SCNG CAP web portal.
- Enrollment status and award amount are verified each term before funds are disbursed.