Williamsburg Technical College

Williamsburg Technical College has in place the following procedures for monitoring expenditures of lottery funds which includes LIFE and Palmetto Fellows Scholarships, Need-Based/Tuition Grants, and SC National Guard College Assistance Program (CAP).

A. State Aid Disbursement- Prior to disbursing state aid the financial aid office reviews all awarded students to ensure their eligibility has not changed since enrollment. The financial aid office will then process a disbursement of state aid funds in Ellucian Colleague. Financial aid will notify the Business Office by emailing the (FCAR) Award Analysis Report for review.

B. Upon receiving this report the Business Office will then post the funds to the respective student accounts. Once all aid has been posted the Business Office will run a (FATR) Financial Aid Transmittal Report. The Financial Aid and Business Office will then preform a state aid reconciliation.

C. 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.

D. 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.

E. 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.