COKER UNIVERSITY

Procedures for Monitoring Lottery Expenditure Funds

OFFICE OF FINANCIAL AID

Updated residency procedures reflect the regulatory change effective May 18, 2026 and preserve the distinction between determinations made under the prior standard and the revised standard.

Document purpose	Operational guidance for monitoring state scholarship eligibility, certification, controls, and CHE fund requests.
Residency update	Separate procedures for determinations completed before May 18, 2026 and determinations made on or after that date.

New Freshmen

1. Award Academic Scholarships

• Monitor newly accepted freshmen and ensure scholarships based on the Noel-Levitz matrix are awarded to eligible students.

• Track eligibility for Palmetto Fellows, LIFE, and HOPE scholarships by verifying FAFSA submissions are complete.

2. Determine Scholarship Eligibility (Palmetto Fellows, LIFE, HOPE, SC CAP)

• **Palmetto Fellows:** Monitor CHE eligibility lists, award eligible students, and flag discrepancies for review.

• **LIFE:** Review GPA, class rank, and SAT/ACT information for students who submitted the FAFSA. Ensure students meet two of the three requirements and adjust awards after the final high school transcript is received.

• **HOPE:** Track students with a 3.0 GPA, U.S. citizenship, South Carolina residency, and South Carolina high school graduation status. Confirm eligibility upon receipt of the final high school transcript.

• **SC CAP:** Monitor CHE eligibility lists, award eligible students, and flag discrepancies for review.

3. Track Financial Aid Offers

• Monitor institutional, federal, state, work-study, and loan funds. Ensure no over-awards are made and adjust offers as needed.

4. Monitor Certification and Eligibility

• Track completed affidavits through Google Forms. Update Colleague with a 'C' action code once the affidavit is submitted. Use the 'H' action code for unsigned affidavits and continue follow-up.

• Complete the South Carolina residency review described in the Residency Determination section before certifying applicable state aid.

5. Enter Final High School Transcript (FHT) Data

• Update graduation date, GPA, and class rank after receipt of the final transcript. Mark the record as 'grad' so scholarship eligibility can be updated.

6. Request Funds from CHE

• After confirming eligibility, request funds for Palmetto Fellows, LIFE, HOPE, and SC CAP. Maintain records of requests and disbursements for audit purposes.

7. Mail Award Offers

• Track award letters sent through Admissions and ensure timely communication of award adjustments.

New Students - Transfer

1. Award Academic Scholarships

• Monitor accepted transfer students and award academic scholarships based on the Noel-Levitz matrix.

2. Determine Eligibility for Palmetto Fellows Scholarship

• Evaluate eligibility after notification from CHE and notify CHE of the results of the evaluation.

3. Determine Eligibility for LIFE Scholarship

• Calculate GPA and earned hours from transfer transcripts; verify U.S. citizenship; complete the applicable South Carolina residency review.

4. Determine Eligibility for HOPE Scholarship

• Calculate GPA and earned hours from transfer transcripts; verify U.S. citizenship; complete the applicable South Carolina residency review.

5. Determine Eligibility for SC CAP

• Monitor CHE eligibility lists and flag discrepancies.

6. Track Financial Aid Offers

• Complete award offers using institutional, federal, state, work-study, and loan funds; prevent over-awards.

7. Email Award Offer

• Email finalized offer letters to transfer students and track communication.

8. Monitor Certification and Eligibility

• Request affidavits through Google Forms. Use 'C' for certified and 'H' for unsigned affidavits. Complete the residency review before certification.

9. Update Transcripts

• Regularly check for updated transcripts and accurately update GPA and credit hours.

10. Request Funds from CHE

• After eligibility confirmation, request funds from CHE and retain records for compliance and audit purposes.

South Carolina Residency Determination

The effective date is the key control point. Residency determinations completed before May 18, 2026 remain supported by the documentation standard in effect when the determination was made. Determinations made on or after May 18, 2026 follow the revised four-item minimum standard.

BEFORE MAY 18, 2026

Use the residency rules and documentation standards in effect at the time the determination was made.

• Review documentation submitted by the student or the individual upon whom the student's residency was based to determine whether South Carolina domicile and intent had been established.

• Do not apply the four-item minimum established by the May 18, 2026 change retroactively.

• Retain the documentation supporting the determination for audit and compliance purposes.

ON OR AFTER MAY 18, 2026

The revised South Carolina residency requirements establish a minimum of four items of intent.

1. SC driver's license or identification card
Obtained within 45 days of establishing intent to become a South Carolina resident.

2. SC vehicle registration
At least one vehicle owned solely or partially by the individual must be registered in South Carolina. Document when the individual does not own a vehicle.

3. Domicile and permanent home
Documentation must establish a domicile and permanent home in South Carolina, such as ownership or rental documentation.

4. Financial independence / SC income-tax status
Documentation of South Carolina resident income-tax status when applicable.

Important: The four items are the minimum documentation standard. Additional evidence may be requested when needed. Residency documentation is separate from the state affidavit; both requirements must be satisfied, when applicable, before state aid is certified.

Returning Students

1. Add Previous Year Academic Scholarship

• Reapply the prior-year academic scholarship and ensure accurate posting.

2. Evaluate Eligibility for Palmetto Fellows, LIFE, and HOPE

• Review GPA and earned hours after spring and adjust awards based on scholarship requirements.

3. Evaluate Eligibility for SC CAP

• Review SC CAP eligibility on the CHE website.

4. Track Financial Aid Offers

• Complete offers and monitor for over-awards.

5. Contact Students for Summer Enrollment

• Notify students who need additional hours or GPA and track summer enrollment/performance.

6. Recalculate Eligibility Post-Summer

• Recalculate GPA and hours after summer and adjust awards if eligibility is met.

7. Review Transfer Transcripts

• Collect and review outside transcripts and calculate LIFE GPA and earned hours.

8. Monitor Summer Enrollment Awards

• Complete summer awards and prevent over-awards.

9. Email Award Offer

• Email the final offer after all awards are updated.

10. Monitor Certification and Eligibility

• Collect affidavits, use 'C' and 'H' action codes as appropriate, and complete the applicable residency review before certification.

11. Request Funds from CHE

• Request funds after all eligibility and award actions are confirmed and maintain records.

Controls

1. Over Awards

• Ensure awards are properly allocated; complete award offers accurately and adjust discrepancies.

2. Monitor Full-Time Status

• Track students who drop below full-time status through Colleague; notify students and allow appropriate enrollment changes.

3. Handle Withdrawals

• Manage withdrawals and calculate refunds according to the tuition refund policy and FSA requirements; adjust awards accordingly.

Commission of Higher Education Requirements

1. Scholarship Enhancements (Act 115, 2007)

• Award eligible sophomores, juniors, and seniors in approved programs; LIFE may total up to $7,500 annually and Palmetto Fellows up to $10,000 annually, including the $2,500 enhancement.

2. Fourteen Credit Hour Requirement (Act No. 235, 2008)

• Track completion of at least 14 credit hours in mathematics, life sciences, or physical sciences by the end of the freshman year. Qualifying AP, IB, CLEP, dual enrollment, and summer coursework may be included as applicable.

3. Expanded Scholarship Enhancements (Act 156, 2024)

• Include CHE-approved accounting and education programs in enhancement processing and compliance review.

Requesting Funds from CHE

1. Separation of Eligible Students by Award Type

• Maintain separate lists for Palmetto Fellows, LIFE, and HOPE.

2. Creation of Invoices

• Create an individual invoice for each scholarship program and verify students and amounts.

3. Notification of Previous Fund Requests

• Notify Student Accounts when prior-semester funds were requested but not returned to CHE due to ineligibility; reconcile discrepancies.

4. Adjustment for Overpayments

• Remove prior overpayments for ineligible students from the current invoice as appropriate.

5. Submit Updated Invoices

• Email updated and reconciled invoices to CHE and track submission and receipt.