Williamsburg Technical College Lottery Fund Monitoring

The Williamsburg Technical College Office of Financial Aid, Business Office, and the Information Technology Office work together in awarding, disbursing, and reporting lottery funds which includes SC LIFE and SC Palmetto Fellows scholarships, SC WINS, Lottery Tuition Assistance, and SC National Guard College Assistance Program (CAP)

1. The Financial Aid Office identifies potential recipients through the college's awarding process and reviews each student against the applicable program eligibility requirements before awarding.

2. Disbursement- Prior to disbursing state aid the financial aid office reviews all awarded students to ensure their eligibility has not changed since enrollment. The College disburses funds each term on the term disbursement dates set for the academic year.

3. Posted- Once the funds awarded have been reviewed by the financial aid office the (FATR) process is run by the business office and funds are posted to the respective student accounts. The Financial Aid and Business Office will then preform a state aid reconciliation.

4. Each academic term the financial aid office will submit to CHE the colleges official state aid report. Once this report has been accepted by CHE via CHEMIS the financial aid office will notify the business office the amount of funds that have been approved in order to invoice the state of South Carolina.

5. Once the business office has the notification from financial aid they will reconcile and submit a subsidiary ledger and invoice to the state of South Carolina requesting the exact amount that was accepted by CHE.

6. The business office will notify financial aid once the invoice has been sent. The business office will receive paper checks via mail and deposit them into our operating account. Once the checks have been deposited the financial aid office is informed that WTC has been reimbursed for all state aid that was posted to the student's accounts prior to invoicing the state of South Carolina.