

**University of South Carolina  
Lottery Funds Cash Management Processes  
Fiscal Year 2022-2023**

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**Submitted on behalf of all campuses within the University of South Carolina System:**

Columbia

Comprehensive campuses: Aiken, Beaufort, Upstate

Two Year campuses: Lancaster, Salkehatchie, Sumter, Union

**I. State Scholarships**

The Controller's Office at the Columbia campus centrally manages the request of all State Scholarship and Grant funds for all USC System Campuses from the Commission on Higher Education (CHE). This includes cash management of Palmetto Fellows, LIFE Scholarship, HOPE Scholarship, State Need-Based Grant, National Guard, and Lottery Tuition Assistance Program. The following outlines the processes used to request and manage the reimbursement of funds to the University.

Palmetto Fellows, LIFE Scholarship, HOPE Scholarship, State Need-Based Grant, and Lottery Tuition Assistance funds are requested in October, March and June of each fiscal year. The request is based on the awards by semester as determined by the Office of Financial Aid. A Financial Aid report is extracted from the University's General Ledger and provides the full cumulative award amount, by campus, for each scholarship or grant. An invoice is prepared for each of the scholarship or grant funds and the Financial Aid report is attached as backup documentation to each individual invoice.

Adjustments to student awards are posted to scholarship accounts each month. A monthly review of all CHE scholarships and grants is completed and additional invoices are submitted as needed beyond the three months outlined above. Funds are returned to CHE as needed due to student award adjustments.

**Financial Aid Award Management Process**

Each campus of the University of South Carolina administers the Palmetto Fellows, LIFE Scholarship, HOPE Scholarship, State Need-Based Grant, and Lottery Tuition Assistance Program in accordance with all applicable statutes and regulations. Financial Aid offices are decentralized at the USC Columbia, USC Aiken, USC Beaufort and USC Upstate campuses. Financial Aid at the four Palmetto College Campuses, USC Lancaster, USC Salkehatchie, USC Sumter and USC Union is managed from Columbia. The following information outlines the basic procedures used to administer each program:

**Palmetto Fellows**

**Entering Students:** Entering students eligible for the Palmetto Fellows are identified from a roster provided by the Commission on Higher Education. Awards are made to admitted students from this roster. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

**Continuing Students:** Continuing students receiving the Palmetto Fellows are reviewed at the end of each spring term to ensure that they meet the eligibility requirements to receive the award for the following academic year. Those students eligible to continue receiving the Palmetto Fellows for the upcoming year are awarded. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

### **LIFE Scholarship**

**Entering Students:** Entering students eligible for the LIFE Scholarship are identified from information provided from high school transcripts and SAT/ACT reported scores. Awards are made to admitted students meeting the criteria for initial eligibility. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

**Continuing Students:** Continuing students receiving the LIFE Scholarship are reviewed at the end of each spring term to ensure that they meet the eligibility requirements to receive the award for the following academic year. Those students eligible to continue receiving the LIFE Scholarship for the upcoming year are awarded. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

### **HOPE Scholarship**

**Entering Students:** Entering students eligible for the HOPE Scholarship are identified from information provided from high school transcripts. Awards are made to admitted students meeting the criteria for eligibility. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

### **State Need-Based Grant**

**Entering Students:** Entering students eligible for the State Need-Based Grant are identified from information provided on the Free Application for Federal Student Aid (FAFSA). Awards are made to admitted students meeting the criteria for initial eligibility. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

**Continuing Students:** Continuing students eligible for the State Need-Based Grant are identified from information provided on the Free Application for Federal Student Aid (FAFSA), as well as academic performance from the previous academic year. Awards are made to continuing students meeting the criteria for initial eligibility. The number of awards made is contingent upon the total amount of funding received for this program. Students are required to complete the annual certification statement prior to receiving the funds from this award. Full-time enrollment status is verified each term before funds are disbursed to each recipient.

### **Lottery Tuition Assistance Program**

**Entering Students:** Entering students eligible for the Lottery Tuition Assistance Program (LTAP) are identified from information provided on the Free Application for Federal Student Aid (FAFSA). Students in high school and participating in dual enrollment program must complete a FAFSA waiver for award consideration each academic year. Awards are made to admitted students meeting the eligibility criteria using an algorithmic rule based on program parameters. Students

are required to complete the annual certification statement prior to receiving the funds from this award. Enrollment status is verified each term before funds are disbursed to each recipient.

**Continuing Students:** Continuing students eligible for the Lottery Tuition Assistance Program (LTAP) are identified from information provided on the Free Application for Federal Student Aid (FAFSA), as well as academic performance from the previous academic year. Awards are made to continuing students meeting the criteria for eligibility using an algorithmic rule based on program parameters. Students are required to complete the annual certification statement prior to receiving the funds from this award. Enrollment status is verified each term before funds are disbursed to each recipient.

### **CHE Audit Activity**

The University also disburses funds from the state scholarship and grant programs. These programs include Palmetto Fellows scholarships, LIFE scholarships, HOPE scholarships, and Need-Based grants. Awards in these programs for fiscal year 2024 were \$139 million. These programs are audited periodically by the South Carolina Commission on Higher Education. The last audit for USC Columbia was completed for FY2021 and identified no material findings. A FY2023 audit for USC Columbia is currently in progress. USC Aiken, USC Beaufort, USC Upstate, and the four regional campuses were last audited in FY2023 and identified no material findings. [UPSTATE had two findings](#)

### **II. Lottery Technology Funds**

When Lottery Technology Funds are appropriated, the funds are kept in separate accounts by fiscal year and utilized for technology purchases and projects on each campus. Details regarding utilization of the lottery technology funds are reported to the South Carolina Commission on Higher Education (SCCHE) as requested.

### **III. Other Annual Lottery Funds**

The University may receive additional annual lottery funds for projects or programs for the System or specific campuses. These funds are received from CHE upon invoice from the University Controller's Office. These funds are kept in separate accounts by fiscal year and utilized for stated purpose. Details regarding utilization of the these funds are reported to the South Carolina Commission on Higher Education (SCCHE) as requested.