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To: SC National Guard College Assistance Program (SCNG CAP) Institutional Contacts
From: Alfie B. Mincy, Program Coordinator, SCNG CAP and Veterans Outreach
South Carolina Commission on Higher Education (CHE)
Subject: **SCNG CAP Academic Year 2025-2026 Deadlines and Updates**
Date: August 8, 2025

The South Carolina National Guard College Assistance Program (SCNG CAP) Regulation provides important information regarding the governance of the program by the South Carolina Commission on Higher Education (CHE), the SC National Guard, and the higher education institutions [SC National Guard College Assistance Program Regulations](#).

BUDGET UPDATES SCNG CAP 2025-2026 AY:

Per Proviso 117.140. of the FY2025-26 Appropriations (GP: National Guard College Assistance Program) For the current fiscal year, a member of the SC National Guard may qualify for college assistance program grants for more than one hundred thirty semester hours or related quarter hours. Additionally, service members may receive college assistance program benefits up to an amount equal to one hundred percent of college tuition and fees not to exceed twelve thousand dollars for the academic year. The lifetime maximum amount received shall not exceed twenty-five thousand dollars. Tuition and fees are defined as the amount charged for registering for credit hours of instruction, costs of textbooks, and other fees associated with attendance at an eligible institution. Service members shall be required to meet all other requirements. Service members may complete and submit the Free Application for Federal Student Aid (FAFSA) to receive all eligible federal and state scholarships and grants.

FY 2025-2026 (only) A member of the SC National Guard may qualify for:

- More than one hundred thirty (130) semester hours or related quarter hours.
- Benefits up to an amount equal to one hundred percent of college tuition and fees not to exceed twelve thousand dollars (\$12,000) per academic year (maximum \$4,000 per semester for full-time students)
- Fall, spring and summer semesters eligible for aid.
- Lifetime maximum that cannot exceed \$25,000.

Funding amounts are effective for FY2025-26. Amounts are set each year by the SC General Assembly.



OTHER UPDATES SCNG CAP 2025-2026 AY:

Exception to Policy (ETP) – Dual Enrollment

Service members who earned an associate degree, apprenticeship, or certificate during high school (i.e., dual-enrolled students) may be approved by the National Guard to be eligible for CAP funds under an Exception to Policy (ETP) to pursue a second associate degree within five years of receiving the first associate's degree. Any additional questions should be directed to:

Air National Guard – MSgt. Thomas Edmunds – (803) 647-8211 or 169FW.RSO.RetentionOffice@us.af.mil

Army National Guard – Mr. Paul Mead, SGM (Retired) 299-2734 or paul.j.mead2.civ@mail.mil
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Upload Invoices to SCNG CAP Invoice Submission Site

We are excited to announce that the South Carolina Commission on Higher Education is now utilizing our new CRM platform, Element451, to streamline the invoicing process **effective Fall 2025**. The Office of Student Affairs has created a centralized page where you can upload invoices for the following programs:

- Education Enhancement
- Foster Care Youth
- College Transition Program
- **NEW** South Carolina National Guard College Assistance Program (SCNG CAP)





Upload your SCNG CAP invoice(s) using the following link: <https://chesc-19333.page451.sites.451.io/>

If there are any questions or if assistance is needed, you may contact Alfie B. Mincy at aminicy@che.sc.gov or 803-856-0579. *Thank you and have a great school year!*



2025-2026 SCNG CAP Academic Year

Procedures and Deadlines are detailed in this document

2025-2026 Academic Year (AY) SCNG CAP Awards Benefit	
Life-time Maximum Award Benefit \$25,000	
Grant is subject to the availability of funds.	
Full-time students can receive up to \$4,000.00 per semester (Fall, Spring, Summer)	
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2-Year Institutions \$ 12,000 Per AY AND 4-Year Institutions \$ 12,000 Per AY	
Per academic year (Fall, Spring, and Summer) Lifetime maximum cannot exceed \$25,000.	
**Download SCNG CAP Award Amounts Chart for 2025-26 AY by Credit Hours – CLICK HERE	
<ul style="list-style-type: none"> ◆ Based upon enrollment, disbursements will typically be paid in three (3) equal disbursements ◆ Any remaining funds can be used in any succeeding terms prior to the annual expiration date. ◆ Per the regulations, the SCNG CAP awards, in combination with all other grants and scholarships, shall not exceed the Cost of Attendance (COA) at the eligible institution in any given award year, and the cumulative total of all College Assistance Program (CAP) benefits received may not exceed twenty-five thousand dollars (\$25,000 lifetime amount.) 	

I. Eligibility for SC National Guard College Assistance Program (SCNG CAP)

As a reminder, eligible students can receive SCNG CAP funds if they:

- are making Satisfactory Academic Progress (SAP);
- have not exceeded the \$25,000 maximum award amount; and
- have not earned a graduate degree. Eligible programs of study are less than one-year certificates or certifications approved by the SC Technical College System, courses completed as the education component of a registered apprenticeship, a certificate or other recognized educational credential (e.g. diploma), the first associate's degree or a second associate's degree earned at a minimum five (5) years after receiving the first associate's degree, a two-year program that is acceptable for full credit towards the first bachelor's degree, and the first bachelor's degree.

**** Note:** Students may receive college assistance benefits upon completion of their first bachelor's degree in a preceding level (less than one-year certificate or certifications, one-year certificate, and two-year program or associate's degree) per Section 62-251 H – See [SC National Guard College Assistance Program Regulations](#).

As a reminder, service members should not be awarded SCNG CAP funds by word-of-mouth. To view the eligibility list for your institution, please access the **SCNG CAP web portal** at <https://etl.che.sc.gov>.

See FAQs for more information.

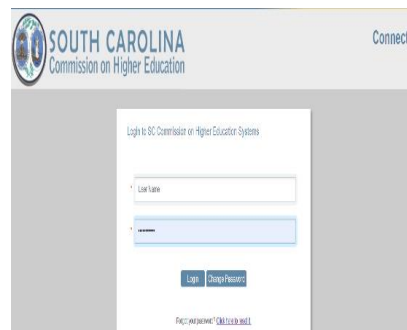
II. SC NATIONAL GUARD STUDENT DATA WEB PORTAL

Institutions must use this link to update the SCNG Web

Portal <https://etl.che.sc.gov>

The system refreshes daily at 12:00 p.m. and 4:00 p.m.

Passwords will deactivate after 60 days of inactivity. – PLEASE LOGIN



The **Update National Guard Student Data** screen is the process to provide the eligibility verification to CHE. The web portal must be current and accurate because the web portal is used for eligibility and awarding purposes.

SCNG CAP web portal should be used to report/verify the enrollment of your SCNG CAP-eligible students.

The **Search for National Guard Students** link shows the entire list of eligible students for your institution. Press enter and sort the eligibility list by eligibility status – Y/N (use the toggle up/down arrows).

VERIFY STUDENT ENROLLMENT EVERY SEMESTER IN 3 EASY STEPS:

STEP 1

NEW Second Factor Authentication Login- Instructions –[Click Here](#)

- Log in to the SCNG Web portal <https://etl.che.sc.gov> and select the **Update National Guard Student Data** link on the **Institution Users** menu.
- The first time you go to this page for a new report period the student data will be blank.



STEP 2

Click the **REFRESH STUDENTS** button at the top of the page (**EVERY TIME**) you go to the **Student Update** screen for the ***current list of students***.

- This will cause the system to transfer current eligible student data for the current report period.
- The **Refresh** Students button **will not delete data**; it will only bring in additional students not yet on the list and update existing records as needed.
- Once the data is displayed, the Corrected Total Amount, Enrollment Status, Attempted Credit Hours, SAP Progress, and Award Amount fields will be open for each student.

STEP 3

Update the portal and complete the required fields to report/verify enrollment each semester by the designated deadlines (except Summer Awarding Process)- See Table below on page 6.

- Once the data is entered by the institution, CHE can retrieve the report.

2025-2026 Deadlines to Update SCNG CAP Web Portal – Student Data

SCNG CAP Web Portal <https://etl.che.sc.gov>

Note: A request for funds (invoice) cannot be processed until the eligibility verification information has been updated on the portal.

TERM	DEADLINE
Fall 2025	September 5, 2025
Fall II 2025	October 17, 2025
Spring 2026	February 6, 2026
Spring II 2026	March 6, 2026
*Summer Awarding Process and Continued Eligibility: <ol style="list-style-type: none"> The SCNG CAP web portal currently does not have the functionality to report summer awards. Once summer enrollment is verified, download the Summer Eligibility Verification Spreadsheet Click Here and email amincy@che.sc.gov. IMPORTANT The Air and Army National Guard must approve continued eligibility for the summer before awarding. 	
**Maymester/Summer and Summer I 2026 <ol style="list-style-type: none"> Submit the Eligibility Verification Spreadsheet for Summer ONLY 	June 5, 2026
**Summer II 2026 <ol style="list-style-type: none"> Submit the Eligibility Verification Spreadsheet for Summer ONLY 	June 26, 2026
Download the Summer Eligibility Verification Spreadsheet Click Here	
<p>The SCNG CAP web portal will open and close each semester.</p> <p>Please ensure a designated college official inputs the required information in the portal by the deadlines listed above.</p> <p><i>All questions should be emailed to Alfie B. Mincy @ amincy@che.sc.gov</i></p>	




III. DEADLINES TO SUBMIT A REQUEST AND/OR RETURN INVOICES:

Per section 62-259 E. of the SCNG CAP Regulation, the institution must submit a request and/or return of funds by the established deadline each term. **A Student Enrollment list must be attached to the invoice (including term, credit hours, and award amount). *Please verify your records to ensure that all requests and./or returns of funds are submitted before each term deadline.***



Upload your SCNG CAP invoice(s) using the following link: <https://chesc-19333.page451.sites.451.io/>

SCNG CAP Deadlines to Submit a request and/or return invoices AY 2025-2026	
Note: A request for funds (invoice) <u>cannot</u> be processed until the eligibility verification information has been updated on the portal	
Term	Deadline: No Later than
Fall 2025	November 1, 2025
Spring 2026	April 1, 2026
** Maymester, Summer & Summer I 2026 Submit Invoices as soon as possible	June 19, 2026 ** Date subject to change
Summer II 2026 Submit Invoices as soon as Summer II ends	July 10, 2026
 Upload Invoices to SCNG CAP Invoice Submission Site: https://chesc-19333.page451.sites.451.io/ ATTN: Alfie Mincy, SC Commission on Higher Education, 1122 Lady St, Ste 400, Columbia, SC 29201	
A student list must be attached to <u>all</u> invoices in <u>alphabetical order</u> . Include (Name, Term, Enrollment Status/Credit Hours, Amount per student, and the Total). Example Student list: Click Here <i>Any questions about SCNG CAP invoices should be emailed to Alfie B. Mincy @ amincy@che.sc.gov</i>	

IV. CHE DATA Submission Deadlines to CHEMIS:

When your institution submits scholarship files to the Commission on Higher Education Management Information System (CHEMIS), please include the SCNG CAP awards in this file. **The inclusion of the SCNG CAP awards in your institution's scholarship file is required to reconcile invoices (Invoices and CHEMIS files must match).** The SCNG CAP web portal must be current and accurate because the web portal is used for eligibility and awarding purposes.

2025-2026 CHE DATA Submission Dates to Commission on Higher Education Management Systems (CHEMIS) <u>CHE General Collection Submission Calendar</u>		
Term	Open	Close
Fall Collection 2025	August 18, 2025	November 3, 2025
Spring Collection 2026	December 8, 2025	March 25, 2026
Summer I Collection 2026	May 1, 2026	August 19, 2026
Summer II Collection 2026	June 19, 2026	August 19, 2026
** Please share deadlines with your respective departments responsible for scholarship file uploads to CHEMIS. For Technical assistance: Contact chedata@che.sc.gov		

SCNG CAP Contact List and Information		
SCNG CAP Points of Contact:	Email:	Phone:
Dr. Karen Woodfaulk, Director, Office of Student Affairs	kwoodfaulk@che.sc.gov	803-856-0578
Alfie B. Mincy, Program Coordinator, Office of Student Affairs, SCNG CAP and Veterans Outreach	amincy@che.sc.gov	803-856-0579
CMSgt. Kenneth Monroe, Air National Guard	kenneth.monroe.1@us.af.mil	803-315-7419
MSgt. Thomas Edmunds, Air National Guard/CAP Manager, Air National Guard	thomas.edmunds@us.af.mil	803-391-6348
Mr. Paul Mead, SGM (Retired) Guidance Counselor/CAP Manager, Army National Guard	paul.j.mead2.civ@mail.mil	803-299-2734
Technical Assistance or Questions:	Questions regarding the data: chedata@che.sc.gov	
South Carolina Commission on Higher Education (CHE) (Main Office)	803-737-2260, 1122 Lady St, Ste 400, Columbia, SC 29201	

Frequently Ask Questions (FAQs)

Question	Answer
What are the SCNG Guard CAP Regulations?	Please go to this website: SC National Guard Assistance Program Regulations
When is the CAP Application Window? *ONLY If I am newly eligible or missed the August 1 st deadline, when can I apply?	1 st Application Window: Each year June 1 st thru August 1 st *2nd Application Window: November 20 th thru December 15 th (Spring, and Summer Awards ONLY) CAP Application Website
How much is CAP Per Semester and Per Year?	** SCNG CAP Award Amounts for 2025-2026 AY by Credit hours – CLICK HERE to see Awards Chart
How do I know if a student is eligible for CAP?	Air National Guard – MSgt. Thomas Edmunds
Who do I contact?	Army National Guard – Mr. Paul Mead, SGM (Retired)
I have a new staff member, and I need to get access to the SCNG Web Portal https://etl.che.sc.gov . Who should I contact?	Contact Alfie Mincy at amincy@che.sc.gov and Complete the SCNG CAP Point of Contact Form to be added to the distribution list
I need to be added to the SCNG CAP Institutional Point of Contact Distribution list.	
I am locked out of the SCNG Web Portal. Who should I contact?	Passwords will deactivate after 60 days of inactivity. Contact CHE Help Desk at chedata@che.sc.gov and copy amincy@che.sc.gov
I cannot upload my SCNG CAP awards to CHEMIS. Who should I contact?	
Who should I send SCNG CAP Invoices to?	NEW Fall 2025 SCNG CAP Invoice Submission Site: https://chesc-19333.page451.sites.451.io/
When are SCNG Invoices Due?	Note: A student list should be attached to all invoices See page 7 for Deadlines
What are the deadlines to upload to CHEMIS? (Commission on Higher Education Management Information System)	Deadline Dates for CHEMIS (Check website for updates) See page 8 for Deadlines
When should I update my student enrollment data in the SCNG Web Portal https://etl.che.sc.gov ?	Update your student data <u>every</u> semester by the deadline. See page 6 for Deadlines
Summer Awarding Process: - Why can't I update students in the SCNG Web Portal during the summer?	The SCNG CAP web portal <u>currently</u> does not have the functionality to report summer awards. Once summer enrollment is final, submit the Eligibility Verification Spreadsheet See page 6 for Deadlines ONLY Summer.