South Carolina
Commission on Higher Education
Accessibility | Excellence | Accountability

Fiscal Year 2026-27 Scholarship Info Session

Office of Fiscal Affairs and Operations

10/29/2026

Meet the Team

- Director-Bryce Wilson
  - bwilson@che.sc.gov | 803-856-0555
- Assistant Director-Holly Robinson
  - hmrobinson@che.sc.gov | 803-856-0315
- Senior Auditor- Marian Chukes
- Senior Accountant-Ashley Harper-Stanley
- Operations Manager-Scheri Eichelberger
- Program Manager-Anthony Brown

Deadlines

Fall Term	**Invoices due November 2**
Spring Term & Fall Term Adjustments	**Invoices due April 1**
Summer Term & Spring Term Adjustments	**Invoices due June 1**
Summer Term Adjustments	**Invoices due August 20**

- (Deadlines will also be posted at https://che.sc.gov/institutions-and-educators.)
- We will not be accepting adjustments for Summer. If you expect to invoice for any semesters other than the Fall/Winter term Nov 1, please notify CHE (Mr. Bryce Wilson at bwilson@che.sc.gov) for prior approval before submission

Submission via Invoices Email

- HOPE
- LIFE
- Palmetto Fellows
- SC Need-based Grant
- Lottery Tuition Assistance
- Please submit invoices for the following programs via email to **invoices@che.sc.gov**:

Invoice Requirements

- Please make sure to separate disbursements for each term and scholarship amounts on the invoice.
- When submitting invoices through email, DO NOT include the student's personally identifiable information (PII), i.e., the student's address, phone number, student identification number, Social Security number, etc. Please redact this information.
- Also, make sure education enhancements are invoiced separately and uploaded through the designated submission portal (Element 451)

Invoice Example:

Date

College or University Name
Address

To: Ms. Ashley E. Harper-Stanley

LIFE Scholarship & STEM Enhancement for Spring 2026*	$ 957,500.00
Less: LIFE Scholarship adjustment from Fall 2025**	($2,500.00)
Total Requested for Spring 2026	$ 955,000.00

*See details on attached pdf document pages 1-12
**See details on attached pdf document page 13

CFO name, email address and phone number
Employee Name who is submitting the invoice, email address and phone number

Attached Detail Supporting Invoice Example:

Report Date Page 12/12

Student Name	SSN	Program Name/Award	Term/Year	Award Amount
John Doe	[redacted]	LIFE Scholarship[5]	Fall 2025	$2,500.00
Mary Jane	[redacted]	LIFE Scholarship	Fall 2025	$2,500.00
David Manning	[redacted]	LIFE Scholarship	Fall 2025	$2,500.00
Mary Rose	[redacted]	LIFE Scholarship/STEM Enhan.	Fall 2025	$3,750.00
Total				$957,500.00

[5] Example: John Doe has an Education Enhancement for Fall 2025, so $1,250 will be on a separate invoice.

Student Affairs

- Director-Karen Woodfaulk, Ph.D.
- Associate Director- Gerrick Hampton, Ed.D.
  - SC GEAR UP | ghampton@che.sc.gov | 803 856-0609
- SC National Guard:
  - Ms. Alfie Mincy | amincy@che.sc.gov | 803-856-0579
- College Transition Program:
  - Ms. Kathryn Harris | kharris@che.sc.gov | 803-856-0738
- Education Enhancement/Foster Care Youth:
  - Ms. Tanya Weigold | tweigold@che.sc.gov | 803-856-0672

Submission via Element 451

- SC GEAR UP
- SC National Guard CAP
- Education Enhancement
- Foster Care Youth
- College Transition Program
- Invoices for the programs listed above should be uploaded through the designated submission portal (Element 451):

Invoice Requirements

- For each invoice you upload, please ensure it includes:
  - Term
  - Student's name (Alphabetical Order)
  - Student's Social Security Number
    - *Not for invoices sent to the Office of Fiscal Affairs and Operations*
  - Amount awarded/invoiced, broken down by scholarship/grant program (if applicable)
  - Enrolled Credit hours (SCNG CAP - ONLY)
  - Education enhancements and National Guard are invoiced separately
- Contact person for any questions

Acceptable Docs

Acceptable Upload Formats:

- **Excel** (xls, xlsx, csv)
- **PDF** (.pdf, .doc, .docx)
- **Excel and PDF**(.xls, xlsx, csv, .pdf, .doc, .docx)

Questions?