

R. Wes Hayes, Jr.
Chairman

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



MEMORANDUM

To: Institution of Higher Learning (IHL) Financial Aid Directors, Chief Financial Officers

From: Bryce Wilson, Director, Office of Fiscal Affairs

Date: May 1, 2025

Subject: Invoicing Deadlines and Instructions for Palmetto Fellows, LIFE and HOPE Scholarships; Lottery Tuition Assistance Program¹; Need-based Grants, Foster Care Youth and College Transition Program grants; and College Transition Scholarships; SC National Guard College Assistance Program

Commission on Higher Education (CHE) Policy:

To assist with the administration of scholarship and grant programs, regulations allow the CHE to establish invoicing deadlines.² The CHE has established the following due dates³ for this fiscal year:

Fall term	Invoices due November 1
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 ⁴

(Deadlines will also be posted at <https://che.sc.gov/institutions-and-educators/>.)

If expecting to invoice for any other semesters other than the summer semester after June 1, please notify CHE (Mr. Bryce Wilson at bwilson@che.sc.gov) for prior approval before submission, so funds can be reserved to pay those invoices. This will assist the CHE Office of Fiscal Affairs and Operations in reconciling its records and forecasting lottery scholarship and grant needs for the following state fiscal year. In addition, this should assist the IHLs when reconciling to CHEMIS, which should be done after each award period. Any unused funds should be returned to the CHE regardless of the date they were originally received. To ensure that your IHL receives payment, please do not wait until the established deadlines to submit initial invoices for the current fiscal year.

¹ Technical Colleges will continue to go through SCTCS and follow its deadlines and processes for LTAP.

² Palmetto Fellows 62-360.G, LIFE 62-1200.65.E, and HOPE 62-900.130.A. scholarships; SC National Guard College Assistance Program 62-259.E; Lottery Tuition Assistance Program 62-900.185.C; Need Based 62-500.A, Foster Care Youth 62-500.A, and College Transition grants 62-500.A.

³ SCNG College Assistance Program: Please adhere to the predetermined [2024-2025 Deadlines](#) for CAP invoices.

⁴ Last deadline that prior fiscal year invoices will be accepted for payment.



803-737-2260

1122 Lady St, Ste 400
Columbia, SC 29201

www.che.sc.gov



Invoicing Instructions:

The first page of the invoice should indicate the semester, year, program and total amount requested. Detail supporting the invoice should be attached including the list of students' names in alphabetic order, redacted social security number (unredacted SSN for submissions to secure Dropbox only), program name/award, and award amount. If there is an adjustment from the previous semester in the same academic year, that should be added or subtracted from the total. If submitting multiple programs on one invoice, please separate by program and by term with the total amount requested at the end. Although there is not a limit on the number of invoices that may be submitted each term to the CHE, please try to submit no more than two invoices per program per term.

For example, the LIFE Scholarship and the LIFE Scholarship STEM Enhancement for Spring semester should be totaled together, and the LIFE Scholarship adjustments and the LIFE Scholarship STEM Enhancement adjustments for Fall semester should be totaled together. The LIFE Scholarship Education Enhancement must be submitted on a separate invoice, not to include the LIFE Scholarship. See invoice example and Footnote 5 below.

Invoice Example:

Date	
College or University Name	
Address	
To: Mr. Bryce Wilson/Brett Mills:	
LIFE Scholarship & STEM Enhancement for Spring 2026*	\$ 957,500.00
Less: LIFE Scholarship adjustment from Fall 2025**	<u>(\$2,500.00)</u>
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		LIFE Scholarship	Fall 2025	\$2,500.00
David Manning		LIFE Scholarship	Fall 2025	\$2,500.00
Mary Rose		LIFE Scholarship/STEM Enhan.	Fall 2025	<u>\$3,750.00</u>
Total				\$957,500.00

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

When submitting invoices through email DO NOT include the student's personal identifiable information (PII), i.e., student's address, phone number, student identification number, social security number, etc. Please redacted this information. When submitting information through a secure Dropbox as instructed below, the student's social security number is requested to be unredacted.

Invoice Submission Points of Contact:

- Palmetto Fellows, Palmetto Fellows STEM Enhancement, LIFE, LIFE STEM Enhancement, HOPE, SCNBG and LTAP: invoices@che.sc.gov.
- Foster Care Youth Program, College Transition Grant Program & Scholarship: Kathryn Harris at kharris@che.sc.gov.
- SC National Guard College Assistance Program: refer to the [SCNG CAP Memo](#) for invoicing instructions. Contact Alfie Mincy at amincy@che.sc.gov for any questions.
- Education Enhancement Scholarship: upload separately from PFS, LIFE, and STEM Enhancement invoices. Use this secure drop box to submit Education Enhancements: <https://chesc-14306.page451.sites.451.io/>. When submitting an Education Enhancement invoice, please ensure it includes social security numbers unredacted and separate total(s) by LIFE Education Enhancement and Palmetto Fellows Education Enhancement. Contact Tanya Weigold at tweigold@che.sc.gov for questions.

Recovered Funds:

Institutions must reimburse the applicable scholarship and grant program the amount of the award in question pursuant to the refund policy of the institution for students who:

- Drop below full-time enrollment
- Withdraw from the institution
- Are suspended or expelled from the institution
- Are awarded a scholarship or grant in error as a result of not meeting the eligibility requirements for the program

Institutions should ensure the Office of Financial Aid maintains records to support all refunds or repayments.

Mail Refunds to:

Mr. Bryce Wilson/Brett Mills
Office of Fiscal Affairs and Operations
1122 Lady Street, Suite 400
Columbia, SC 29201

Remember to mail the following with the refund check:

- Scholarship or grant name
- Term and year (Fall, Spring, Summer, etc. of 20XX)
- Dollar amount(s)
- Student name(s)