

### **SC Hope, Palmetto Life, and Palmetto Fellows Expenditure Procedures**

- Students are awarded SC Hope, Life, or Palmetto Fellows based on the eligibility requirements set by Commission on Higher Education.
- In the Office of Financial Aid, the students are divided by the alphabet. Each counselor is responsible for validating the eligibility of students for initial awards. The counselor completes the State Eligibility Form on each student. The data for the form is retrieved from data in Jenzabar from the student's transcript.
- The FAD or Senior Financial Aid Counselor requests the funds for the students based on the estimated awards that have been made for incoming and returning students in the PowerFAIDS system. The breakdown by each program is provided to the Student Accounts Supervisor for invoicing CHE.
- While waiting on the University to receive funds, the FAD or Senior Financial Aid Counselor will check the Admissions Module in Jenzabar for the final high school transcript information to verify if students are still eligible for SC Hope or Palmetto Life. Based on the information reviewed, there may or may not be changes.
- For returning students, the FAD or Senior Financial Aid Counselor pulls their transcripts to verify the 30, 60, and 90 and 3.0 lifetime GPA. Each student is required to sign an affidavit. The Financial Aid Counselor checks to ensure there is a signed copy on file for each student.
- Once students' eligibility is verified, a disbursement is done in JFA. The FAD or Senior Financial Aid Counselor will send the transmittal over to Student Accounts for posting to the students' accounts.
- If additional funds are needed, the FAD or Senior Financial Aid Counselor will submit another request to the Student Accounts Supervisor. The SAR Supervisor will then submit another invoice to CHE. Once the funds are received, a transmittal is completed.
- The FAD or Senior Financial Aid Counselor will upload the Enrollment Report to CHE through CHEMIS in October and March of each year.

### **South Carolina Tuition Grant Expenditure Procedure**

- Students must submit the FAFSA by August 1st of each year in order to initially be eligible for the SCTG.
- Incoming freshmen must be fully accepted by the University and a SC resident.
- Returning students must meet Satisfactory Academic Progress as outlined by the University and complete the FAFSA by August 1st. If a student is on SAP, and submit an appeal that is approved, the student is then eligible.
- If the student is a transfer student, their transcript is reviewed to ensure they are meeting SAP, and completed the FAFSA by August 1<sup>st</sup>. If a transfer transfers in on SAP and an appeal is submitted to the SAP Committee and approved, then the student is eligible.
- All students eligible must sign an affidavit.
- SCTG Commission will make available an electronic report available in MyTG of students that are eligible and not eligible to receive the SCTG.
- Each counselor will use the State Funds Form to validate if the student is eligible to receive the grant. If the student meets the criteria, then the counselor searches for their name in the MyTG system.

- Once the Enrollment Report is available to the University, the FAD and/or staff will validate each student that is eligible. Each student is verified on the certification screen in the MyTG system as enrolled, not enrolled, or ineligible.
- SCTG Commission processes funding bi-weekly and sends them to the University. A notification of the ACH is sent along with the Voucher.
- When funds are received and the University, the Student Accounts Supervisor will notify FinAid. FinAid will then submit a transmittal to Student Accounts. Student Accounts will then post the funds to the students' accounts. Once this process is completed, the Student Accounts Supervisor will complete a form and submit the SCTG Commission providing the date the funds were received and the date disbursed to the students' accounts.

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