

CHE Procedures for Expenditure of Lottery Funds at Presbyterian College

The Financial Aid Office at Presbyterian College uses rules set up in our Banner and Slate network to award state funded scholarships such as SC Hope, SC LIFE, Palmetto Fellows and Enhancement scholarships.

Using state regulations that are reviewed annually, the Financial Aid Office also monitors eligibility for newly admitted students and for returning students.

All eligible students must complete the SC residency certification as well as provide a valid high school transcript upon initial enrollment and complete the State Affidavit annually.

Funds are requested each semester after review and verification of eligibility for each student award. Following the submission of the Fall, Spring and Summer CHEMIS report, invoices are sent to CHE for funds matching the CHEMIS report.

Presbyterian College uses a private auditing firm annually to review disbursements of state funds.

Procedures for awarding state Lottery Scholarships: SC Hope, SC Life and Palmetto Fellows

Presbyterian College follows all regulations and legislation for lottery funded scholarships. Details are found using this link: <https://www.che.sc.gov/students-families-and-military/scholarships-and-grants-sc-residents>

1. New Students - Initial and Estimated awarding of state funds for incoming students:

Admissions will identify potential SC HOPE and SC LIFE recipients using high school transcripts and test scores. All state scholarships will have an "Estimated" status until: (1) high school transcript; (2) state residency; and (3) state affidavit are completed and reviewed. Once all these items are received and reviewed, then scholarships will be "accepted/certified" by Financial Aid and the Student Account is credited.

\$2800 SC Hope – students meet the minimum 3.0 high school SC UGP GPA.

\$5000 SC LIFE – Students meet 2 of the following 3 criteria:

- Earn a minimum 3.0 high school SC UGP GPA
- Rank in the top 30% of their graduating class
- Earn at least a 1100 SAT or 22 ACT

Certification of state funds is completed by the Financial Aid Office

SC Hope- Using an official final high school transcript sent from Admissions or in SLATE>Materials, verify that the student earned at least a 3.0 SC UGP GPA.

SC LIFE – Using an official final high school transcript sent from Admissions or in SLATE>Materials, verify that the student meets 2 of the following 3 criteria:

- Earn a minimum 3.0 high school SC UGP GPA
- Rank in the top 30% of their graduating class

Using official SAT/ACT scores found in SLATE> Materials or Banner>SOATEST:

- Earn at least a 1100 SAT or 22 ACT

\$6700 Palmetto Fellows – Review the CHE listing of Palmetto Fellows recipients designated for our institution on the CHE Portal. etl.che.sc.gov/SSO5/Login.aspx?ClientID=Connect

Admissions will send final high school transcripts for review.

Official High school transcripts must show:

- Student name
- The word FINAL on it
- Graduation date
- SC UGP GPA and date calculated
- Class rank must be calculated
- Signed and dated by the principal

New students will submit a State Residency form



Student Name _____ PC ID _____

2023-2024 South Carolina Residency Certification

The SC Tuition Grant, SC Life, SC Palmetto Fellows, and SC HOPE Scholarship Programs require that all recipients certify that they are South Carolina residents in order to receive the before-mentioned grants. South Carolina residence is based on the parent/legal guardian's residence. The parent/legal guardian must be a resident for a full 12 months before the student is eligible for state aid. The initial determination of one's resident status is made at the time of admission, and any determination made thereafter prevails for each subsequent semester until information becomes available that would affect the existing residency status and the determination is successfully challenged. The burden of proof is provided by the student.

By signing this form, you agree to the following:

1. _____ I understand financial aid could be adjusted pending the results.
2. _____ I understand that I need to follow all deadlines for enrollment while this form is being processed. This includes but is not limited to paying the balance on my invoice.
3. _____ I understand this form will not be processed until 1) all signatures are submitted, and 2) all supporting documentation sent.

The best person to contact in regards to this form is: _____
Name and Email or Phone Number

Student Information

Student First Name _____ Student Last Name _____ PC ID _____

1. Are you (the student) a U.S. Citizen: Yes No
2. If No, attach copies of official documentation verifying the permanent resident/immigration status.

Parent Information

Parent or Legal Guardian: First Name _____ Last Name _____ Email Address _____

Permanent Home Address of Parent of Legal Guardian City _____ State _____ Zip _____



Student Name _____ PC ID _____

3. Are you (the parent) a U.S. Citizen: Yes No
4. If No, attach copies of official documentation verifying the permanent resident/immigration status.
5. How long have you (parent/legal guardian) resided in South Carolina? _____ years _____ months
6. Are you (parent/legal guardian) stationed in S.C. on active military? Yes No

The parent or legal guardian must submit two of the following documents to verify SC residency:

- A statement of full-time employment (on letterhead, signed by the employer) and include dates of employment;
- For military personnel only, a Leave and Earning Statement that lists SC as the state of legal residence;
- A copy of the SC driver's license or State ID (the issue date should be at least 1 year old);
- A copy of a valid SC vehicle registration for every vehicle owned (provide ALL registrations)*; **"If you choose to submit vehicle registration(s), please list the number of vehicles owned by the parent or legal guardian completing this form:"**
- A copy of the most recent SC State Tax Return (federal taxes cannot be accepted);
- Proof of maintenance of an established and current domicile in South Carolina (ex: lease agreement);
- Proof of ownership of a principal residence in South Carolina (ex: paid property tax bill);
- A copy of the SC state professional license required for the profession of the person listed in #1.

Certifications and Signatures

I certify that all the information given is true and accurate. I understand that if I provide erroneous information in an attempt to qualify for financial assistance programs based on state residency, I must repay the State of South Carolina for funds fraudulently received and will be subject to applicable civil or criminal penalties. I also understand that I may be asked to provide additional information, documentation or clarification.

Parent Signature and Date _____

Student Signature and Date _____

New students will submit a State Affidavit

SC State Aid Affidavit

Student First Name _____ Student Last Name _____ PC ID _____

The South Carolina Code of Law requires any applicant receiving state aid (i.e., SC Hope, SC LIFE, SC Palmetto Fellows, SC Tuition Grant) certify the following each academic year:

I, _____, certify that I have never been adjudicated, delinquent, or been convicted or pled guilty or nolo contendere to any felonies and have not been convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related misdemeanor offenses under the laws of this or any other state or under the laws of the United States since 08/01/2022 to the first day of classes for the Fall 2023 Semester. If my status changes after signing this affidavit and before the first day of classes for the Fall 2023 Semester, I acknowledge and agree that I must and will immediately report the adjudication, conviction, or plea to my college financial aid office and that I will lose eligibility for State Aid in the 2023-2024 academic year.

By signing this:

- I certify the above statement is true.
- I certify that I have not defaulted or owe a refund for federal or state aid.
- I understand the consequences for my state aid listed below.

SC Hope Scholarship is only awarded for the freshman year. A student may earn the SC LIFE Scholarship in the sophomore year if they meet the criteria stated below.

SC LIFE Scholarship requires the following:

- 3.0 LIFE GPA (this includes all courses taken at all eligible institutions based on a 4.0 scale)
- earn 30, 60, 90 hours entering your sophomore, junior, senior years, respectively
- in a 4Y responsibility is denied to PC and official transcripts from other colleges/universities
- I must be enrolled full time (12 hours) each semester.
- If I lose my SC LIFE Scholarship, I may earn it back in the next academic year; however, the scholarship is only available for 8 consecutive semesters.

SC Palmetto Fellows Scholarship requires the following:

- 3.0 PC GPA only
- earn SC NEW hours each academic year
- I must be enrolled full time (12 hours) each semester
- If I lose my SC Palmetto Fellows Scholarship, I am no longer eligible to receive it for the rest of my college career; however, I may earn the SC LIFE Scholarship pending the renewal criteria listed above.
- The SC Palmetto Fellows Scholarship is awarded for 8 consecutive semesters.

SC Tuition Grant requires the following:

- 2.0 PC GPA only
- pass 97% of the courses you attempt
- I must be enrolled full time (12 hours) each semester.
- I must file my FAFSA each academic year **by June 30th** and have financial need.
- The SC Tuition Grant is available for 8 total semesters.

Signature _____ Date 08/24/2023, 5:18 PM

2. Returning Students and Renewal

- Renewal eligibility is determined after spring grades are final using the ARGOS report for state funds. Students that are in eligible are notified via email before summer school begins.
- Returning eligible students must sign the State Affidavit annually. State residency rolls over unless there is a change in residency that makes the student ineligible.

SC HOPE - Does not renew. It is for the first year of college only. Student are reviewed for the SC LIFE scholarship eligibility at the end of the first year.

SC LIFE – Students must earn at least 3.0 LIFE GPA and an average of at least 30 credit hours by the end of each academic year. Use ARGOS report>RZRSSN for renewal review.

Palmetto Fellows – Students must earn at least 3.0 institutional GPA and 30 credit hours each academic year. After the first year, Palmetto Fellows is awarded for \$7500. Use ARGOS report>RZRSSN for renewal review.

Each early fall semester, submit the Palmetto Fellows Renewal report on CHEMIS -

etl.che.sc.gov/SSO5/Login.aspx?ClientID=Connect

SC LIFE and Palmetto Fellows Enhancement

After the first year of college, using ARGOS reports>RZRSSRN, students that have declared an approved STEM or Education Major and renew their LIFE or Palmetto Fellows scholarship can earn another \$2500 Enhancement Scholarship.

Approved STEM majors are:

- Biology
- BioChem
- Chemistry
- Computer Science
- Math
- Physics
- Medical Physics

Approved Education Majors are:

- Early Childhood Ed and teaching
- Elementary Teacher Education
- Jr High/Intermediate/Middle School Education
- Special Education, General
- English Language Learner Education PK-12

For the Education Enhancement: There is a contractual agreement that must be signed that commits you to teaching in SC public school (any public school, any grade) in order to fulfill a one-year service requirement for the \$2500 award. Students are notified of these details by email. Students will complete this online form (form copy follows this section of the P&P) approved by SC Student Loan Corp (copy of email confirmation follows this section of the P&P) in Dynamic Forms. RRAAREQ code will be EDUENH for eligible students. We will collect these forms for the 24-25 academic year only.

- For each year that you receive that \$2500 Enhancement, you must be eligible for the SC LIFE or Palmetto Fellows scholarship and be in an approved Education major before the last day to drop/add classes for the fall semester.

- For each year that you received the Enhancement, you are obligated to serve in a SC public school or repay what you used while in college.

- Failure to serve for the year in a SC public school does require that you repay the \$2500 in funds that were used. There is no interest on the \$2500 to be repaid if you decide not to fulfill the service obligation.

The Education Enhancement scholarship is added for eligible students in offered status to accept or decline since there is service agreement.

Fwd: Request to approve Enhancement Contractual Agreement

2 messages

April Baur <agbaur@presby.edu>
To: Kay Henderson <akhenders@presby.edu>

Fri, Sep 20, 2024 at 10:34 AM

Confirmation that our online agreement is in good standing

April Baur, M. ED
Director of Financial Aid



----- Forwarded message -----

From: Ray Jones <RJones@scstudentloan.org>
Date: Fri, Aug 23, 2024 at 2:37 PM
Subject: RE: Request to approve Enhancement Contractual Agreement
To: Alexandra Harris <AHarris@scstudentloan.org>, agbaur@presby.edu <agbaur@presby.edu>

We're good to go April



Ray Jones
Vice President of Loan Programs

* = required field



2024/2025 SC LIFE/Palmetto Fellows Scholarship Education Enhancement Agreement

ELIGIBILITY CRITERIA - The following criteria are required of all recipients. Should you not meet the following criteria, you are not eligible for the Enhancement. You must meet the Eligibility Criteria each year in order to receive the Enhancement.

1. A resident student who is attending an eligible four-year public or independent institution of higher learning in SC (the "College");
2. Majoring in an eligible education, science education, or mathematics education program, and who is receiving a LIFE/Palmetto Fellows Scholarship for the current year;
3. Must be a sophomore undergraduate level or higher based on initial enrollment;
4. May not receive the Enhancement for more than three total years of instruction, including the sophomore year, if enrolled in a CHE approved four-year degree program, or for not more than four total years of instruction, including the sophomore year, if enrolled in a CHE approved five-year degree program or a 3 plus 2 program;
5. Must be making satisfactory academic progress as defined by the College;
6. Must be enrolled as a full-time undergraduate degree-seeking student as defined by the College;
7. Graduated from high school or completed a home school program as prescribed by law; and
8. 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.

PLEASE NOTE: The Enhancement for education majors requires teaching service in a South Carolina public School to be forgiven. Recipients who do not teach at an eligible public school in South Carolina must repay the Enhancement as defined by the repayment terms set forth in this agreement.

The Enhancement may not exceed the cost of attendance as determined by the College's Financial Aid Office.

Forgiveness

The SC LIFE/Palmetto Fellows Scholarship Education Enhancement requires the recipient to teach in a South Carolina public elementary or secondary school in order to receive forgiveness of the Enhancement. Forgiveness is based on a recipient teaching one full year for each year the Enhancement is received. For example, if a student enters into an Enhancement Agreement for three (3) years and then teaches for two (2) years, the student will be required to repay one (1) year of the Enhancement. If the student taught for three (3) years, the entire Enhancement amount would be forgiven. **I agree to notify the financial aid office should I wish to cancel aid for any reason including but not limited to changes in enrollment or course of study. Failure to teach will require repayment of the full amount of the Enhancement funds received by the student.**

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Enhancement Agreement

As used here, "I," "me", and "my" refer to the Student. The word "CHE" refers to the South Carolina Commission on Higher Education and any successors or assigns.

- 1. Program Eligibility.** I agree that to maintain eligibility under this program, I must be pursuing a course of study leading to certification as described by the SC Department of Education. I agree that I shall:
- a) Maintain enrollment on a full-time basis in an eligible four-year public or independent institution of higher learning in SC (the "College"); and
 - b) Maintain LIFE/Palmetto Fellows Scholarship eligibility for the current year;
 - c) Pursue a course of study leading to certification as a teacher at the elementary, or secondary level, as determined by the state of South Carolina; and
 - d) Once certified, teach on a full-time basis in South Carolina in a public elementary or secondary school; and
 - e) Provide CHE, or its agents, as it requires, evidence of compliance with the above requirements.
- 2. Enhancement Amounts.** I understand that state funding and the amount of the Enhancement is subject to change at any time. Furthermore, I understand that participants in the program may not receive an Enhancement that exceeds the Enhancement amount certified by the College. The amount of the Enhancement is not to exceed \$2,500 and may be less depending on state and federal regulations not to exceed the cost of attendance.
- 3. Forgiveness/Cancellation.** I understand that I shall be eligible to receive forgiveness that equals one year of Enhancement funds received for every one year of full-time teaching service that is completed. There will be no forgiveness for partial years of teaching. I understand that if I do not initially meet the requirements for forgiveness as set forth in Item 1(C) above, but subsequently do so, I will not be entitled to a refund or credit provided for any amount of my Enhancement I have repaid; however, any unpaid Enhancement Balance at the time I begin to teach will be eligible for forgiveness subject to all terms and conditions contained herein.
- 4. Repayment.** I agree that if CHE determines that I have failed to meet the conditions described in Item 1. I agree that I will: a) Repay the amount of the Enhancement received, prorated according to the fraction of the teaching obligation not completed, as determined by CHE (the "Enhancement Balance"). b) On the first day of the calendar month after six months have elapsed after I cease to carry the normal full-time academic workload at an eligible institution, commence making regular monthly payments on the Enhancement Balance c) Immediately following any period in which I am no longer meeting the requirement of the teaching service, I will commence making regular monthly payments on the Enhancement Balance
- 5. Repayment Assistance.** Upon request and agreement between my servicer and me, I may be granted a forbearance in which regular payments do not have to be made.
- 6. Payments.** I agree that if required by Item 4 to repay my Enhancement Balance I shall: a) Repay the Enhancement Balance in periodic installments during the repayment period that begins as noted in Item 4(B) and (C). b) Make payments according to a schedule established by the servicer which calls for complete repayment in not more than ten (10) years from the beginning of the repayment period. This period will be extended by any period of forbearance granted to me as described in Item 5 above. Unless specifically authorized by the servicer, the monthly installments shall be at a rate of not less than \$50 per month.
- 7. Prepayment.** I may prepay the Enhancement Balance in whole or in part, without penalty. If I prepay the Enhancement Balance in part, I agree to continue to make regularly scheduled payments until all of the Enhancement Balance is paid in full.
- 8. Discharge.** I understand that CHE will cancel my Enhancement repayment obligation if it determines: a) On the basis of a sworn affidavit of a qualified physician, I am unable to teach on a full-time basis because of an impairment which began after contracting for the Enhancement that is expected to continue indefinitely or result in death; or b) On the basis of a death certificate or other evidence of death that is conclusive under state law that I have died. c) I agree that, in order to cancel my obligation as described above, I, my personal representative, or my estate, must submit an Affidavit of Total and Permanent Disability, Death Certificate, or other documentation required by CHE in order to render a discharge determination.
- 9. Default.** At the option of CHE, or its agents, the student may be in default under the terms of this Enhancement Agreement after any notice required by law, and CHE, or its agents, will have the right to give Student notice that the Enhancement Balance is due and payable at once. If CHE chooses to accelerate payment of the Enhancement Balance, CHE does not give up its right to do so. A student will be in default for any of the following reasons: a) Student fails to make required Enhancement payments by the end of the calendar month in which the Enhancement Balance becomes 180 days past due; or b) Student made any materially untrue statement or misrepresentation in applying for this Enhancement or at any time thereafter; or c) Student fails to comply with the express purpose and terms of this Enhancement.
- 10. Waiver.** I acknowledge and agree that failure by CHE to exercise any right hereunder with respect to any failure or breach of mine shall not constitute a waiver of the rights as to any subsequent breach or failure.
- 11. Governing Law and Notices.** The terms of this Enhancement Agreement will be interpreted in accordance with South Carolina and federal laws. Any notice required to be given will be effective if mailed by first class to the latest address I have provided.
- 12. Assignment, Sale or Transfer.** Enhancement Agreement to anyone else. CHE may sell, or otherwise transfer, one or all of my Enhancements without my consent. Should ownership or servicing of a Enhancement be transferred, I will be notified of the name, address, and telephone number of the new holder and if the address to which I make my payments changes. Sale or transfer of my Enhancements to a subsequent holder does not affect my rights and responsibilities.

(click to sign)

Signature

Date

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3. Transfer Students

Transfer students must provide an official high school transcript and final transcripts from any college they earned credits from previously.

SC LIFE: Once the Registrar reviews and updates LIFE GPAs, transcripts can be reviewed for earned credit hours. Students must meet renewal credits as any returning student would.

Palmetto Fellows: Student must designate Presbyterian College to receive their state funds and be on the PC list from CHE. Contact Kathryn Harris at CHE for the designation instructions.

Kathryn (Katie) Harris, MAE

Program Manager, Scholarships and Grants

South Carolina Commission on Higher Education

1122 Lady Street, Suite 400

Columbia, South Carolina 29201

O: 803-856-0738 E: kharris@che.sc.gov

Banner Fund Codes

- SCHOPE – SC Hope
- LIFE – SC LIFE/UG
- LIFENH -SC LIFE Enhancement/UG
- LIFEG - SC LIFE/GR
- LIFENG- SC LIFE Enhancement/GR
- PALMET -Palmetto Fellows/UG
- PALMEN Palmetto Fellows Enhancement/UG
- PALMG - Palmetto Fellows/GR
- PALMGE - Palmetto Fellows Enhancement/GR
- EDUENH – Education Enhancement/UG

CHEMIS Reports

<https://www.che.sc.gov/institutions-and-educators/che-management-information-system-chemis>

Following the CHEMIS Data Submission dates received from CHE, FA will use the ARGOS report>RZRCHEM to gather data for SC Hope, LIFE and Palmetto Fellows as well other funds required to be reported to CHE each semester. Upload the file to CHEMIS here: <https://etl.che.sc.gov/sso5/Login.aspx?ClientID=ETL>

Save the CHEMIS PDF report once the report passes all validations and errors are cleared out for account reconciliation.

CHE Invoices

Submit CHE invoices each semester after the CHEMIS report has been uploaded. Totals for invoiced funds should match CHEMIS report totals.

Reconcile invoice totals using ARGOS>Paid and Accepted Aid report; Banner>RPIFAWD; and Ledger files requested from the Business Office.

The invoice supporting documentation should include:

- a list of names
- amount awarded
- the semester and
- fiscal year

Your payment request should be a consolidated PDF document starting with the invoice on the first page followed by the supporting documentation for each scholarship program.

Student IDs or other PII should never be included as part of this documentation.

Dec.1, 2022

**Bryce Wilson, Director of Finance
SC Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201**

Fall 20xx Invoice for SC LIFE Enhancement **\$xx,xxx.00**

**Remit to: Presbyterian College
ATTN: Cashier's Office
503 S. Broad St.
Clinton, SC 29325**

Send questions or concerns to:

**Elizabeth Shull, Controller
Presbyterian College
503 S. Broad St.
Clinton, SC 29325
esshull@presby.edu**

**April Baur, Director of Financial Aid
Presbyterian College
503 S. Broad St.
Clinton, SC 29325
aqbaur@presby.edu**

Funds will arrive in the Business Office by EFT and then Financial Aid is notified. Totals are then reconciled by Financial Aid.

SC Need based Grant/Foster Care funds

Banner Fund code is SCFC

\$2000 annual award

Requirements:

Complete a FAFSA

Be 'needy' as defined by title IV;

A US citizen/SC resident;

Enrolled at the time of grant disbursement;

Not convicted of any felonies or been convicted of any second or subsequent alcohol or drug-related misdemeanor offenses within the past academic year by signing affidavit;

Does not owe a refund or repayment on a state grant, Pell Grant, or a Supplemental Educational Opportunity Grant (SEOG) and not be in default on a loan under the Federal Perkins Loan or Federal Direct Loan program(s);

Has not exceeded eligible need-based terms; and

Complete any other documentation required by the financial aid office at the institution at which the student is enrolled.

Invoices are sent to Kathryn Harris at CHE – kharris@che.sc.gov

Eligible students' names are sent to PC to the designated campus contact.

R. Wes Hayes, Jr.
Chairman

L. Jeffrey Perez, Ph.D.
President and Executive Director



MEMORANDUM

To: Financial Aid Directors, Public and Independent Colleges and Universities
From: Dr. Karen Woodfaulk, Director, Office of Student Affairs
Date: July 18, 2024
Subject: Act 156: New Scholarship Enhancements Guidance

We are pleased to announce the recent enactment of Act 156, which introduces additional scholarship enhancement opportunities for eligible sophomore, junior, and senior Palmetto Fellows and LIFE recipients who are education and accounting majors enrolled in approved programs at eligible four-year institutions. Students in these programs may be eligible to receive an additional scholarship enhancement of up to \$2,500 starting Fall 2024.

To ensure eligibility for the new scholarship enhancement, students must major in Accounting or Education programs approved by CHE. This program approval process will be different for Education and Accounting programs. Please check with your provost's office for more information.

Accounting

Pursuant to Act 156, Accounting majors who are current sophomores, juniors, and seniors need to have earned 14-credit hours in math/science during their first academic year in order to receive the enhancement. We recognize that not all programs have the 14-credit hour requirement and that students in those programs will not qualify for this new benefit. Prior to awarding the enhancement, please check with your provost's office regarding eligible majors in approved accounting programs.

Education

Regarding Education majors, beginning in Fall 2024, an eligible student must be considered an education major and sign a contractual agreement to receive the education enhancement. Education majors who accept the enhancement will have a contractual agreement to work in a South Carolina public school for each year they receive the enhancement or repay the enhancement funds if they do not fulfill the work requirement after graduation or discontinue enrollment in an approved program.



Again, if a student accepts an education enhancement, they will have to repay the funds either with their time (service agreement) or money (becomes a loan). It is important to involve the teacher education preparation offices in verifying eligible students majoring in education at your institution.

Only current sophomores, juniors, and seniors who are STEM Education majors already receiving enhancement funds from the STEM enhancement, are permanently exempt from the contractual agreement. STEM education enhancement students, starting Fall 2024 and beyond, will be considered Education enhancement students and will need to sign the contractual agreement. Please inform education majors they are not obligated to accept this additional enhancement should they decide they do not want to agree to the contractual agreement.

Please ensure that all relevant information is communicated to your students and staff to facilitate the smooth implementation of these enhancements. The official list of eligible education majors is published on the [CHE website on the Institutions and Educators Page under Scholarship Administration](#). Contractual agreement information is forthcoming.

We appreciate your cooperation and dedication to supporting our students' educational endeavors. Should you have any questions or require further clarification please contact Dr. Karen Woodfaulk, Director of Students Affairs at kwoodfaulk@che.sc.gov 803-856-0578 or Ms. Tanya Weigold, Scholarships and Grants Coordinator at tweigold@che.sc.gov 803-856-0672 for questions regarding scholarship enhancement awards to eligible students. Please contact Dr. Jessica Berry, Acting Director of Academic Affairs and Licensing at jberry@che.sc.gov 803-869-0460 for questions regarding eligible major programs and courses.

Addition of Accounting and Education as eligible majors for Palmetto Fellows and LIFE Scholarship Enhancements

Policy Guidelines for FY 2024-25

Background

During the 2023-24 legislative session, the SC General Assembly passed Act No. 156 of 2024, which expands the current LIFE and Palmetto Fellows Scholarship enhancement program, which awards an additional \$2,500 to qualified math/science majors, to include students majoring in accounting, and education related disciplines.

Purpose

South Carolina's state-funded undergraduate scholarship programs recognize academically talented students who are enrolled at an eligible South Carolina institution. The Scholarship Enhancements provide additional funding for eligible students majoring in CHE-approved academic programs that are STEM and education-related. The availability of enhancement funding for identified majors provides an additional incentive for students to pursue these majors.

The following working guidelines are in place effective July 18, 2024 for FY 2024-25 with implementation initiated for the 2024 Fall Term. Because the scholarship enhancement is directed by a statute and regulations, emergency regulations will be put in place to support the changes to the program, temporarily. The necessary regulatory changes may occur during the upcoming 2025-26 Session of the General Assembly.

I. General Requirements for Determination of Enhancement Eligibility

A. The scholarship enhancement applies to students in their second year of enrollment, beginning with their date of initial college enrollment, and who are attending an eligible four-year institution. The student must also be a recipient of the Palmetto Fellows or LIFE Scholarship.

B. Pursuant to Act No. 156, the program is implemented as of July 1, 2024. Eligible students in majoring in CHE-approved programs and enrolled in traditional terms beginning after July 1 may begin receiving the terms after that point.

C. A student who has been verified as meeting all general and continued eligibility requirements at the end of their first year of enrollment, and who is declared through the established policies of their individual institution in an eligible CHE-approved math/science, or education major may be eligible to receive scholarship enhancement disbursements.

1. Each institution may identify, at their discretion, the academic procedures, policies, applications, etc. that designate official enrollment in a declared major at their individual institution. Students are responsible for familiarizing themselves with the process for declaring a math/science/education major at their institution.
2. An eligible student may elect not to participate in a scholarship enhancement disbursement.

E. A student can only receive a scholarship enhancement disbursement at their home institution. The PFS or LIFE Scholarship recipient must be verified for enrollment at an eligible South Carolina institution.

1. A student who is considered a transient student is not eligible to participate.

F. PFS and LIFE Scholarship Enhancements: A student who has been determined to have met continued eligibility for the PFS and LIFE Scholarship and have met the scholarship Enhancement eligibility requirements, is eligible to receive Enhancement funds if they are enrolled full-time.

1. A student shall be verified for enrollment in an eligible major after the last day to drop/add a course of the term of their enrollment.

II. Student Scholarship Enhancement Eligibility Requirements

A. To participate, a LIFE or PFS scholarship recipient must meet the following requirements by the end of the academic year in addition to meeting all general scholarship eligibility requirements as set forth by the established program statutes and regulations.

1. **Education Enhancement**: For participation in scholarship enhancement disbursement as an eligible education major, a recipient must:
 - a. Be eligible for the LIFE or PFS scholarship; and
 - b. Be verified by the provost's or designated office as enrolled full-time (minimum 12 credit hours) and declared an eligible education major through the policies of their institution in a CHE-approved education program that leads to teaching certification; the provost's or designated office shall provide this verified list of eligible students to the office of financial aid (and other entities as necessary); and
 - c. Sign a contractual agreement to receive the enhancement. The agreement includes a service agreement to work in a South Carolina public school for each year the enhancement is received, or the recipient will have to repay the enhancement funding to the state;
 - d. Students who were already receiving the STEM Enhancement on the basis of being a **math/science education major PRIOR TO FALL 2024** will be exempt from signing a contractual agreement. These students will not be held to the work requirement mentioned above.
2. **Accounting Enhancement (being considered a math enhancement major for now)**: For participation in scholarship enhancement disbursement as an eligible accounting major, a recipient must:
 - a. Be eligible for the LIFE or PFS scholarship; and
 - b. Be enrolled and declared as an accounting major through the policies of their institution in a CHE-approved accounting program that corresponds to an eligible CIP code; and
 - c. Earn at least 14 credit hours in eligible math, science, or accounting coursework by the end of their first year of enrollment.

III. Procedures for Awarding and Disbursement of Enhancement Funds

A. The student must be enrolled at an eligible four-year South Carolina institution for the Enhancement.

1. A student must be verified as a full-time enrolled student, in a major that corresponds to an approved CIP Code in math (including accounting)/science or education. The list of eligible majors and corresponding CIP codes will be determined by the CHE and placed on the CHE Website.
2. Enrollment verification in an approved major shall be determined by the policies of the institution at which the student is a degree-seeking student and seeking the funding.
3. Enrollment verification shall be determined no later than the last day to drop/add a course in for the fall or spring term in which the student is enrolled at the home institution.

B. The institution will identify award amounts. The enhancement is considered a last-dollar award, after all other gift aid is awarded, and may not exceed the cost of attendance for the student.

C. The institution must retain a signed Affidavit/Certification Form indicating that the student is not in default of any student loans and has not been convicted of any felonies or any second or subsequent alcohol/drug-related offenses. The Affidavit/Certification form shall be amended to include the following additional educational enhancement certification:

1. The student provides authorization to have their contractual agreement information made available to institutions for determination of eligibility.

IV. Student Awareness

A. Institutions will be responsible for establishing a means of certification from the student that acknowledges the following stipulations:

1. Students awarded education enhancements shall acknowledge through an established process that acceptance of an education enhancement award disbursement will acknowledge understanding of the teaching or repayment requirement after graduation or discontinuation of enrollment.
2. The student has been notified of the continued eligibility requirements for scholarship renewal.

R. Wes Hayes, Jr.
Chairman

L. Jeffrey Perez, Ph.D.
President & Executive Director



To: SC National Guard College Assistance Program Institutional Contacts

From: Alfie B. Mincy, Program Coordinator, SCNG CAP and Veterans Outreach
South Carolina Commission on Higher Education (CHE)

Subject: **SCNG CAP Academic Year 2024-2025 Deadlines and Updates**

Date: August 9, 2024

The South Carolina National Guard College Assistance Program (SCNG CAP) Regulation provides important information regarding the governance of the program by the South Carolina Commission on Higher Education (CHE), the SC National Guard, and the higher education institutions [SC National Guard College Assistance Program Regulations](#)

In addition, procedures for the 2024-2025 SCNG CAP Academic Year are detailed in this document.

BUDGET UPDATES SCNG CAP 2024-2025 AY:

Per Proviso 117.141 of the FY 2024-2025 Appropriations (GP: National Guard College Assistance Program) a member of the SC National Guard may qualify for college assistance program grants *for more than one hundred thirty (130) semester hours or related quarter hours*. In addition, the maximum program benefit will be (\$22,000). Service members shall be required to meet all other requirements.

This means for FY 2024 -25 (only), the Proviso removed the one hundred thirty (130) semester hours maximum for eligible CAP recipients and increased the SCNG CAP maximum award to twenty-two thousand dollars (\$22,000).



2024-2025 Academic Year (AY) SCNG CAP Awards Benefit	
Maximum Award Benefit \$22,000.00	
Full-time students can receive up to	
<u>ARMY</u>	<u>AIR</u>
2-Year Institutions 4-Year Institutions	2-Year Institutions \$ 11,000 Per AY OR 4-Year Institutions \$ 5,500 Per AY
<p>\$ 5,500 Per AY</p>	
<p>Per academic year (Fall, Spring, and Summer) Lifetime maximum cannot exceed \$22,000. Grant is subject to the availability of funds.</p>	
<p>**Download SCNG CAP Award Amounts Chart for 2024-25 AY by Credit Hours – CLICK HERE</p>	
<ul style="list-style-type: none"> ◆ Disbursements will typically be paid in two (2) equal disbursements (i.e., fall semester, spring semester, or its equivalent) ◆ Any remaining funds can be used in any succeeding terms prior to the annual expiration date. ◆ Per the regulations, the SCNG CAP awards, in combination with all other grants and scholarships, shall not exceed the cost of attendance at the eligible institution in any given award year, and the cumulative total of all college assistance program benefits received may not exceed twenty-two thousand dollars (\$22,000). 	

I. Eligibility for SC National Guard College Assistance Program (SCNG CAP)

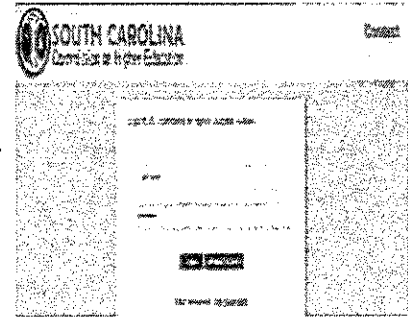
As a reminder, eligible students can receive SCNG CAP funds if they:

- a) are making Satisfactory Academic Progress;
- b) have not exceeded the \$22,000 maximum award amount; and
- c) have not earned a graduate degree. Eligible programs of study are less than one-year certificates or certifications approved by the SC Technical College System, courses completed as the education component of a registered apprenticeship, a certificate or other recognized educational credential (e.g. diploma), the first associate's degree or a second associate's degree earned at a minimum five (5) years after receiving the first associate's degree, a two-year program that is acceptable for full credit towards the first bachelor's degree, and the first bachelor's degree.

**** Note:** Students may receive college assistance benefits upon completion of their first bachelor's degree in a preceding level (less than one-year certificate or certifications, one-year certificate, and two-year program or associate's degree) per Section 62-251 H – See [SC National Guard College Assistance Program Regulations](#)

As a reminder, service members should not be awarded SCNG CAP funds by word-of-mouth. To view the eligibility list for your institution, please access the **SCNG CAP web portal at <https://etl.che.sc.gov>**. **See FAQs for more information.**

II. SC NATIONAL GUARD STUDENT DATA WEB PORTAL



Institutions must use this link to update the SCNG Web Portal

<https://etl.che.sc.gov>

The system refreshes daily at 12:00 p.m. and 4:00 p.m.

Passwords will deactivate after 60 days of inactivity. – PLEASE LOGIN FREQUENTLY

The **“Update National Guard Student Data”** screen is the process to provide the eligibility verification to CHE. The web portal must be current and accurate because the web portal is used for eligibility and awarding purposes.

SCNG CAP web portal should be used to report/verify the enrollment of your SCNG CAP-eligible students.

The Search for National Guard Students: screen shows the entire list of eligible students for your institution.

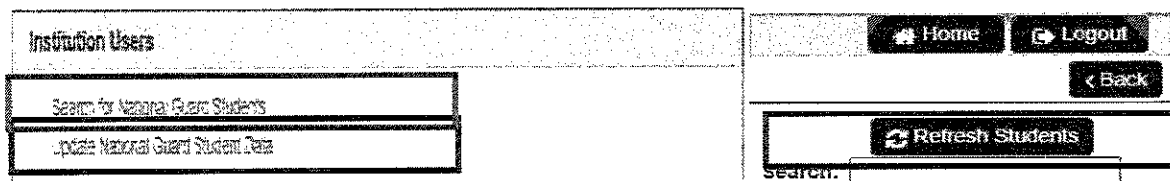
Press enter and sort the eligibility list by eligibility status (toggle up/down arrows).

VERIFY STUDENT ENROLLMENT EVERY SEMESTER IN 3 EASY STEPS:

STEP 1

NEW Second Factor Authentication Login- Instructions –[Click Here](#)

- Login to the SCNG Web portal <https://etl.che.sc.gov> and select the **Update National Guard Student Data** link on the **Institution Users** menu.
- The first time you go to this page for a new report period the student data will be blank.



STEP 2

Click the **Refresh Students** button at the top of the page (**EVERY TIME**) you go to the Student Update Screen for the **current list of students**.

- This will cause the system to transfer current eligible student data for the current report period.
- The Refresh Students button will not delete data, it will only bring in additional students not on the list yet, and update existing records as needed.
- Once the data is displayed, the Corrected Total Amount, Enrollment Status, Attempted Credit Hours, SAP Progress, and Award Amount fields will be open for each student.

STEP 3

Update the portal and complete the required fields to report/verify enrollment **each semester** by the designated deadlines (except Summer Awarding Process)- **See Table below on page 4.**

- Once the data is entered by the institution, CHE can retrieve the report.

2024-2025 Deadlines to Update SCNG CAP Web Portal
SCNG CAP Web Portal <https://et.iche.sc.gov>

Note: A request for funds (invoice) cannot be processed until the eligibility verification information has been updated on the portal.

Term	Deadline
Fall	September 6, 2024
Fall II	October 18, 2024
Spring	February 7, 2025
Spring II	March 7, 2025

Summer Awarding Process:

1. The SCNG CAP web portal currently does not have the functionality to report summer awards.
2. Once your summer enrollment is final email the **Summer Eligibility Verification Spreadsheet** [Click Here](#)

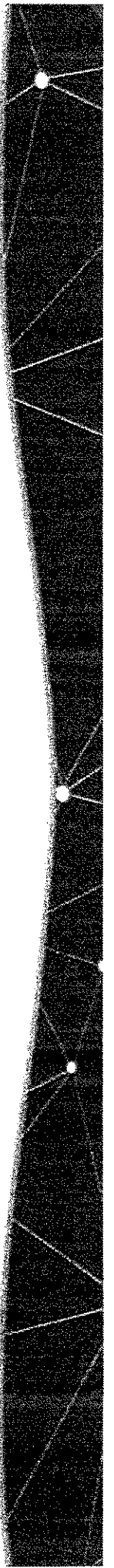
****Maymester/Summer I 2025**

1. Submit the Eligibility Verification Spreadsheet for **Summer ONLY**

****Summer II 2025**


1. Submit the Eligibility Verification Spreadsheet for **Summer ONLY**
2. Submit the SCNG CAP Summer Eligibility Verification Spreadsheet via email to:
amincy@che.sc.gov – Alfie Mincy [Click here](#)

The SCNG CAP web portal will open and close each semester please ensure the portal is updated by the deadline.



III. DEADLINES TO SUBMIT A REQUEST AND/OR RETURN INVOICES:

Per section 62-259 E. of the SCNG CAP Regulation, the institution must submit a request and/or return of funds by the established deadline each term. A Student Enrollment list must be attached to the invoice (including term, credit hours, and award amount). **Please verify your records to ensure that all requests and./or returns of funds are submitted before each term deadline.**

SCNG CAP Deadlines <u>ONLY</u>	
to Submit a request and/or return invoices AY 2024-2025	
Note: A request for funds (invoice) <u>cannot</u> be processed until the eligibility verification information has been updated on the portal	
Term	Deadline: No Later than
Fall 2024	November 15, 2024
Spring 2025	May 2, 2025
** Summer & Summer I 2025	June 27, 2025 ** Date subject to change
Summer II 2025	July 11, 2025
Submit Invoices as soon as Summer I or Summer II ends	
Email Invoices to: amincy@che.sc.gov – Alfie Mincy, SC Commission on Higher Education, 1122 Lady St, Ste 400, Columbia, SC 29201	
 IMPORTANT	A student list must be attached to <u>all</u> invoices in alphabetical order. Include (Name, Term, Enrollment Status/Credit Hours, Amount per student, and the total) Example Student list: Click Here

IV. CHE DATA Submission Deadlines to CHEMIS:

When your institution submits scholarship files to the Commission on Higher Education Management Information System (CHEMIS), please include the SCNG CAP awards in this file. **The inclusion of the SCNG CAP awards in your institution’s scholarship file is required to reconcile invoices (Invoices and CHEMIS files must match).** The SCNG CAP web portal must be current and accurate because the web portal is used for eligibility and awarding purposes.

2024-2025 CHE DATA Submission Dates to Commission on Higher Education Management Systems (CHEMIS)		
<u>CHE General Collection Submission Calendar</u>		
Term	Open	Close
Fall Collection 2024	August 19, 2024	November 1, 2024
Spring Collection 2025	December 9, 2024	March 26, 2025
Summer I Collection 2025	May 2, 2025	August 20, 2025
Summer II Collection 2025	June 20, 2025	August 20, 2025
** Please share deadlines with your respective departments responsible for scholarship file uploads to CHEMIS.		

For Technical assistance: Contact chedata@che.sc.gov

SCNG CAP Contact List and Information		
SCNG CAP Points of Contact:	Email:	Phone:
Dr. Karen Woodfaulk, Director, Office of Student Affairs	kwoodfaulk@che.sc.gov	803-856-0578
Alfie B. Mincy, Program Coordinator, Office of Student Affairs, SCNG CAP and Veterans Outreach	amincy@che.sc.gov	803-856-0579
SMSgt. Kenneth Monroe, Air National Guard	kenneth.monroe.1@us.af.mil	803-315-7419
Mr. Paul Mead, SGM (Retired) Guidance Counselor/CAP Manager, Army National Guard	paul.j.mead2.civ@mail.mil	803-299-2734
Technical Assistance or Questions:	Questions regarding the data: chedata@che.sc.gov	
South Carolina Commission on Higher Education (CHE) (Main Office)	803-737-2260 1122 Lady St, Ste 400, Columbia, SC 29201	

If there are any questions or if assistance is needed, you may contact Alfie B. Mincy at amincy@che.sc.gov or 803-856-0579.

Thank you and have a great school year!

Frequently Ask Questions (FAQs)	
Question	Answer
What are the SCNG Guard Regulations?	Please go to this website: SC National Guard Assistance Program Regulations
When is the CAP Application Window? *ONLY If I miss the August 1 st deadline, when can I apply again?	1 st Application Window Each year June 1 st thru August 1 st *2 nd Application Window November 20 th thru December 15 th (Spring, and Summer Awards ONLY) https://getsmartsc.com/sc-national-guard/
How much is CAP Per Semester and Per Year?	** SCNG CAP Award Amounts for 2024-2025 AY by Credit hours – CLICK HERE to open
How do I know if a student is eligible for CAP? Who do I contact?	Air National Guard – MSgt. Kenneth Monroe Army National Guard –Mr. Paul Mead
I have a new staff member and I need to get access to the SCNG Web Portal https://etl.che.sc.gov , who should I contact?	Contact Alfie Mincy at amincy@che.sc.gov and Complete the SCNG CAP Point of Contact Form to be added to the distribution list
I need to be added to the SCNG CAP Institutional Point of Contact Distribution list.	
I am locked out of SCNG Web Portal, who should I contact?	Passwords will deactivate after 60 days of inactivity. Contact CHE Help Desk at chedata@che.sc.gov and copy amincy@che.sc.gov
I cannot upload my SCNG CAP awards to CHEMIS, who should I contact?	Alfie Mincy at amincy@che.sc.gov
Who should I send SCNG CAP Invoices to?	Note: A student list should be attached to all invoices
When are SCNG Invoices Due?	See page 5 for Deadlines
What are the deadlines to upload to CHEMIS? (Commission on Higher Education Management Information System)	Deadline Dates for CHEMIS (Check website for updates) See page 5 for Deadlines
When should I update my student data on the SCNG Web Portal?	Please update your student data as soon as possible. See page 4 for Deadlines
Summer Awarding Process: - Why can't I update students in the SCNG Web Portal during the summer?	The SCNG CAP web portal <u>currently</u> does not have the functionality to report summer awards. Once summer enrollment is final submit the Eligibility Verification Spreadsheet See page 4 for Deadlines ONLY Summer.

cc: Dr. Karen Woodfaulk, SMSgt. Kenneth Monroe, Mr. Paul Mead