

Spartanburg Community College
SC Lottery Funds Procedures
Business Office

- This portion of the narrative is specific to the LIFE Scholarship (LIFE) and the South Carolina Needs Based Grant (SCNGB).
 - i) Per the directive of The S.C. Commission of Higher Education, Spartanburg Community College (SCC) is to have limited submissions to a maximum of three per fiscal period. Per request, invoicing occurs in October, April, and late June.
 - ii) A unique general ledger account number is assigned each fiscal period for each grant.
 - iii) SCC Financial Aid awards scholarships for each grant. SCC Business Office transmits scholarships for each grant. SCC Business Office generates a scholarship report for each grant by GL account assigned. Each report itemizes the scholarships to the student's name and transmitted amount levels. SCC Business Office downloads the reports into Excel and attaches to invoicing as supporting documentation. As requested, invoices and supporting documentation are emailed to invoices@che.sc.gov
 - iv) Invoices are recorded via journal entry to Revenue and Accounts Receivable for tracking purposes. Unique Accounts Receivable accounts exist for each grant. Cash Receipting of payment via SCC Cashiering occurs against the appropriate Accounts Receivable account. Invoice copies, referencing the cash receipt account, are provided to SCC Cashiering for payment match and receipting. SCC Business Office monitors the Accounts Receivable accounts to verify when payment was received or when follow up is required regarding payment.
- For Lottery Tuition assistance, per the directive of the SC Technical College System, no invoicing is required for these funds. The System Office sends the college a reconciliation worksheet, which is balanced to expenditures on the general ledger. If the two match, the worksheet is signed by the Finance Director and forwarded to the System Office for disbursement of funds. An accounts receivable is set up to record the anticipated payment. Once the payment is received from the System Office, it is cash receipted to relieve the receivable. The Lottery Tuition disbursements to student accounts is processed by financial aid.
- For South Carolina National Guard CAP, Financial Aid sends the Business Office a list of students covered under this program along with the amounts and credit hours covered. From there an invoice is created for the total amount being requested. With the invoice, a spreadsheet is created that includes the student names, last 4 of the SS#, and their amounts and hours. The list provides back-up for the invoice. Once completed, the invoice is sent to Alfie Mincy with the state. We then receive a paper check for reimbursement. An accounts receivable is set up to record the anticipated payment. Once the payment is received, it is cash receipted to relieve the receivable. The SCNG-CAP disbursements to student accounts is processed by financial aid.

SPARTANBURG COMMUNITY COLLEGE

PROCEDURE

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V-30.18	Palmetto Fellows Scholars Program	V-30.22	1 of 1
DATED	BASED ON POLICY NUMBER AND TITLE	DATE	
September 2022	Student Financial Assistance V-30	September 2024	
DIVISION OF RESPONSIBILITY: Student Affairs			

Vice President/Dean

Date

President

Date

The Palmetto Fellows Scholars program is a merit-based program established in 1988 and is administered by the South Carolina Commission on Higher Education. The annual award amount for the freshman year is \$6,700. The award amount for the sophomore year is \$7,500 per year. The Palmetto Fellows Scholars program was made available for use at two-year Colleges beginning 2021. Assuming continued eligibility, students may use the funding for four consecutive terms of full-time study. The Scholarship must be applied directly toward the cost of attendance, less any other gift aid received.

The Purpose of the scholarship:

- RECOGNIZE the most academically talented high school seniors in S.C.;
- ENCOURAGE academically talented students to attend college in the State;and
- RETAIN talented minority students who might otherwise pursue studies outside the State.

Student Eligibility Requirements

The following eligibility requirements are reviewed for each student at the time of packaging using rules developed for SCC's Student Information System (Ellucian's Colleague)

• To be eligible to apply for a Palmetto Fellows Scholarship, a high school senior must also meet all the following general eligibility requirements:

- 1) Be enrolled in an approved SC public or private high school, an eligible SC home school program of study or a preparatory high school located outside the State while a dependent of a legal resident of South Carolina;
- 2) 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;
- 3) Be seriously considering attending, have applied, or have been accepted for admission to an eligible institution in South Carolina;
- 4) Certify that he/she has never been convicted of any felonies and has not been convicted of any second or subsequent alcohol or other drug-related misdemeanor offenses within the past academic year by submitting a signed affidavit to the college financial aid office; and
- 5) Cannot be a recipient of the LIFE Scholarship, SC HOPE Scholarship or Lottery Tuition Assistance in the same academic year.

Academic Requirements:

• For Early Awards, the school counselor/representative must submit the application and required documentation to the Commission on Higher Education (CHE) for the Palmetto Fellows Scholarship by April 15th of the student's senior year. If the deadline falls on a Saturday, Sunday, or holiday the deadline is the preceding Friday (students cannot use the Early Awards criteria to be eligible for the Late Awards). Students are eligible to apply if they meet one of the following sets of academic requirements:

1. Score at least 1200 on the SAT (27 on the ACT) by the March national test administration, earn a minimum 3.50 cumulative GPA2 on the SC Uniform Grading Policy (SC UGP) at the end of the junior year, and rank in the top six percent3 of the class at the end of either the sophomore or the junior year; OR
2. Score at least 1400 on the SAT (32 on the ACT) by the March national test administration and earn a minimum 4.00 cumulative GPA2 on the SC UGP at the end of the junior year.

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Palmetto Fellows Reporting

SCC will use the SC CERS process to report disbursements to the State and as a secondary eligibility check for the students. The CERS process has an opening and closing report for each term. Each time a CERS report is sent it will include the current term and the two most recent prior terms.


Prior to the CERS process being run the IT department will generate the total amount disbursed for Palmetto Fellows for the term. This amount will be reconciled against the amount showing disbursed by the Financial Aid Office. Once the two figures balance, the CERS report will be sent to the State. Validation rules will be run on all students receiving a Palmetto Fellows disbursement. Students failing the validation will be returned to SCC in the form of an error report. SCC will review each error and then either the student's record will be corrected, or the Palmetto Fellows amount will be removed.

The college will also reconcile on an annual basis between the Business Office and the Financial Aid Office.


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DATED	BASED ON POLICY NUMBER AND TITLE	DATE	
	Student Financial Assistance V-30	April 2019	
DIVISION OF RESPONSIBILITY: Student Affairs			



Vice President/Dean 5/15/2019
Date

 5/15/19

President Date

The Legislative Incentives for Future Excellence (LIFE) Scholarship is a scholarship provided through the South Carolina Commission on Higher Education. The purpose of the scholarship is to increase access to higher education, to improve the employability of SC's students so as to attract business to the State, to provide incentives for students to be better prepared for college, to improve SAT scores, and to graduate from college on time.

1. Timing of Eligibility Determination

- a. **First-Time Freshman at SCC:** The Financial Aid Office determines eligibility after the Admissions Office receives the final, official high school transcript.
- b. **Continuing Students:** The Financial Aid Office determines eligibility based on the number of hours earned, GPA and terms of enrollment after the summer semester preceding a new academic year.
- c. **Transfer Students:** The Financial Aid Office determines eligibility after the Admissions Office receives all official college transcript(s) from all institution(s) attended.

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2. Student Eligibility

a. All Students

- Must have graduated from a high school located in South Carolina, an approved home-school program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student.
- Must be a legal resident of South Carolina.
- Must be a U.S. citizen or an eligible non-citizen.
- Must not have any felony convictions
- Must not have been convicted of a second or subsequent alcohol or drug-related misdemeanor offense or it has been one academic year from the date of the adjudication, conviction or plea
- Must not owe a repayment to a federal or state grant and must not be in default on any state or federal student loan.
- Must enroll as a full-time (minimum of 12 non-remedial credit hours per semester) student in a degree, diploma or certificate program that meets the U.S. Department of Education's Title IV regulations as a program eligible for federal aid.

b. First-Time Freshmen

- In addition, a first-time freshman must have earned a minimum of a 3.0 high school cumulative grade point average on the UGS.
- Have a calculation date between the date of graduation and no later than June 15th.
- Submit the final, official high school transcript to the SCC Admissions Office.

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c. Gaining Eligibility

- A continuing student may gain eligibility by earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous (students who begin mid-year may receive the award no earlier than their fourth term of enrollment)
- Achieve a minimum cumulative, collegiate GPA of 3.0. If a student has attended another post-secondary institution, they must submit to the SCC Admissions Office an official transcript from each institution attended

d. Transfer Students

- In addition, a transfer student must have earned at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous
- Achieved a minimum cumulative, collegiate GPA of 3.0. The student must submit to the Admissions Office an official transcript from each post-secondary institution attended.
- The student should contact the LIFE Scholarship Coordinator in the FAO to determine eligibility.

e. Renewal of Award

- To have the scholarship renewed for a second academic year, the student must earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if the student began during a spring semester)
- Achieve a minimum cumulative, collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester)
- Have terms of eligibility remaining. A student may receive the LIFE scholarship for 2 semesters if enrolled in a 1-year program or for 4 semesters if enrolled in a 2-year program.

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f. Other Eligibility Criteria

- Students can receive the LIFE Scholarship for a summer term, if the student meets the conditions below. By receiving the LIFE Scholarship during the summer term will count as one of the total terms of LIFE eligibility. This policy meets the CHE policy went into effect with the summer term of 2015.
 1. Student must have begun the fall term and earned 30 non-remedial credit hours by the end of the spring term.
 2. Student must have a cumulative LIFE GPA of 3.0 or higher as of the end of the spring term.
 3. Student must enroll in 12 non-remedial credits for the summer term.
 4. Student's enrollment must have been continuous.

- Students cannot use the LIFE Scholarship for continuing education or remedial (transitional) courses. The college considers zero level, 100 level, COL 101 and ESL 102 as remedial courses.

- A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student enrolls in a minimum of 12 non-remedial credit hours. The student may defer the LIFE Scholarship for up to 1 year because of remediation.

- A student receiving a Palmetto Fellow Scholarship is not eligible for a LIFE scholarship.

- All grades and credit hours earned in high school while in a dual enrollment program at an eligible institution must be included in the calculation of the LIFE GPA and annual credit hour requirement.

- AP courses are excluded from the "attempted credit hours" used to calculate the LIFE GPA. AP courses must count toward the annual credit hour requirement for courses which a student received a score of three or higher on an AP exam for LIFE Scholarship eligibility.

- Pass/Fail courses are excluded from the "attempted credit hours" used to calculate the LIFE GPA. Pass/Fail courses must count toward the annual credit hour requirement for courses which a student received a grade of "Pass" for LIFE Scholarship eligibility.

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- If an institution is non-accredited or if an institution is accredited by an institutional accrediting agency that is not recognized by the U.S. Department of Education, then the institution is a “non-eligible institution” for the purposes of scholarship eligibility. For determining eligibility for a student transferring from a non-eligible public or independent institution for the LIFE Scholarship, institutions should consider the following requirements:
 1. Whether the student meets all eligibility requirements as established by law and regulation at the time of high school graduation and at the time of enrollment at the eligible institution;
 2. Whether the student was enrolled for more than two terms (or its equivalent) at a non-eligible institution; and
 3. Did an eligible institution (in-state or out-of-state) accept grades and/or credit hours as transfer credits from a non-eligible institution.

- A student receiving a LIFE Scholarship is not eligible for Lottery Tuition Assistance.

- A student must sign a certification form each year.

3. Repetition of Courses

- a. A student may retake a course to improve the grade.

- b. For determining LIFE Scholarship eligibility, all non-remedial credit hours earned and the grades earned for non-remedial courses will be counted to determine eligibility.

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4. Early High School Graduates

- a. Students who complete all requirements for high school graduation prior to the official graduation date in May or June may be eligible to receive the LIFE Scholarship for the spring term if they meet all initial and general eligibility criteria.
- b. The student must submit the following to SCC by the last day of the spring term
 - Submit an official high school transcript in a sealed envelope to the Admissions Office. The transcript must include all grades through January and a cumulative GPA based on the S.C. Uniform Grading Policy.
 - Submit to the Admissions Office a letter from the high school principal on the high school's letterhead indicating completion of all requirements for high school graduation.
 - Submit to the Financial Aid Office the SCC LIFE Scholarship Application for Early High School Graduates

5. Award Amounts

- a. The award amount is the cost of tuition and mandatory fees up to a maximum of \$2500 per semester. Students may receive a \$150 book allowance per semester (\$300 maximum per award year) which is included in the \$2500 maximum semester amount. Should the student's tuition and mandatory fees for the semester equal or exceed \$2500, the student will not receive a book allowance. Maximum award amounts are not to exceed \$2,500 per semester or \$5,000 per award year.

6. Required Notifications

- a. The college provides a mid-term email or letter notification to SC LIFE recipients who received their first disbursement fall or spring term. SCC refers student to the SCC LIFE section on both the web and student portal as reminders of student responsibilities regarding the LIFE scholarship.

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DIVISION OF RESPONSIBILITY: Student Affairs			

4-2-2019
 Vice President/Dean Date

4/5/19
 President Date

The South Carolina Need Based Grant (SCNBG) is designed to provide additional financial assistance to South Carolina’s neediest student. This program assists students attending a public college or university in South Carolina.

Student Eligibility: To be eligible for the SCNBG, the student must:

- Be a “needy student” as determined by the completion of the Free Application for Federal Student Aid (FAFSA) and having an Estimated Family Contribution (EFC) between 0 and 6000. The financial need analysis as established under the Title IV regulations.
- Be a U.S. Citizen or a permanent resident that meets the definition of an eligible non-citizen under the State residency statute.
- Be a South Carolina resident for twelve consecutive months, as defined in Chapter 112 of Title 59 of the 1976 Code of Laws.
- Be enrolled or accepted for enrollment as a degree-seeking student in an eligible program of study.
- Be seeking for the first time a certificate, diploma, or associate degree. Students who have already obtained an associate’s degree or a bachelor’s degree are not eligible for SCNBG.
- Be enrolled in a minimum of twelve (12) credit hours if full-time for the semester or in six (6) to eleven (11) credit hours if part-time for the semester. Enrollment status is as of the date of census.
- Be meeting the Financial Aid Office’s Satisfactory Academic Progress policy and maintain a cumulative GPA of at least 2.0.
- Certify that he or she has not been adjudicated delinquent, convicted or pled guilty or nolo contendere to any felonies, alcohol or drug related offenses under the laws of this or any other state or under the laws of the U.S. by submitting a signed certification each year to SCC testifying to the fact, except that a student who has been adjudicated delinquent, convicted or pled guilty or nolo contendere of an alcohol or drug related misdemeanor offense is only ineligible for the next academic year of eligibility after the date of the adjudication, conviction or plea.
- Not owe a refund or repayment on a State Grant, a Federal Pell Grant, or a Federal Supplemental Educational Opportunity Grant (FSEOG) and is not in default on a loan under the Federal Perkins Loan or Federal Direct Loan programs.

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Continued Eligibility: To be eligible in future years, the student must:

- Students, who enroll full-time during both the fall and spring terms, must earn at least twenty-four (24) credit hours during the academic year. Students, who enroll full-time and attend only the fall or the spring term, must earn at least twelve (12) credit hours.
- Students, who enroll part-time during both fall and spring terms, must earn at least twelve (12) credit hours during the academic year. Students, who enroll part-time and attend only the fall or spring term, must earn at least six (6) credit hours.
- Students, who enroll in a combination of full-time and part-time during the fall and spring terms, must earn at least eighteen (18) credit hours during the academic year.
- Students must complete the FAFSA each year and complete their financial aid file while SCNBG funds are still available.

Award Amounts

- SCNBG may not exceed \$2,500 for a full-time student and \$1,250 for a part-time student per academic year.
- The aggregate limits are \$5,000 for student in an associate's degree program and \$2,500 for students in a certificate or diploma program.
- Actual award amounts per student will be determined on an annual basis based on the amount allotted to SCC not to exceed the above limitations.

Awarding Parameters:

- The college will review the awarding policy each year. The college will make changes as necessary to ensure the as many students as possible benefit from the allotted funds.
- The college will award SCNBG for up to two terms per award year. In most cases, the awards will be for the fall and spring terms. The college will make summer term awards only if unable to disburse all funding during the fall and spring terms. The college will consider summer awards of the SCNBG to students with special circumstance on a case-by-case basis.
- The college will award funds on a first-come; first served basis until all allotted funds have been exhausted.
- If additional funds become available, the college will resume awarding to enrolled students who meet eligibility criteria based on the student's file complete date. Awarding will continue until funds are exhausted. Students awarded in the spring term who attended and completed courses in the fall term will have a retroactive award for the fall term.
- The college will recalculate the SCNBG award when there is a change in the student's EFC or when the student's enrollment status changes between terms within the same award year.

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August 2020	Student Financial Assistance V-30	September 2024	
DIVISION OF RESPONSIBILITY: Student Affairs			

Vice President/Dean

Date

President

Date

The SC National Guard College Assistance Program (NGCAP) was developed as a SC State assistance program to provide incentives for enlisting or remaining for a specified time in both the South Carolina Army and Air National Guard. SC NGCAP benefits will cover the cost of attendance as defined by Title IV regulation, up to a maximum amount each award year. The maximum amount will be made annually and detailed in established procedures to be administered by the Commission on Higher Education (CHE). Spartanburg Community College (SCC) will administer the SC NGCAP program in accordance with CHE regulations 62-250 through 62-262 and the annual update provided by CHE.

NGCAP Eligibility Requirements

1. Applicant must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing with the active National Guard throughout the entire academic year for which benefits are payable.
2. Applicant must have valid tuition and fee expenses from SCC,
3. Applicant must maintain satisfactory academic progress as defined by the institution,
4. Applicant must be a U.S. citizen or a legal permanent resident who meets the definition of an eligible non-citizen under State Residency Statutes
5. Applicant must be admitted, enrolled and classified as a degree-seeking full-time or part-time student at SCC.
6. Applicant must satisfy any additional eligibility requirements made known by CHE via their annual update.
7. Individuals joining the National Guard become eligible for college assistance program benefits upon completion of Basic Combat Training (BCT)/Basic Military Training (BMT) and Advanced Individual Training (AIT)/ Initial Active-Duty Training (IADT) for sequential regular terms (fall, spring, or trimester) or other terms (summer and other). If an individual graduates from Basic Combat Training (BCT)/Basic Military Training (BMT) and cannot attend Advanced Individual Training (AIT)/Initial Active-Duty Training (IADT) for at least four months, an exception to policy (ETP) for this eligibility requirement may be submitted to the Deputy Chief of Staff - Personnel (SC Army National Guard) and the Force Support Squadron Commander (SC Air National Guard).
8. Enlisted personnel must continue their service in the National Guard during all terms of courses covered by the benefit received. Officers shall continue their service with the National Guard for at least four years after completion of the most recent award or degree completion. Enlisted personnel will not be eligible for benefits after the discharge date.

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9. National Guard members receiving a full Reserve Officer's Training Corps (ROTC) scholarship are not eligible for NGCAP benefits. A full ROTC scholarship is defined as an award that covers tuition and fees, room and board and fees associated with cost of attendance.

NGCAP Continued Eligibility Requirements

1. New applications must be completed and submitted each year prior to the beginning of the fall term of the academic year by the deadline determined by the National Guard.
2. Currently enrolled members must have applied prior to the beginning of the fall term of each academic year by the National Guard established deadline and should contact SCC's Veteran Affairs (VA) Office to initiate benefit award for the current academic year. The VA Office will coordinate with CHE to verify student eligibility and coordinate payment to SCC on behalf of the student member.
3. For continued eligibility, students must apply prior to the beginning of the fall term of each academic year by the established deadline as determined by the National Guard, continue to meet all initial eligibility requirements.
4. The student must be making Satisfactory Academic Progress in accordance with the Academic Standards of Process outlined in the SCC catalog.
5. Transfer students who are eligible prior to the beginning of the academic year for NGCAP and who transfer mid-year to SCC may be eligible to receive assistance for the spring term if they continue to meet eligibility requirements.

NGCAP Disbursement of Funds Procedures

1. The VA Office will download a list of eligible SC National Guard soldiers from the National Guard website. The list will be placed in an Excel spreadsheet and SCC student IDs will be added.
2. After the census date of the term, each student's record will be reviewed to ensure the student is registered for classes and has not withdrawn. The total number of credit hours the student is enrolled in will be noted.
3. The VA Office will put the appropriate amount of funding on the NGCAP system based on whether the student is Army or Air National Guard. The system will automatically prorate the assistance based on the student number of enrolled credit hours. The list will periodically be reviewed throughout the term to pick up any new students that have been added.

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4. The VA Office will also monitor student accounts to ensure their benefits do not exceed the annual maximum as prescribed in the annual update from CHE.

5. Once the list is finalized a copy will be sent to CHE and another copy will be sent to the SCC Business Office so the NGCAP program can be invoiced for payment.

6. SCC also used the CERS disbursement report as a way to ensure disbursement amount between the Financial Aid Office and the Business Office match. The CERS report also validates some of the eligibility requirements.