

**South Carolina  
Higher Education  
Tuition Grants Commission**

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**SOUTH CAROLINA TUITION GRANTS**  
**POLICIES & PROCEDURES MANUAL**  
**2015-2016**

The South Carolina Higher Education Tuition Grants Commission does not discriminate on the basis of race, color, sex, national origin, religion, physical disability, age, or political affiliation.

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**HIGHER EDUCATION TUITION GRANTS COMMISSION**

The SC Tuition Grants Program is operated by the South Carolina Higher Education Tuition Grants Commission, which was established by law in 1970. Eight college presidents and the Executive Director of the SC Commission on Higher Education (ex-officio) are members of the Commission. Voting at Commission meetings is restricted to those members present. Membership on the Commission rotates among the presidents of the participating colleges. Officers are chosen by the Commission members. The Commission is responsible solely to the General Assembly and reports to the General Assembly at least annually.

**SC TUITION GRANTS COMMISSION STAFF**

Director ..... Earl L. Mayo, Jr.  
Deputy Director ..... Katherine H. Harrison  
Financial Officer ..... Gena F. Miles  
Financial Aid Counselor ..... Jessica G. Bagwell

## **DEFINITIONS**

**VERIFICATION** -- The required verifying by colleges of certain application information as submitted to the federal processor by a Tuition Grant applicant.

**ELIGIBLE STUDENT** -- A student meeting legal residency requirements for South Carolina who is attending, or plans to attend, an approved South Carolina independent college on a full-time undergraduate basis and who pays tuition directly to the independent college attended and who meets all other eligibility requirements.

**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** -- The free application provided by the U.S. Education Department to apply for and determine eligibility for all Title IV Federal Student Assistance Programs. This application is used to apply for a SC Tuition Grant.

**FINANCIAL NEED** -- The result of the difference between the student's cost of education and the family's ability to contribute toward this cost.

**INCOMING FRESHMAN** -- A first-time freshman who has **never** enrolled as a regular student at any post-secondary institution prior to the summer terms preceding the academic year for which the application is intended, regardless of credits registered.

**FULL-TIME STUDENT** -- A full-time student for Tuition Grant purposes is any student who enrolls for a minimum of twelve (12) hours per semester. The annual academic load for full-time status would be twenty-four (24) hours. Colleges operating on academic calendars other than the semester system would have their per term hourly requirement adjusted accordingly.

**INDEPENDENT STUDENT** -- A student who is not required to provide parental information on the FAFSA.

**NEED ANALYSIS** -- The process of assessing the financial strength of a family as represented by income, assets, liabilities, and cost of maintaining a household in relation to meeting expenses of post-secondary education.

**PARENT** -- Father, Mother, or Stepparent (if required to provide information on the FAFSA).

**PROGRAM REVIEWS** -- Program Reviews of SC Tuition Grants Records maintained at the colleges are conducted by the colleges' certified public accountants. It is required that the results of these Program Reviews be forwarded to the Commission by December 31<sup>st</sup> annually.

**SATISFACTORY PROGRESS** -- The minimal academic standard that must be met in order for upperclassmen to receive funding through this program. **In addition** to the Program requirements outlined in this Manual, the student must meet the satisfactory progress requirement established by the college for Title IV Federal Student Aid Programs.

**RENEWAL APPLICANT** -- A renewal applicant for Tuition Grant purposes is any student who has previously received funding through this program.

**STUDENT EXPENSE BUDGET** -- Itemization of the cost of education for an average student in one of several specified categories.

**UNDERGRADUATE STUDENT** -- A student who is in the process of attaining either an associate's degree or a bachelor's degree.

**UPPERCLASSMAN** -- A student who is not classified as an Incoming Freshman for Tuition Grant purposes.

# **SECTION I - STUDENT ELIGIBILITY**

## **STUDENT ELIGIBILITY**

To be eligible for a SC Tuition Grant, a student (or parents of a dependent student) must have been a legal resident of South Carolina for at least twelve continuous months immediately preceding the date classes begin for the Fall term of the year receiving a grant, must be registered in or be accepted for admission as a degree-seeking student at a participating college, and must meet all full-time federal financial aid eligibility requirements (including owing no refund of a federal grant nor being in default on a federal educational loan). The student must be of good moral character and must demonstrate financial need and academic merit.

Tuition Grants Awards may be made only for the regular academic terms and only to undergraduate students who have not obtained their first four-year degree and who enroll full-time during the Fall Semester. Only undergraduate classes may be counted toward full-time enrollment in any enrollment term. Additionally, students who fail to enroll full-time during the Fall Semester forfeit their eligibility for the entire academic year. Applicants must apply annually by completing the Free Application for Federal Student Aid (FAFSA) and by indicating the SC independent college of their choice in the college choice section. An annual application deadline of June 30<sup>th</sup> must be met. To meet the deadline, the FAFSA must be **received by the federal processor by June 30<sup>th</sup> of the award year**. FAFSAs or copies of FAFSAs that are mailed, hand-delivered, or faxed to the Commission are not considered eligible applications for a South Carolina Tuition Grant.

Freshman applicants must graduate in the upper three-fourths (top 75.00%) of their high school class **OR** score 900 or above on the Math and Critical Reading sections of the Scholastic Aptitude Test (SAT) **OR** score a 19 Composite on the ACT **OR** graduate from a South Carolina high school with a final GPA of at least 2.000 on the South Carolina Uniform Grading Policy. An incoming freshman who is twenty-two (22) years old or older by September 1<sup>st</sup> of the award year and who has obtained a high school diploma or its equivalent (GED or Adult Education Diploma) is academically eligible for a Tuition Grant. An upperclassman must show “satisfactory progress” toward graduation in order to receive an award (see Satisfactory Progress Requirements section for additional information). This is ordinarily defined as completing a minimum of twenty-four (24) semester hours per academic year. Summer school work completed in summer sessions that follow the academic year may be included as explained in the Satisfactory Progress Requirements section of this manual. **In addition**, the student must meet the satisfactory progress requirement established by the college for the Title IV

Federal Student Aid Programs. The maximum number of years that a student is eligible to receive a South Carolina Tuition Grant is four (4) years.

### **GUIDELINES FOR STATE RESIDENCY**

South Carolina residency to determine eligibility for the Tuition Grants Program has been established to be consistent between all South Carolina scholarship and state grant programs. Therefore, state residency requirements for the South Carolina Tuition Grants Program will follow the residency requirements as stated in the South Carolina Code of Laws, Title 59, Chapter 112 (Appendix D) and as defined in the SC Commission on Higher Education's Regulations Chapter 62 (Appendix E).

Marriage affects determinations of residency for Tuition Grant purposes only insofar as it operates to emancipate minors or to evince an intention by the parties to make a permanent home in South Carolina.

Grant recipients must be United States citizens, or eligible non-citizens in accordance with Title IV Federal Student Assistance Program requirements. They must be in South Carolina for other than a temporary purpose with the intention of being permanent residents. Holders of student visas are not considered residents and, therefore, are not eligible for consideration under the Tuition Grants Program.

Military personnel and/or their dependents, who are not legal residents of South Carolina but who are permanently stationed in South Carolina on or before the first day of Fall term classes, will be considered state residents for the purposes of this program. Documentation (military PCS orders) showing the date of stationing in South Carolina along with a valid ISIR must be provided to the Commission.

To be eligible for a Tuition Grant, military personnel and/or their dependents who consider themselves to be legal residents of South Carolina and who are stationed outside of the state of South Carolina must provide documentation of state residency that was effective at the time of enlistment and must provide proof that residency status was never forfeited while serving outside of the State of South Carolina. In addition to providing proof of military status, proof of residency requires documentation to include a South Carolina Voter's Registration, the previous two years' South Carolina State Tax Returns with W-2's, and a copy of the student's or parent's most recent military Leave and Earnings Statements showing the payment of state taxes to South Carolina.

The following conditions/documentation may be considered by the Commission to prove legal South Carolina residency, although no single condition or group of conditions is necessarily determinative:

**Paying SC State Resident income tax and filing a SC State Tax Return**  
**Registered to vote in South Carolina**  
**South Carolina Vehicle Registration** (*State Law requires that vehicles be registered within 45 days of establishing South Carolina residency.*)  
**South Carolina Driver's License** (*State Law requires that individuals convert out-of-state driver's licenses to South Carolina Driver's licenses within 90 days of establishing South Carolina residency.*)  
**Payment of SC vehicle property tax**  
**Being employed in a permanent capacity in South Carolina**  
**Absence of citizenship in another state**

### **VERIFICATION REQUIREMENTS**

All participating colleges are responsible for verifying the following items for their applicants **prior to indicating eligibility and requesting funds** via the Enrollment Report:

- 1) **Freshman Rank/SAT Scores/SC High School GPA for all incoming freshman tuition grant applicants; OR, prior year Satisfactory Progress for all upper-class applicants (including transfers); AND,**
- 2) **State Residency for all tuition grant applicants; AND,**
- 3) **Financial Information for all SC Tuition Grant applicants who are selected for federal verification; AND,**
- 4) **A signed "Felony, Drug, or Alcohol Affidavit" is in the student's file.**

Students who are selected must complete their federal verification before being considered eligible to receive a South Carolina Tuition Grant. Students who fail to complete verification by the time the Fall Enrollment Report is submitted **must** be reported as **not eligible** on the Enrollment Report. If verification is completed after submission of the Fall Enrollment Report and on or before November 15, the college must notify the Commission of the correction to the student's eligibility status no later than November 15. Requests for funds may be submitted after November 15 provided the student was reported as eligible to the Commission by November 15. **Students who fail to complete verification by November 15 will forfeit their SC Tuition Grant for the full award year.**

Final Program Integrity Regulations, published in the Federal Register on October 29, 2010, eliminated the 30 percent verification cap, which had previously provided colleges the authority to discontinue the verification process for applications received after the college had verified the required percentage of applicants. Effective with the 2012-2013 awarding year, all federally selected applicants must be verified by the college's financial aid office. Therefore, any student eligible for the SC Tuition Grant who has been selected for verification

must have his or her verification completed prior to the college requesting funds via the Enrollment Report.

If a South Carolina Tuition Grant applicant has been selected for federal verification and the result of verification is **no change in** a student's tuition grant **eligibility**, no further action is required by the SC Tuition Grants Commission.

**If corrections** resulting from the completed verification process **change the student's tuition grant eligibility**, the college **must** complete and send the "Correction/Verification Form" to the Commission. On the form, complete all appropriate areas including any data element changes and the student's recalculated EFC (for South Carolina Tuition Grant purposes, submit only the Parental Contribution for "dependent" students and the Student Contribution for "independent" students). The student will receive an updated eligibility notice only if his/her eligibility changes.

The South Carolina Tuition Grants Commission can only draw down applicant information for students who indicate on the FAFSA that they are legal residents of South Carolina. While verifying residency, if the college is unable to clearly verify South Carolina residency, the college should notify the Commission in writing so that the Commission can follow up with the student for required documentation.

### **FELONY, DRUG, OR ALCOHOL AFFIDAVIT**

The law governing the South Carolina Tuition Grants Program requires that grant recipients must not have "been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felonies or any second or subsequent alcohol or drug-related offenses under the laws of this or any other state or under the laws of the United States in order to be eligible for a South Carolina tuition grant, except that a high school or college student otherwise qualified who has been adjudicated delinquent or has been convicted or pled guilty or nolo contendere to a second or subsequent alcohol or drug-related misdemeanor offense nevertheless shall be eligible or continue to be eligible for such grants after the expiration of one academic year from the date of the adjudication, conviction, or plea." (SC Code of Laws, Section 59-113-20 (f))

The only feasible way to determine that grant recipients meet this requirement is to collect a signed affidavit annually from each student that he/she is not in violation of this requirement. An example of the wording for this affidavit is found in the "Forms Section" of this Policies & Procedures Manual. Since this requirement is found identically in the law for all other State grant and scholarship programs, the Commission does permit colleges to use a single affidavit to collect students'

signatures. The permitted use of a single affidavit assumes that it makes reference to all State aid programs by name and that it also meets the requirements of the South Carolina Commission on Higher Education.

Required Affidavits **must** be on file in the student's college financial aid file **prior** to the student being reported as eligible on the Fall Enrollment Report.

### **REMEDIAL/DEVELOPMENTAL COURSES**

Generally, remedial (also referred to as "developmental") courses are those that a student takes to increase his/her probability of success in college-level work, and which, therefore, extend the length of the normal program since they do not count toward graduation. However, the decision as to which courses are considered "credits toward the degree" and which are "remedial" or "developmental" is strictly an institutional matter.

A student must be enrolled in a minimum of 12 semester hours of undergraduate courses each semester to be considered full-time for a South Carolina Tuition Grant. Furthermore, a full-time student must pass at least 12 hours per semester to meet the Program's Satisfactory Progress requirement. However, in a situation where the student is **required** by the college to take remedial courses, the required remedial courses may count toward the hour requirement for full-time attendance and toward the Satisfactory Progress requirement with the following limitations:

- 1) **remedial courses may be counted toward full-time enrollment and for meeting Satisfactory Progress requirements only during the first two semesters of the freshman year (see definition of "Freshman Year" which follows), and**
- 2) **allowed remedial courses must show on the college transcript for credit (although not required as credit toward the student's degree), and**
- 3) **the student must pay full tuition for allowed remedial classes for them to be counted as eligible classes for receiving a South Carolina Tuition Grant.**

Definition of "Freshman Year:" The "freshman year" for the use of remedial courses toward eligibility is defined as the first two full-time semesters of enrollment **OR**, if the student has only been enrolled full-time for one semester or has never enrolled full-time, the first 30 credit hours of enrollment.

It should be noted that this exception does not extend the maximum number of four (4) years that a student may receive South Carolina Tuition Grant assistance.

Colleges should also keep in mind that, regardless of whether enrolled in remedial courses or not, the student must also be eligible for full-time federal financial aid in order to qualify for the SC Tuition Grant.

## **REPEATED COURSEWORK**

Effective July 1, 2011 the Federal Government passed a regulation making a student ineligible for federal aid towards any class where a passing grade of “D” has been obtained and the course is being repeated more than one time by the student. A student can receive federal aid for only one additional attempt at a previously passed course. While the student may repeat a previously passed course one time, there is no repetition of a previously passed course due to the student failing other coursework in a prior term (for example, a student takes four classes and fails one course. The school may opt to require the student to retake all four courses. In that case, the school may count the failed class in the next period of enrollment but not the courses that were passed.)

Tuition Grant eligibility is based, in part, on whether a student is eligible for full-time, federal financial aid. For Tuition Grant purposes, the financial aid office must determine whether a student who is enrolled in a course for a second or subsequent semester is enrolled in enough additional hours to be considered full-time and therefore maintain eligibility for full-time, federal aid. If an otherwise eligible Tuition Grant applicant loses eligibility for federal aid based on the repeated coursework regulations, he or she also loses eligibility for the Tuition Grant.

## **STUDENTS PURSUING A SECOND UNDERGRADUATE DEGREE**

Once a student has earned a four-year, undergraduate degree, that student is no longer eligible for South Carolina Tuition Grant assistance.

## **TRANSIENT STUDENTS**

Transient students who are admitted to an eligible independent college are not eligible for a South Carolina Tuition Grant to attend another college since they are not paying tuition at their home institution. Transient students at an eligible independent college from another institution are **not** eligible since they are not degree-seeking students at the eligible independent college where they are attending. Therefore, **all** transient students are **ineligible** for a SC Tuition Grant.

## **STUDY ABROAD PROGRAMS**

Students attending South Carolina Tuition Grant eligible institutions who are involved in Study Abroad Programs are eligible for South Carolina Tuition Grants if their studies meet the following guidelines:

- 1) **The student must be enrolled full-time (12 semester hours of undergraduate courses), and**
- 2) **The student must pay full-time tuition and fees directly to the Home Institution, and**
- 3) **All credit that the student earns in the Study Abroad Program must count towards the student's Home Institution degree.**

The student budgets used for Study Abroad Programs may be adjusted according to federal guidelines to allow for the expenses associated with participation in the Programs. If the college chooses to use a different budget or if the college opts to reduce its tuition and required fees charges for students in Study Abroad Programs, the new student budget and/or adjusted tuition and required fees charges must be communicated to the Commission via the “Correction/ Verification Form.” Adjustments in budgets or tuition charges may require a change in the amount of the Tuition Grant awarded to the student.

## **INCARCERATED STUDENTS**

Incarcerated students are not eligible to receive a South Carolina Tuition Grant.

## **SECTION II - COLLEGE ELIGIBILITY**

### **COLLEGE ELIGIBILITY -- PARTICIPATION REQUIREMENTS**

In order to participate in the South Carolina Tuition Grants Program, a college must be an independent eleemosynary (non-profit) institution of higher learning (junior or senior college) in South Carolina whose major campus and headquarters are located within South Carolina and which is accredited by the Southern Association of Colleges and Secondary Schools or an independent bachelor's level institution chartered before 1962 whose major campus and headquarters are located within South Carolina.

The following procedure must be followed by all higher education institutions seeking approval for participation in the SC Tuition Grants Program:

**Documentation that the institution meets all the institutional requirements for participation set forth in the South Carolina Tuition Grants statute must be submitted to the South Carolina Tuition Grants Commission along with a letter from the college president requesting consideration for institutional participation. The information received from the college will be presented to the Commission at its next regularly scheduled meeting. Upon approval by the Commission, the newly eligible college will be officially notified by the Commission. On January 1 of the next calendar year following the date of approval by the Commission, students may begin submitting applications for South Carolina Tuition Grants assistance for the fiscal year that will begin July 1 of that calendar year.**

### **NON-TRADITIONAL CALENDAR PROGRAM ELIGIBILITY**

To be an eligible program in which a student may receive South Carolina Tuition Grants assistance, a Non-Traditional Calendar Program must:

- a) **be offered by a college that is already approved for participation in the South Carolina Tuition Grants Program; and,**
- b) **the Non-Traditional Calendar Program must be fully accredited for awarding of a degree; and,**
- c) **begin classes no sooner than 10 working days prior to the beginning of the college's traditional fall semester and no later than 10 working days after the beginning of the college's traditional fall semester, and end classes no earlier than 10 working days prior to the end of the college's traditional spring semester and no later than 10 working days after the end of the college's traditional spring semester (tuition grant assistance may not be used for programs of instruction offered during the summer); and,**
- d) **teach sufficient courses to enable a student to obtain a baccalaureate degree within four years; and,**

- e) **regardless of the program structure, teach sufficient courses so that the student has the opportunity to earn a minimum of 24 semester hours during the above outlined timeframe that runs parallel to the college's traditional academic year.**

Students in Non-Traditional Calendar Programs must enroll full-time in the beginning term associated with the Traditional Fall Semester to be considered as full-time and eligible. Eligibility for the Spring Semester is considered in the same way as the Fall Semester. As with traditional programs, if a student fails to enroll full-time during the Fall Semester, the student loses eligibility for the full academic year. Disbursement of each semester's funds will be made after students are registered and have paid tuition for full-time enrollment for the enrollment periods associated with the college's Fall term.

All students in Non-Traditional Calendar Programs who are admitted for classes beginning during the term associated with the Traditional Fall Semester **must pass 24 credit hours per year** (including summer terms) to meet the Commission's Satisfactory Progress Standards and must meet the Satisfactory Academic Progress requirements set by the college for Title IV Federal Student Aid Programs. This 24 credit hour requirement applies once the student has enrolled in the institution's eligible Non-Traditional program. When determining Satisfactory Academic Progress standing for incoming Non-Traditional program students with previous coursework at a different institution or in a traditional day program, eligibility must be determined based on Satisfactory Academic Progress Standards for traditional program students, as outlined in the Satisfactory Progress section of this manual.

Program eligibility for Non-Traditional Calendar Programs is reviewed on a program-by-program basis by the Commission. The following procedure must be followed by all eligible participating colleges seeking approval for Non-Traditional Calendar Programs in the South Carolina Tuition Grants Program:

**Documentation that the institution meets all the requirements for participation set forth above must be submitted to the Director of the South Carolina Tuition Grants Commission along with a letter from the appropriate college official requesting consideration for institutional participation. The information received from the college will be reviewed by the Director to insure that the college's Non-Traditional Program meets the established eligibility requirements. Upon approval by the Director, the college will be notified in writing of the approval. On January 1 of the next calendar year following the date of approval by the Commission's Director, students may begin submitting applications for South Carolina Tuition Grants assistance for the fiscal year that will begin July 1 of that calendar year.**

## **SECTION III - AWARDING/DISBURSING/REPORTING**

### **AMOUNT AND DISBURSEMENT OF AWARDS**

The amount of an award may not exceed (a) the average state appropriation for each full-time student enrolled in the state-supported institutions of higher learning with four-year undergraduate degree programs in the previous year, (b) the tuition and fees at the college attended, or (c) the student's financial need.

In determining an applicant's financial need, the Expected Family Contribution (EFC), as derived from the Free Application for Federal Student Aid (FAFSA) calculations, will be subtracted from the appropriate college expense budget (Federal Cost of Attendance). For the SC Tuition Grant Program, the EFC for a "dependent" student is the Parental Contribution (PC), as calculated by the federal formula, plus a Student Contribution of \$700. The SC Tuition Grant EFC for an "independent" student is the federally-calculated Student Contribution (SC).

#### **TUITION GRANTS NEED EQUATIONS:**

##### **Dependent Student**

**Minus:** Cost of Education (boarding, commuting, off-campus, non-traditional)  
**Minus:** Parent Contribution (federal formula calculation)  
**Minus:** Student Contribution (fixed for SC Tuition Grants at \$700)  
**Equals:** Financial Need (used to determine amount of a Tuition Grant)

##### **Independent Student**

**Minus:** Cost of Education (boarding, commuting, off-campus, non-traditional)  
**Minus:** Student/Spouse Contribution (federal formula calculation)  
**Equals:** Financial Need (used to determine amount of a Tuition Grant)

If a student is eligible for less than the maximum grant at a college, the yearly eligibility amount is rounded down to the nearest \$10 figure. This is the only time awards are rounded down. If **refunds** occur later, award computations are computed to the exact dollar figure (**cents omitted**).

Initial student expense budgets (the Federal Costs of Attendance) are reported to the Commission by participating institutions by March 1 of each year. Final budgets are submitted by the colleges as soon as they are available. Budget categories are: Boarding/On-Campus; Commuting/Living with Parents; Off-Campus/Not Living with Parents; and Non-Traditional Calendar Program. Tuition grant funds shall be disbursed for eligible students on a semester-by-semester basis after the appropriate Fall and Spring Enrollment Reports have been submitted by

the colleges to the Commission. Tuition Grant funds are remitted for deposit into the students' accounts at the colleges chosen by the students, **not** chosen by the State of South Carolina, as evidenced by their full-time matriculation.

### **SELECTION OF RECIPIENTS**

Available tuition grants funds appropriated by the State Legislature will be used to fund all eligible applicants applying by the annual application deadline of June 30. Any changes in funding shall be used to increase or decrease the awards to eligible applicants who applied by the annual June 30 deadline according to the Commission's approved policy. After the Fall Semester Show-Up Rate is calculated, after the final funding level of the SC Tuition Grants Program by the State Legislature is determined, and after the number of eligible applicants applying through June 30 is known, the Commission will determine whether an adjustment to the tentative awards is necessary. If adjustments are needed to the yearly eligibility amounts, they will be made to the Spring Semester portion of the yearly awards.

### **REPORTING PROCEDURES**

As the Commission receives applications throughout the awarding cycle, a weekly "Applicants Report" is provided to each college electronically via the Commission's Internet web site ([www.sctuitiongrants.org](http://www.sctuitiongrants.org)). The Applicants Report lists applicant names and information to be used by colleges for information and assistance in planning. The Applicants Report will indicate which students have been tentatively selected for grants and the amounts of their awards as well as ineligible applicants and the reasons for their ineligibility. After reviewing the Applicants Report, each financial aid office **must** report any adjustments which should be made to students' Tuition Grant eligibility because of changes caused by verification, ROTC or tuition-specific VA Benefits or tuition-specific scholarships, or changes in cost of attendance (including a change in housing status).

Colleges with approved Non-Traditional Calendar Programs will receive separate Enrollment Reports for their Traditional and Non-Traditional students. Therefore, colleges with Non-Traditional Programs are required annually to **review** the Applicants Report **and report** to the Commission, **prior to August 31**, all students on the Applicants Report who are registered in their Non-Traditional Program. **It is highly recommended that this be done regularly as Applicants Reports are received and reviewed instead of only one time on August 31.**

Upon the completion of registration, the authorized college official, via the Enrollment Report for each eligible enrollment period (downloaded by colleges from the Commission's Internet web site and returned to the Commission via the

web site), certifies which awardees have enrolled in college as full-time students (**must be considered full-time for federal financial aid purposes**) and have satisfied all other eligibility requirements, including South Carolina residency, completion of Verification if required, Felony, Drug or Alcohol Affidavit on file, and meeting required Satisfactory Academic Progress standards.

### **ENROLLMENT REPORTS PROCESSING AND DEADLINES**

After the beginning of each Fall and Spring enrollment term, the Commission will post to its web site each college's Traditional or Non-Traditional Program Enrollment Report. The Enrollment Report is used to report to the Commission the enrollment and eligibility status of each student who has been tentatively awarded a South Carolina Tuition Grant. The Commission will publish a schedule of expected posting dates based on each college's Drop/Add Dates as provided to the Commission. Instructions for accurately processing each Enrollment Report, along with a required form to be signed indicating that the report has been processed according to program policies, are provided to the colleges each term. As each Enrollment Report is posted to the Internet, the Commission will notify each Financial Aid Office of the report availability. From the official date of posting, each college is given twenty-five (25) working days to complete and return the Enrollment Report via the Internet to the Commission. In accordance with Commission approved policy, if an Enrollment Report is not returned by the end of the 25th working day, the Commission's Director will contact that college's president to notify him or her of the report being late.

### **DISBURSEMENT PROCESSING**

Upon the receipt of each college's Enrollment Report, the Commission will reconcile the Report with the Commission's computer database. After reconciliation, award funds will be drawn by the Commission from the State Treasurer's Office (normally takes 5 business days) and forwarded to the college. **Immediately** upon receipt of the Electronic Funds Transfer (EFT), the appropriate college official should sign the acknowledgment letter, which indicates receipt of the funds, and **without delay** return the acknowledgment to the Commission.

Due to the pattern of disbursements of State Lottery Revenues, which have created a cash flow problem for Spring Term funds, the approved policy for Spring Semester disbursements is for the Commission to disburse 85% of each student's Spring Term grant funds as Enrollment Reports are submitted. Upon completion of the 85% disbursement of Spring Term funds to all colleges, the Commission will disburse the remaining 15% of Spring grants in the order that Enrollment

Reports were submitted as soon as funds become available to the Commission through Lottery proceeds.

It is **highly recommended** by the Commission, for accurate auditing and accountability purposes, that each college use a separate account exclusively for the South Carolina Tuition Grants Program, and that funds are deposited only to this account and that refunds are written only from this account. After depositing Tuition Grants funds from the Commission into the specific South Carolina Tuition Grants Program account, college officials are **required** to transfer each student's grant funds directly into his/her **individual** student account according to the specific Voucher Listing posted to Commission's web site (in Microsoft Excel format). **State funds should never be deposited to a student account for a student who is not listed on the appropriate college's Voucher Listing.** ***Depositing funds into an unapproved student's account is in violation of South Carolina State Law (Section 59-113-40).*** **The transfer of funds to individual student accounts must be done within five (5) working days of the college's receipt of the EFT.** Any funds that cannot be transferred to an individual student's account, including because of student's ineligibility, must be returned to the Commission within thirty (30) working days accompanied by a correctly completed SC Tuition Grants Refund Form (available in the forms section of this manual) indicating the reason the funds are being returned.

## **SECURITY PROCEDURES**

In December 2012, the Commission, in an effort to enhance and further protect the security of personally identifiable information and other sensitive data, instituted a number of security measures affecting access to the reports and files referenced in this section (Applicants Reports, Enrollment Reports, and Voucher Listings), in addition to the available Renewals Report, which assists financial aid administrators in identifying students who need to complete the application prior to the June 30 deadline. Security measures impacting college personnel include the following:

1. All authorized users of the secure Aid Administrators section of the Commission's website are required to complete a user agreement form (see the "Forms" section of this manual). A copy of each user's agreement remains on file in the Commission's office at all times.
2. All authorized users of the secure Aid Administrators section of the Commission's website are required to obtain and secure an individual username and password in order to access reports.
3. All reports containing personally identifiable information are encrypted for data security and cannot be opened directly from the Commission's web

server. Reports must be saved locally to the user's computer. A separate, institution-specific password, generated and provided by the Commission is required to open the reports once they have been saved to the user's computer.

4. All reports containing personally identifiable information are available from the Commission's website for a two-day timeframe and are then removed from the web server. In general, reports are made available on Tuesdays before noon and are removed from the web server on Thursdays at 4 pm.

### **DEADLINE FOR END OF FISCAL YEAR CHECK REQUESTS**

Because of the State Comptroller General's Office's processing requirements for the completion of fiscal year expenditures, all Spring Semester check requests must be received by the Commission **no later than July 1** annually. Check requests received after July 1 will be considered late and will not be processed.

### **ROTC, VA BENEFITS, OR OTHER TUITION-SPECIFIC SCHOLARSHIPS**

Students receiving ROTC Scholarships, VA Benefits covering 100% of tuition, regardless of chapter, or other scholarships (whether institutional or non-institutional) which are specifically designated to cover **full** tuition and fees are not eligible for a South Carolina Tuition Grant. Students receiving ROTC Scholarships, VA Benefits, or other scholarships (whether institutional or non-institutional) which are specifically designated to cover **partial** tuition and fees may receive a Tuition Grant equal to the lesser of the following: 1) South Carolina Tuition Grant need, 2) South Carolina Tuition Grant maximum grant, or 3) difference in tuition and fees and ROTC/VA Benefits/Other Tuition-specific Scholarship amount. ROTC, VA Benefits, or other tuition-specific scholarships received by a student must be reported to the Commission as soon as the college becomes aware of the scholarship via the Correction Form or at the time of the submission of the Enrollment Report. Tuition-specific scholarships will be reported on each Fall Enrollment Report. The award for the Spring semester will not be cancelled or reduced by the Commission based on the report of a fall semester tuition-specific scholarship. In the event of a mid-year loss or reduction in their scholarships, students will retain full spring semester eligibility for a South Carolina Tuition Grant.

**NOTE: The Post-9/11 GI Bill (VA Chapter 33) Benefits are also included in this policy.** Based on official guidance received by the South Carolina Tuition Grants Commission from the Central Veterans Administration Office in December 2011, an eligible student's South Carolina Tuition Grant award is not included

when determining eligibility for Veterans Education Benefits, including Chapter 33 benefits. Therefore, students receiving VA Chapter 33 Benefits designated to cover 100% of tuition and required fees are not eligible to receive the SC Tuition Grant. Students receiving VA Chapter 33 Benefits which cover **partial** tuition and fees may receive a Tuition Grant equal to the lesser of the following: 1) South Carolina Tuition Grant need, 2) South Carolina Tuition Grant maximum grant, or 3) difference in tuition and fees and VA Benefits.

### **EMPLOYER REIMBURSEMENT FOR TUITION AND FEE EXPENSES**

If a student is reimbursed by his/her employer for tuition and fee expenses, this reimbursement should be treated the same as a scholarship covering tuition and fees. That is, if an employer reimburses a student for 100% of his/her tuition, that student is not eligible for a SC Tuition Grant. If an employer reimburses a student for partial tuition, the student's SC Tuition Grant must be adjusted according to the requirements for partial tuition scholarships. Tuition and Fee reimbursements made by employers often occur after completion of classes by the student. Therefore, it is the responsibility of the college to monitor this assistance and make appropriate tuition grant refunds within thirty (30) working days of the college becoming aware of such reimbursements.

### **NO INCREASES, ADDITIONS, OR APPEALS AFTER NOVEMBER 15**

No increases in existing awards, no additions of new awards, no appeals of eligibility, and no corrections of errors to eligibility increasing an award are allowed after November 15. Colleges must provide any corrections (including mid-year changes between Traditional and Non-Traditional Programs), that would increase a student's existing award or that would change the student from ineligible to eligible, **no later than November 15**. Valid student ISIR's that add new awards must be submitted by the colleges by November 15. No appeal, regardless of the reason, may be considered after November 15. If, on November 15, a student is on the Commission database as ineligible or eligible for less than a full award, and a determination is made after November 15 that this is an error, this Commission-approved policy prohibits a correction of the error. However, a reduction in a Tuition Grant for any reason must be made at any time during the award year, including after November 15.

### **EXCEPTIONS FOR APPROVED NON-TRADITIONAL PROGRAMS**

Due to enrollment patterns of the approved Non-Traditional Programs at some participating institutions, Fall enrollment reports for these programs may not be

available until after the November 15 deadline has passed. Much of what exists in the November 15 policy above will continue to apply as a November 15 deadline for all students, including the college's Non-Traditional students. Non-Traditional students must be eligible on the Commission's database on November 15 (valid ISIRs for eligible students must be received by the Commission – no students can be added to the database after November 15), all appeals for Non-Traditional students must be complete by November 15, and any requests to change those students to Traditional Programs for the Spring term must be submitted by November 15.

The exceptions for Fall Non-Traditional Enrollment Reports are:

- 1. Increases to existing eligibility may be made as part of the Enrollment Report submission process.**
- 2. Students may be added to the Enrollment Report if they were in the Commission's database by November 15 and were tentatively awarded at another college (but not the current college's Traditional program since those would have been corrected upon submission of the Fall Traditional report).**
- 3. The college will be allowed 10 business days after the Commission notifies the college that the Non-Traditional Vouchers has been posted to make any corrections to errors in the submitted report that correct a student's eligibility. After the 10 business days, whatever is posted to the Commission's database stands as the final eligibility determination for the award year.**

As an example for Number 3, the college reports that Student X was "not enrolled full-time" on the Fall Enrollment Report submitted to the Commission on December 5 and the student's eligibility was zeroed out. The Commission posts the Non-Traditional Voucher to the web on December 8 and notifies the college via e-mail on December 8 that it has been done. If the college finds that an error was made and that the student actually did enroll full-time, the financial aid office would then have until December 22 (10 business days from December 8) to correct that status in writing with the Commission.

### **COLLEGE TRANSFER REQUESTS**

When an applicant writes a letter or submits the proper form requesting transfer of his/her grant from one college to another, notification of the transfer request will be made to the Financial Aid Director at the college from which the student is transferring. The following week, the student will be listed as a new applicant on the Applicants Report of the college to which he/she is transferring. The original

request shall be kept on file in the office of the South Carolina Tuition Grants Commission.

### **GRANT ELIGIBILITY RESULTING FROM MID-YEAR TRANSFERS**

If a student transfers in mid-year, after having received South Carolina Tuition Grant funds during the Fall Semester, the student may receive a Spring Semester Tuition Grant not to exceed the lesser of: a) the maximum remaining grant at the original college, or b) the maximum remaining grant at the second college, or c) the student's Spring Semester financial need at the second college.

### **DETERMINING TOTAL INCOME FOR STUDENTS WITH DIVORCED OR SEPARATED PARENTS**

When a divorce or separation occurs between the parents of a "dependent" student, the student must follow all guidelines and instructions according to the FAFSA to provide correct parental income information.

### **REFUND PROCEDURES OF THE SC TUITION GRANTS PROGRAM**

Tuition Grants are awarded for a full academic year with payments prorated for each term of full-time enrollment.

Any funds received by a college for a student's Tuition Grant payment that cannot be disbursed to the student must be refunded by the college to the Commission within thirty (30) working days of the later of either (a) the date the college receives the funds or (b) the date that the college becomes aware that a student is ineligible for the funds. For South Carolina Tuition Grants Program purposes, the official date that the college becomes aware that a student is ineligible because of withdrawing or dropping classes to a less than full-time status is considered to be the date that the College Registrar is notified of the student's change in enrollment status. A Tuition Grant Refund Form must be submitted with the college refund check(s).

### **STUDENT WITHDRAWS FROM FULL-TIME STATUS "PRIOR TO" DISBURSEMENT OF TUITION GRANT FUNDS:**

If a student who has been awarded a tuition grant withdraws or drops below full-time status prior to receipt of the student's funds for that semester, the college should follow one of the following procedures:

- 1. If the student withdraws or drops below full-time during the college's refund period, determine any refund (according to the regular refund policy of the college) of the student's Tuition Grant based on the full award of the student.**

**If the Fall Enrollment Report has not yet been returned, request only the amount required by the refund policy and note the reason for the reduced request on the Report. If the Fall Enrollment Report has already been returned to the Commission, upon receipt of the funds, return only those funds to the Commission (within 30 working days accompanied by the required Refund Form) required by the refund policy and deposit the remaining funds to the student's account.**

- 2. If the student withdraws or drops below full-time after the college's refund period, (since the student incurred full tuition charges) deposit the full tuition grant to the student's account.**

### **STUDENT WITHDRAWS FROM FULL-TIME STATUS "AFTER"**

#### **DISBURSEMENT OF TUITION GRANT FUNDS:**

If a student who has been awarded a South Carolina Tuition Grant withdraws or drops below full-time status after the start of the semester and after tuition grant funds have been disbursed, a refund must be made by the college (according to the regular refund policy of the college) within 30 working days from the date full-time status is lost using one of the following procedures:

- 1. If the student withdraws or drops below full-time status during the refund period of the college, an appropriate refund of the tuition grant must be made (sent with the required Refund Form explaining the reason for the refund) within 30 working days to the SC Tuition Grants Commission; or,**
- 2. If the student withdraws or drops below full-time status after the college's refund period has ended, and the student is charged the full-time rate for the semester, he/she may retain that semester's entire portion of the yearly award.**

If a student enrolls full-time in the Fall Semester and then withdraws, receiving anything other than a 100% refund, he/she will be eligible for the second semester portion of his/her South Carolina Tuition Grant. After the student's Spring semester full-time enrollment and eligibility are verified, the college should request the student's second semester grant via the Spring Enrollment Report. Students receiving a **100% refund** for the Fall Semester (including retroactive refunds of 100% for any reason) are not considered to be enrolled full-time and are ineligible for the full award year unless an appeal for a "Spring-only" grant is received and approved by the November 15 deadline.

The timely submission of refunds at the end of the current fiscal year is important for the retention of grants funds for the Tuition Grants Program. Current year refunds that are submitted by July 1 annually are available for future grants while refunds submitted after that date are usually lost permanently to the Program.

### **PROCESSING SPRING SEMESTER REFUNDS:**

Because of the timing of Lottery Fund disbursements for the Tuition Grants Program, on June 8, 2009, the Commission voted to change the disbursement policy for Spring Term funds, effective with the Spring 2010 semester. See the paragraph concerning this under “Disbursement Processing” of this section of the Policies and Procedures Manual. This change in disbursements necessitates establishing the following process for Spring term refunds.

If a student withdraws or drops below full-time status during the Spring term and a refund is due to the Commission, the college must calculate the refund based on the full amount (100%) of the Spring award including the 85% disbursement and the 15% disbursement, whether received or not.

The following examples will assist the college in calculating and returning refunds for Spring semester grants for students who have **not** received their full award:

- 1. Total Spring Semester Award = \$1000**  
**College has received the first disbursement of \$850 (85% of total award).**  
**Student withdraws and is subject to a 60% refund calculation. The college should calculate the refund as if the full \$1000 had been received. The calculated refund amount would be \$600 (60% of \$1000). The college should retain the amount for which the student is eligible (\$400) and return the balance of the 85% disbursement (\$450 of the original \$850 disbursement). The Commission would then cancel the remaining \$150 (15%) disbursement, providing the full \$600 refund back to the Commission.**
- 2. Total Spring Semester Award = \$1000**  
**College has received the first disbursement of \$850 (85% of total award).**  
**Student withdraws and is subject to a 10% refund calculation. The college should calculate the refund as if the full \$1000 had been received. In this case, the student is eligible for \$900 of the Spring semester award. The college should retain the full amount of the first disbursement (\$850). Since the remaining \$150 (15%) disbursement has not been disbursed, the college should notify the Commission that the student’s remaining eligibility is only \$50. The Commission will adjust the student’s eligibility in the data base and only disburse the \$50 balance at the time of the second (15%) disbursement.**
- 3. Total Spring Semester Award = \$1000**  
**College has received the first disbursement of \$850 (85% of total award).**  
**Student withdraws and is subject to a 100% refund calculation. The college should calculate the refund as if the full \$1000 had been received. In this case, the student is not eligible for any of the Spring semester award, and the full amount of the first disbursement (\$850) must be returned to the**

**Commission. The Commission would then cancel the remaining \$150 (15%) disbursement, providing the full \$1,000 refund. The Commission's cancellation of the second disbursement effectively cancels out the entire Spring grant amount.**

**PROCESS FOR RETURNING PRIOR YEAR REFUNDS:**

Occasionally colleges must return funds for a student for an award year other than the current one (such as may occur because of an auditor's findings during a Program Review). When this occurs, because of the requirements of the State Treasurer's Office, the college must issue to the Commission separate checks and separate Refund Forms to accompany those checks for each different award year.

**PROGRAM REVIEW REQUIREMENTS**

Each college participating in the SC Tuition Grants Program is required to have a SC Tuition Grants Program Review as a part of its regular yearly college audit. Results of the annual Program Review must be received by the SC Tuition Grants Commission no later than 180 days after the June 30 close of the fiscal year for which the audit is being conducted **or** December 31, whichever comes first. If a college is unable to comply with this requirement, it must provide a written explanation prior to the due date and, if appropriate, request an extension.

To assist with the Annual Program Review, each audit firm is provided a copy of the Commission's annual "Program Review Guide." The Commission also posts to the Internet, on or about July 1 of each year, the "Applicants Report-Auditor's Copy" which each college must draw down for use by their auditor. Because the Commission uses a modified EFC for "dependent" students and because no corrections of EFCs are required to be sent to the Commission unless a student's eligibility changes, if during the Program Review process there is any unresolved EFC or Financial Need discrepancy, auditors should contact the Commission staff to help resolve the difference to help avoid any unnecessary audit findings.

At the January 31, 2003, Commission Meeting, the following Program Review Policies were approved effective that date.

The following is a schedule of events associated with the annual program reviews:

1. **June 30:** The fiscal year ends; and,
2. **June:** Forms sent to Financial Aid Office and College Presidents from the SCTG Commission requesting Name, Address, and Contact Person of Audit Firm conducting regular college audit; and,
3. **July:** Program Review Guidelines are posted to the Commission website and emailed from SCTG Commission to Audit Firms; and,

4. **July**: Auditor's copy of Applicants Report (Report 8-College Awardee Information) available for the college at the SCTG Website; and,
5. **October**: Reminder sent to colleges and audit firm in regard to December 31 deadline; and,
6. **November**: Second reminder sent to colleges (copy to audit firm) in regard to December 31 deadline; and,
7. **December**: Colleges that have not submitted reports are sent a third reminder (copy to audit firm) of the December 31 deadline with an explanation of the Request for Extension procedure; and,
8. If, by **December 31**, the college has not submitted the Program Review report or a request for extension from the college, the Agency Director is required to contact the college president by telephone to inquire about the status of the Program Review. A letter to the President (copy to the audit firm) should follow the telephone call. The President should be informed that no further grant funds will be disbursed to the college until the final report of the Program Review is received; and,
9. **February**: Warning of possible penalty mailed to college; and
10. **April**: Second warning of possible penalty mailed to college; and,
11. **June**: Final warning of impending penalty mailed to college.
12. If the final report of the Program Review of the prior year is received **after** June 30 following the December 31 deadline, the following penalty is in effect:

**First Occurrence**: Grant funds are disbursed to the college after the end of the following semester;

**Second Consecutive Occurrence**: Grant funds are disbursed to the college after the end of the following two (2) semesters;

**Third Consecutive Occurrence**: The college is suspended from participation in the SC Tuition Grants Program for one (1) award year;

**Fourth Consecutive Occurrence**: The college is suspended from participation in the SC Tuition Grants Program for five (5) award years.

#### ***EXCEPTIONS, FINDINGS, AND MANAGEMENT RECOMMENDATIONS:***

1. A formal exit conference should occur between the audit firm and key college administrative personnel to discuss findings and corrective measures that need to be taken. This exit conference should occur as soon as possible after the conclusion of the Program Review.
2. If the Program Review contains no findings and no refund of grant dollars is owed to the South Carolina Tuition Grants Commission from the college, the Program Review is considered closed and a letter indicating such will be mailed to the College President from the Agency Director.

3. Refund of grant dollars resulting from audit findings should be made by the college to the South Carolina Tuition Grants Commission within thirty (30) working days from the date of the college exit interview with the auditor. A refund form indicating the student names, last four of social security numbers, and grant amounts being refunded should accompany the refund check from the college. The Program Review is not considered “closed” until all appropriate refunds have been made to the Commission. Grant funds for a subsequent award year will not be disbursed to a college until all refunds from the prior year are received.
4. Management recommendations made by the auditor that do not require grant dollars to be refunded to the Commission should be responded to in the college’s response to the audit findings.
5. If a college has the same management recommendation from the auditor for three (3) consecutive years (indicating that corrective measures have not been taken), the college is required to submit a written plan to the South Carolina Tuition Grants Commission outlining the corrective measures that will be taken. If the management problem occurs in the fourth (4<sup>th</sup>) consecutive year, the college will be placed on a one (1) year suspension from the South Carolina Tuition Grants Program.

## **SECTION IV - PROFESSIONAL JUDGEMENT/APPEALS**

### **PROFESSIONAL JUDGEMENT/APPEALS COMMITTEE**

The South Carolina Tuition Grants Program determines state grant eligibility based on the financial aid theory that a student's family income and family circumstances will remain fairly consistent from year to year. However, all students shall have the right to appeal for adjustments to the data submitted on their FAFSA or for any other special circumstances that may have an effect on their eligibility for a Tuition Grant. Appeals should be made in writing to the South Carolina Tuition Grants Commission via the formal appeals document provided by the Commission in this Manual or on the Commission's web site.

The Appeals Committee consists of the Commission's Financial Aid Counselor, Deputy Director, and Director. All professional judgement/appeals cases must receive final review and approval or denial by the Director.

With appropriate documentation, adjustments for the following professional judgement/appeal situations are considered:

- 1) **Loss of Employment,**
- 2) **Separation or Divorce of Parents,**
- 3) **Loss of Untaxed Income or Benefit,**
- 4) **Death of Family Member,**
- 5) **Loss of Earnings/Assets due to Disability or Natural Disaster,**
- 6) **Failure to meet Satisfactory Progress Requirements (all SAP appeals must include a copy of all of the student's college transcripts),**
- 7) **Failure to meet freshman academic requirements for students who attended an out-of-state high school (the student did not graduate from a South Carolina high school but did attain a 2.0 GPA on a 4.0 scale or a "C" average at an out-of-state high school as evidenced by a copy of the student's final high school transcript),**
- 8) **Retirement Contributions and Accounts,**
- 9) **"Dependent" student's marriage after filing the FAFSA, and**
- 10) **Any other unusual cases.**

Any appeal request involving an income change or other type of change involving a federal need analysis data element must be submitted directly to the student's financial aid office for Professional Judgement consideration. If the student's financial aid office approves the requested changes, the aid office will then submit the appeal to the Commission's Appeals Committee via the Commission's "Correction/Verification Form" with supporting documentation attached. The recalculated Expected Family Contribution (EFC) must be submitted by the college along with changes in other data elements as indicated on the form.

The decision of the Appeals Committee shall be communicated in writing to the student and to the student's financial aid office. Copies of the appeal form, supporting documentation, final resolution by the Appeals Committee, and all correspondence to the student and college shall be placed on file in the South Carolina Tuition Grants Commission office.

The South Carolina Tuition Grants Commission shall keep detailed records of all professional judgement/appeals decisions made. The following information is recorded for each case: 1) Student's Name, 2) Social Security Number (last four digits only), 3) College, 4) Type(s) of Adjustment, 5) Dollar Adjustment(s) Made, 6) South Carolina Tuition Grant Eligibility Before and After Adjustment(s).

### **TREATMENT OF RETIREMENT CONTRIBUTIONS AND ACCOUNTS**

For purposes of determining a student's eligibility for the South Carolina Tuition Grants Program, contributions made to IRA accounts, Keogh Plans, or any similar retirement programs, which are listed as untaxed income on the FAFSA, will not be counted toward the Family's Contribution (EFC). Also, the balance of funds in such retirement accounts is not to be counted as available assets.

If a college has an applicant in this situation, the financial aid office should document this and provide the corrected untaxed income and/or assets information to the Commission via the Commission's "Correction/Verification Form." The college is to indicate in the comments section of the form that this is a "Retirement Account Adjustment." The college must also recalculate the EFC and provide the recalculated EFC on the form.

### **DEPENDENCY OF STUDENTS WHO MARRY AFTER APPLYING**

"Dependent" students who marry during an academic year prior to November 15<sup>th</sup> may be considered "Independent" from the date of the marriage for Tuition Grant purposes. Students in this situation must write a letter of appeal to the Commission's Appeal Committee providing the following information: Name, Social Security Number (last four digits only), college, projected taxable and untaxable income (including all financial support that will be provided by the student's and/or spouse's parents during the award year), and assets for the student and spouse based on the directions in the asset section of the FAFSA. The appeal letter must be signed by both the student and spouse and a copy of the marriage license/certificate must be attached.

## **REQUESTING FUNDS FOR APPROVED APPEALS**

The Commission accepts and processes student appeals throughout the awarding cycle, which runs from the beginning of March through the November 15 deadline, as referenced on Page 19. As a result, the possibility exists that the Commission may approve a student's appeal after Fall Tuition Grant funds have been requested via the Enrollment Report process. In such cases, it is the responsibility of the institution to complete a Check Request Form upon receiving notification from the Commission that the appeal has been approved. This Check Request Form shall serve as the institution's certification that the student meets all other eligibility requirements to receive Tuition Grant funding.

## **SECTION V - SATISFACTORY PROGRESS**

### **SC TUITION GRANTS SATISFACTORY PROGRESS REQUIREMENTS**

The Satisfactory Progress standards of the South Carolina Tuition Grants Program are as follows:

**INCOMING FRESHMEN** must graduate in the top 3/4 (top 75.0000%) of their high school class **OR** score at least 900 on the SAT (combined math and verbal sections – the written section is **not** used in this calculation) **OR** score at least 19 on the ACT **OR** graduate from a South Carolina high school with at least a final GPA of 2.000 on the South Carolina Uniform Grading Policy (UGP) as evidenced on the student's final high school transcript. An incoming freshman who is twenty-two (22) years old or older by September 1<sup>st</sup> of the award year and who has obtained a high school diploma or its equivalent (GED or Adult Education Diploma) is academically eligible for a Tuition Grant award.

See the "Professional Judgement/Appeals" section on Page 27 of this manual for "Incoming Freshmen" who did not graduate from a South Carolina High School and who did not meet the High School Rank/Test Score Requirements.

Incoming Freshmen under twenty-two (22) years of age who complete their high school diplomas through an Adult Education Program (i.e., not graduating from high school) qualify **only** if they meet the SAT or ACT Test Score Requirement since they cannot meet the High School Rank or GPA Requirements.

**UPPERCLASSMEN** must complete (i.e., pass) a minimum of twenty-four (24) credit hours per academic year if enrolled full-time for the full academic year. If a student was enrolled full-time for only **one semester (either Fall or Spring)**, and did **not** enroll for any hours during the other semester (Fall or Spring), then the student must have **passed 12 semester hours**. Summer school hours, including those earned at another college, may be counted toward the total hour requirement *if* the summer session ends prior to the beginning of the next award year. Summer school hours taken at another college **must** be transferable to the home institution **and must** count toward the student's degree. **In addition**, upperclass Tuition Grant recipients must meet the college's Federal Title IV Satisfactory Academic Progress requirements.

### **CALCULATING SATISFACTORY PROGRESS FOR STUDENTS WHO WITHDRAW FROM SOME OR ALL CLASSES DURING A SEMESTER:**

If a student has any grades showing for any semester, meaning they were enrolled beyond the 100% refund period (transcript could show some or all W's), the

student is considered to have enrolled for those hours and must have passed the required hours.

**Example 1:** A student enrolls in the Fall for 12 hours and passes all 12 hours. The student then enrolls in the Spring for 12 hours but withdraws from all 12 hours showing "Ws" on the transcript. The student is considered to have enrolled for 24 credit hours and must have passed 24 credit hours to meet Satisfactory Progress requirements.

**Example 2:** A student enrolls in the Fall for 12 hours and passes all 12 hours. The student then enrolls in the Spring for 12 hours but withdraws from 6 hours showing "Ws" on the transcript for those 6 hours. The student is considered to have enrolled for 24 credit hours and must have passed 24 credit hours to meet Satisfactory Progress requirements.

**Example 3:** A student enrolls in the Fall for 12 hours and passes all 12 hours. The student enrolls in the Spring for 12 hours but withdraws from all 12 hours during the 100% refund period showing nothing on the college transcript. The student is considered to have only enrolled for 12 credit hours and must have passed 12 credit hours to meet Satisfactory Progress requirements.

Often students in Example 1 have extenuating circumstances requiring complete withdrawal and possible grounds to appeal their eligibility (medical, military, etc.). If the college does not already have existing documentation on file, the college should consider contacting the student and informing him/her that he/she fails to meet SAP requirements for the Tuition Grant and inquire as to the reason why he/she withdrew from all classes. If the student's explanation is worthy of an appeal (see page 27 in the Commission's Policies and Procedures Manual), the student will need to submit a written appeal before the Commission's November 15 deadline.

**CALCULATING SATISFACTORY PROGRESS FOR STUDENTS WHO COMBINE FULL-TIME AND PART-TIME ENROLLMENT DURING AN ACADEMIC YEAR:**

If a student enrolls part-time (less than 12 credit hours) in either the Fall Term **or** the Spring Term **and** also enrolls full-time (12 credit hours or more) during the other academic year term within the same award year, Satisfactory Progress is calculated as follows:

During the full-time semester (either Fall or Spring) when a student is enrolled for a minimum of 12 credit hours, the student must pass a minimum of 12 credit hours. During the other semester of the academic year when the student is enrolled part-time (enrollment for 11 credit hours or less), the student must pass at least 80% of part-time hours attempted. When determining whether or not that student met the

Satisfactory Progress requirement for the academic year, first calculate how many hours a student is required to pass for the two terms based on hours attempted. Then review the student's transcript for the combined total number of hours actually passed during the two semesters. If the total credit hours passed for the two semesters equals or exceeds the number of hours required per your calculation (which is the combined equivalent of 12 hours for the full-time semester plus 80% of attempted hours for the part-time semester – please refer to below examples), and the student meets the college's Title IV SAP requirements, then the student does meet the Commission's Satisfactory Progress requirement for a student who "combines part-time and full-time enrollment in the same academic year."

**Example 1:** A student enrolls part-time in the Fall term for 6 hours. The student must pass at least 5 credit hours to meet the 80% part-time requirement. The student then enrolls full-time in the Spring term for 12 hours. The student must pass at least 12 credit hours to meet the full-time requirement. The student meets Satisfactory Progress requirements if he/she passed a combined total of 17 credit hours during their full academic year. If the student only passed 16 total credit hours or less for the two semesters combined, the student did not meet Satisfactory Progress requirements.

**Example 2:** A student enrolls full-time in the Fall term for 15 hours. The student must pass at least 12 credit hours to meet the full-time requirement. The student then enrolls part-time in the Spring term for 10 hours. The student must pass at least 8 credit hours to meet the 80% part-time requirement. The student meets Satisfactory Progress requirements if he/she passed a combined total of 20 credit hours during their full academic year (could be 11 in the Fall and 9 in the Spring or could be 15 in the Fall and 5 in the Spring or any combination of hours for the two semesters totaling 20 credit hours). If the student only passed 19 total credit hours for the two semesters, the student did not meet Satisfactory Progress requirements.

Same Year Summer Term Enrollment: Summer school hours, including those earned at another college, may be counted toward meeting the total hour requirement if the summer session ends prior to the beginning of the next award year. Summer school hours taken at another college must be transferable to the home institution and must count toward the student's degree.

**Using the same Examples above:**

**Example 1:** The student was required to pass a combined total of 17 credit hours, but only passed 12. The student would meet Satisfactory Progress requirements by attending any number of summer school hours and passing at least 5 credit hours.

**Example 2:** The student was required to pass a combined total of 20 credit hours, but only passed 19. The student would meet Satisfactory Progress requirements by attending any number of summer school hours and passing at least 1 credit hour.

**CALCULATING SATISFACTORY PROGRESS FOR STUDENTS WHO ONLY ENROLL PART-TIME DURING A FULL ACADEMIC YEAR:**

If a student has only attempted part-time enrollment during a **full** academic year, the student is academically eligible for SC Tuition Grant assistance if he/she passed at least 80% of all part-time hours attempted during that academic year.

**Example 1:** A student enrolled part-time for 8 hours in either the Fall term or the Spring Term, and did **NOT** enroll for any hours in the other regular academic year term. To meet the Satisfactory Progress requirement, the student must have passed 7 of the 8 hours (80%, rounded up) to be eligible during the subsequent academic year.

**Example 2:** A student enrolled in the Fall Semester part-time for 8 hours and the Spring Semester part-time for 6 hours. To meet the Satisfactory Progress requirement, the student must have passed 12 of the 14 (80%, rounded up) hours to be eligible for the subsequent academic year.

Same Year Summer Term Enrollment: In order to use Summer school hours to make up for any deficit in hours earned during the regular academic year, for students who have only enrolled part-time, Summer term hours will be combined with regular academic year hours and the student must have passed a total of 80% of hours for Fall, Spring, and Summer combined. Summer school hours, including those earned at another college, may be used toward meeting the Satisfactory Progress requirement if the summer session ends prior to the beginning of the next award year. Summer school hours taken at another college must be transferable to the home institution and must count toward the student's degree.

**Example 1:** A student enrolled part-time for a total of 10 hours in either the Fall term or the Spring Term or in both terms combined. To meet the Satisfactory Progress requirement, the student must have passed 8 of the 10 hours (80%), to be eligible during the subsequent academic year. However, the student only passed 7 credit hours out of 10 and does **not** meet the SAP requirement. The student then enrolls in the Summer term for 6 hours giving the student a total of 16 part-time hours attempted for the Fall, Spring and Summer terms combined. If the student passes all 6 Summer term hours, it would give this student a total of 13 hours earned for the year meeting the 80% part-time requirement and qualifying the student as academically eligible for the following award year.

**Example 2:** A student enrolled part-time for a total of 10 hours in either the Fall term or the Spring Term or in both terms combined. To meet the Satisfactory Progress requirement, the student must have passed 8 of the 10 hours (80%), to be eligible during the subsequent academic year. For this Example, the student passed 9 credit hours out of 10 and **does** meet the SAP requirement. The student then enrolls in the Summer term for 6 hours. Just as is the case with students who may have enrolled full-time during the regular academic

terms and passed the required 12 or 24 credit hours, because the student met the part-time requirement during the regular academic terms by passing at least 80% of hours attempted, any Summer term hours do not count in calculating Satisfactory Academic Progress.

**CALCULATING SATISFACTORY PROGRESS FOR STUDENTS WHO HAVE NEVER BEEN ENROLLED FULL-TIME:**

If a student has **never** been enrolled full-time, but has been enrolled part-time, then the student is academically eligible for South Carolina Tuition Grants assistance if he/she passed at least **80%** of **all** part-time hours ever attempted.

**CALCULATING SATISFACTORY PROGRESS FOR STUDENTS WHO HAVE NOT BEEN ENROLLED DURING THE PREVIOUS FIVE YEARS:**

Due to the length of time of non-enrollment, if a student has previously attended college, but has **not** attended college during the **five** (5) years prior to September 1<sup>st</sup> of the award year, the student is eligible if the college has fully admitted the student to a degree-seeking program.

**SATISFACTORY PROGRESS FOR STUDENTS IN ELIGIBLE NON-TRADITIONAL PROGRAMS:**

All students in Non-Traditional Calendar Programs who are admitted for classes beginning during the term associated with the Traditional Fall Semester must pass 24 credit hours per year (including summer terms) to meet the Commission's Satisfactory Progress Standards and must meet the Satisfactory Academic Progress requirements set by the college for Title IV Federal Student Aid Programs. This 24 credit hour requirement applies once the student has enrolled in the institution's eligible Non-Traditional program. When determining Satisfactory Academic Progress standing for incoming Non-Traditional program students with previous coursework at a different institution or in a traditional day program, eligibility must be determined based on Satisfactory Academic Progress Standards for traditional program students, as outlined in the Satisfactory Progress section of this manual. For additional information on non-traditional program eligibility, refer to Section II of this manual.

**SATISFACTORY PROGRESS FOR TRANSFER STUDENTS:**

Satisfactory Progress must be checked for all Upperclassmen, transfer students included. Transfer students must meet the same Satisfactory Progress standard as returning students, regardless of the institution from which they are transferring.

### **COMPLETION OF “INCOMPLETES”:**

All “Incompletes” (incomplete classes from the last year of attendance) must be completed prior to the first day of classes for the new award year in order to be counted in meeting Satisfactory Progress requirements. The completion of an “Incomplete” after Fall term classes have begun is considered to be too late and does not allow a student to be retroactively eligible. Under the Commission’s guidelines for appeals, a student may appeal the late completion of an “Incomplete” if the student was unable to complete the class sooner due to circumstances beyond the student’s control (such as a professor being unavailable during the summer).

### **PREVIOUS CREDITS EARNED FOR "INCOMING FRESHMEN"**

Credits earned by an "Incoming Freshman" through Advanced Placement (AP) courses, through the College Level Examination Program (CLEP), through International Baccalaureate (IB) courses, through concurrent college enrollment during high school, or for summer school classes taken prior to the Fall Semester of the freshman year may be counted toward the 24 semester hour Satisfactory Progress requirement in the first year **if** the credits are being applied toward the student's degree at the college.

**Example:** A student earned 6 semester hours that count toward his/her degree through AP or IB courses, through CLEP, during concurrent high school/college enrollment, or during summer school prior to enrolling in the Fall Semester of the freshman year. During the regular year (Fall and Spring terms), the student enrolled in 24 hours, but only passed 18 hours. Under this policy, the 6 hours earned prior to beginning the student's freshman year are added to the 18 hours passed during the regular year so that the student meets the Commission’s 24 hour Satisfactory Progress requirement and, assuming the student meets the college’s Title IV Satisfactory Academic Progress requirements, is academically eligible to receive a South Carolina Tuition Grant during the next year.

## **SECTION VI - FUNDING**

### **THE STATE BUDGET PROCESS**

The State of South Carolina fiscal year runs from July 1 - June 30. The budget process begins when the State Budget Office requires submission of agency budget requests in September of the year preceding the beginning of the budgetary fiscal year. Between October and December, the Governor's Office may use those requests to hold budget hearings and in January makes its budget recommendation. The Governor's Office budget recommendation is considered by the House Ways and Means Committee during January and February. The Ways and Means Committee recommends its version of the budget, which is then considered by the full House, which makes any further changes and approves its final version of the State Budget. The final House budget is presented to the Senate Finance Committee, which makes further amendments and develops its version of the State Budget to be presented to the full Senate in April or May for approval. If there are differences in the final versions of the State Budget passed by the House and the Senate at this point, the budget goes to a House/Senate Conference Committee that resolves the differences in the budgets. The Conference Committee version of the State Budget must be approved by the House and the Senate and then goes to the Governor for signature and possible line-item vetoes (usually June). Any line items vetoed return to the House and then Senate for override or sustaining after which the annual State Budget is final.

### **PROCEDURE FOR DETERMINING MAXIMUM GRANTS**

On December 9, 1999, the Commission approved a new maximum grant formula effective for the 2000-2001 award year. The new policy was approved making Maximum Tuition Grants the same amount for all traditional students at all grade levels attending any of the eligible independent colleges and includes the follow excerpt:

**“The SC Tuition Grants Program will move over a maximum five year period toward a program-wide equitable maximum grant.”**

Due to increases and reductions in state budgets and increases and declines in the number of eligible students since 2000-2001, the Maximum Tuition Grant has varied between a low of \$2,200 and a high of \$3,200. In 2014-2015 the Maximum Grant was set at \$3,000. There were no one-time increases for 2014-2015.

For the 2015-2016 academic year, the Commission Members, at the March 11, 2015, Commission meeting, set the initial Maximum Grant at \$3,100 based on the budget recommendations as submitted to the Full House by the House Ways and

Means Committee, which provide the Commission a \$136,722 increase in funding of the Tuition Grants Program for 2015-2016, plus a small amount of remaining uncommitted 2014-2015 funds, plus the projected number of eligible students. This amount is reflected in Appendix B.

Because the possibility exists that more students may enroll than projected or because the possibility exists that funding levels from the state do not match the amount necessary to fund all students at the approved maximum award amounts, the final maximum grant awards will be determined after the final appropriation level for the South Carolina Tuition Grants Program is known and after all refunds for Fall and Spring Semester withdrawals have been received. Due to the timing of lottery funds disbursements, it is possible annually that no Spring Semester grant funds will be issued until all 21 participating colleges have submitted their Spring Traditional Enrollment Reports to the Commission.

## 2015-2016 FEDERAL COSTS OF ATTENDANCE

(AS OF MARCH 20, 2015 — ALL COLLEGE BUDGETS ARE NOT FINAL)

<b>COLLEGE</b>	<b>BOARDING/ ON-CAMPUS</b>	<b>COMMUTING /WITH PARENTS</b>	<b>OFF- CAMPUS</b>	<b>NON- TRADITIONAL</b>
ALLEN	22500	17940	20940	20940
ANDERSON	39645	34440	41525	26815
BENEDICT	34232	30328	34728	31106
BOB JONES	24980	22610	28458	N/A
CHARLESTON SOUTHERN	37600	31500	36700	36700
CLAFLIN	32550	25160	25160	21200
COKER	37323	33768	33768	27088 (E) 21760 (S)
COLUMBIA	41120	37665	42149	25892
COLUMBIA INTERNATIONAL	34040	31274	37510	N/A
CONVERSE	32177	26062	30562	26112
ERSKINE	49315	46715	49115	N/A
FURMAN	61272	61272	61272	25628
LIMESTONE	38636	35036	37126	18061
MORRIS	23540	22909	24354	26454
NEWBERRY	40650	35825	40825	23625
NORTH GREENVILLE	32000	32000	32000	N/A
PRESBYTERIAN	47872	43470	50080	N/A
SOUTHERN WESLEYAN	35115	29215	34715	22000
SPARTANBURG METHODIST	29590	26380	28810	N/A
VOORHEES	24486	21496	24580	24580
WOFFORD	53578	46916	49971	N/A

**2015-2016 MAXIMUM GRANTS  
TRADITIONAL AND NON-TRADITIONAL\* PROGRAMS**

*\*Assumes Program Meets Eligibility Requirement*

<b>COLLEGE</b>	<b>TRADITIONAL</b>	<b>NON-TRADITIONAL</b>
ALLEN	3100	3050
ANDERSON	3100	1270
BENEDICT	3100	2490
BOB JONES	3100	N/A
CHARLESTON SOUTHERN	3100	3100
CLAFLIN	3100	2190
COKER	3100	E-3100; S-960
COLUMBIA	3100	1310
COLUMBIA INTERNATIONAL	3100	N/A
CONVERSE	3100	1680
ERSKINE	3100	N/A
FURMAN	3100	700
LIMESTONE	3100	1270
MORRIS	3100	3100
NEWBERRY	3100	1050
NORTH GREENVILLE	3100	N/A
PRESBYTERIAN	3100	N/A
SOUTHERN WESLEYAN	3100	1480
SPARTANBURG METHODIST	3100	N/A
VOORHEES	3100	3100
WOFFORD	3100	N/A

\*\*\*NT AMOUNTS MAY BE ADJUSTED UPON REPORTING OF FINAL TUITION & FEES\*\*\*

# **APPENDIX C - SC CODE OF LAWS, TITLE 59, CHAPTER 113 SOUTH CAROLINA TUITION GRANTS PROGRAM**

## **Title 59 - Education**

### **CHAPTER 113**

#### **TUITION GRANTS**

##### **SECTION 59-113-10.** Higher Education Tuition Grant Commission.

There is created a Higher Education Tuition Grant Commission consisting of eight representatives of the independent institutions of higher learning in the State who choose to come under the provisions of this chapter. In addition, the membership of the commission includes one ex officio member who must be the chief executive officer of the State Commission on Higher Education or his designee. The terms of the representatives of the institutions are for three years and until their successors are selected and qualify. The membership of the commission must be rotated among the participating institutions. The commission shall administer the provisions of this chapter and shall make those regulations as may be necessary in order to carry out the intent of this chapter. The commission is responsible solely to the General Assembly and shall report to that body at least annually.

##### **SECTION 59-113-20.** Qualifications of applicants for grants.

The State of South Carolina shall grant an amount, as provided in this chapter, to any applicant who meets the following qualifications:

- (a) has been a resident of South Carolina for at least one year;
- (b) is of good moral character;
- (c) has demonstrated qualities of academic merit and financial need;
- (d) has been accepted by or is registered in a South Carolina independent institution of higher learning as a full-time student whose academic programs are not comprised solely of sectarian instruction;
- (e) is not enrolled in a course of study leading to a degree in theology, divinity, or religious education; and
- (f) has not been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felonies or any second or subsequent alcohol or drug-related offenses under the laws of this or any other state or under the laws of the United States in order to be eligible for a South Carolina tuition grant, except that a high school or college student otherwise qualified who has been adjudicated delinquent or has been convicted or pled guilty or nolo contendere to a second or subsequent alcohol or drug-related misdemeanor offense nevertheless shall be eligible or continue to be eligible for such grants after the expiration of one academic year from the date of the adjudication, conviction, or plea.

##### **SECTION 59-113-30.** Students covered by chapter; amount of grants; adjustment for scholarships.

(A) The provisions of this chapter apply to students entering college as freshmen during the 1970-71 academic year.

(B) The amount of the grant to be paid for each semester, or appropriate academic term, must be determined by the Higher Education Tuition Grant Commission and the Commission shall award the maximum amount permissible under its regulations or the determined need of the student, whichever is less.

(C) The maximum amount may not exceed the average state appropriation for each full-time student enrolled in the state-supported institutions of higher learning with four-year undergraduate degree programs in the previous year. The tuition grants must be calculated annually by the Commission.

(D) The need of each applicant must be determined by acceptable need analysis such as the parents' confidential statement and such other analyses as the Commission may determine.

(E) An adjustment must be made in the tuition grant of any student awarded a scholarship from any other source if the combination of grants and awards exceeds the calculated need of the student. If the scholarship is for only a portion of tuition and fees, the student may qualify for a proportionate tuition grant in accordance with the provisions of this chapter.

**SECTION 59-113-40.** Misapplication of grants.

It shall be unlawful for any person to obtain, attempt to obtain, expend or attempt to expend, any tuition grant provided by this chapter for any purpose other than in payment of, or reimbursement for, the tuition cost of the student to whom such scholarship has been awarded at the institution the student is authorized to attend under the tuition grant.

**SECTION 59-113-45.** Disbursement of funds; awards of accrued interest on undisbursed funds.

South Carolina Tuition Grant funds shall be disbursed to eligible students on a semester-by-semester basis. Interest accruing on the balance of undisbursed tuition grant funds on deposit with the State Treasurer's office from September fifteenth through December thirty-first shall be calculated by the State Treasurer's office and transferred within thirty days to the South Carolina Tuition Grant Commission to be awarded as tuition grants to eligible students.

**SECTION 59-113-47.** Exemption from mid-year budget reductions.

The grant funds appropriated pursuant to this chapter are exempt from mid-year budget reductions.

**SECTION 59-113-50.** "Independent institution of higher learning" defined.

For the purposes of this chapter, an independent institution of higher learning means an:

(1) independent eleemosynary junior or senior college in South Carolina whose major campus and headquarters are located within South Carolina and which is accredited by the Southern Association of Colleges and Secondary Schools; or

(2) independent bachelor's level institution chartered before 1962 whose major campus and headquarters are located within South Carolina.

<http://www.scstatehouse.gov/code/t59c113.php>

# APPENDIX D - SC CODE OF LAWS, TITLE 59, CHAPTER 112

## Title 59 – Education

### DETERMINATION OF RATES OF TUITION AND FEES

#### **SECTION 59-112-10.** Definitions.

As used in this chapter:

A. The words "state institution" mean those post-secondary educational institutions under the jurisdiction of:

- (1) the Board of Trustees, Clemson University;
- (2) the Board of Trustees, Medical University of South Carolina;
- (3) the Board of Trustees, South Carolina State University;
- (4) the Board of Trustees, College of Charleston;
- (5) the Board of Trustees, Lander University;
- (6) the Board of Trustees, Francis Marion University;
- (7) the Board of Visitors, The Citadel;
- (8) the Board of Trustees, the University of South Carolina;
- (9) the Board of Trustees, Winthrop University;
- (10) the Board of Trustees, Coastal Carolina University;
- (11) the State Board for Technical and Comprehensive Education.

B. The word "student" shall mean any person enrolled for studies in any State Institution.

C. The word "residence" or "reside" shall mean continuous and permanent physical presence within this State, provided, that temporary absences for short periods of time shall not affect the establishment of a residence.

D. The word "domicile" shall mean a person's true, fixed, principal residence and place of habitation; it shall indicate the place where such person intends to remain, and to which such person expects to return upon leaving without establishing a new domicile in another state. For purposes of this section one may have only one legal domicile; one is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for students at State Institutions shall be presumed not to be a place of principal residence, as residency in such housing is by nature temporary.

E. The words "in-state rates" shall mean charges for tuition and fees established by State Institutions for persons who are domiciled in South Carolina in accordance with this chapter; the words "out-of-state rates" shall mean charges for tuition and fees established by State Institutions for persons who are not domiciled in South Carolina in accordance with this chapter.

F. The words "independent person" shall mean a person in his majority, or an emancipated minor, whose predominant source of income is his own earnings or income from employment, investments, or payments from trusts, grants, scholarships, loans or payments of alimony or separate maintenance made pursuant to court order.

G. The words "dependent" or "dependent person" mean:

(1) one whose financial support is provided not through his own earnings or entitlements, but whose predominant source of income or support is payments from a parent, spouse, or guardian, and who qualifies as a dependent or an exemption on the federal tax return of the parent, spouse, or guardian; or

(2) one for whom payments are made, under court order, for child support and the cost of his college education by an independent person meeting the provisions of Section 59-112-20 A or B.

The words "dependent" or "dependent person" do not include a spouse or former spouse who is the recipient of alimony or separate maintenance payments made pursuant to court order.

H. The word "minor" shall mean a person who has not attained the age of eighteen years; and the words "emancipated minor" shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.

I. The word "parent" shall mean a person's natural or adoptive father or mother; or if one parent has custody of the child, the parent having custody; or if there is a guardian or other legal custodian of such person, then such guardian or legal custodian; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

J. The word "spouse" shall mean the husband or wife of a married person.

**SECTION 59-112-20.** South Carolina domicile defined for purposes of rates of tuition and fees.

South Carolina domicile for tuition and fee purposes shall be established as follows in determinations of rates of tuition and fees to be paid by students entering or attending State Institutions:

A. Independent persons who reside in and have been domiciled in South Carolina for a period of no less than twelve months with an intention of making a permanent home therein, and their dependents, may be considered eligible for in-state rates.

B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the State, and their dependents, may be considered eligible for in-state rates for as long as such independent person is employed on a full-time basis in the State.

C. Where an independent person meeting the provisions of Section 59-112-20 B above, is living apart from his spouse, or where such person and his spouse are separated or divorced, the spouse and dependents of such independent person shall have domiciliary status for tuition and fee purposes only under the following circumstances:

(1) if the spouse requesting domiciliary status for tuition and fee purposes remains domiciled in

South Carolina although living apart or separated from his or her employed spouse;

(2) if the dependent requesting domiciliary status for tuition and fee purposes is under the legal custody or guardianship, as defined in Section 59-112-10 I above, of an independent person who is domiciled in this State; or if such dependent is claimed as an income tax exemption by the parent not having legal custody but paying child-support, so long as either parent remains domiciled in South Carolina.

D. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

E. Independent persons who reside in and are domiciled in Chatham-Effingham and Bryan County Georgia, and their dependents, may be considered eligible for in-state rates for as long as the Georgia Board of Regents offers its Georgia Tuition Program by which it grants in-state tuition to students residing in the Beaufort and Jasper county area.

**SECTION 59-112-30.** Effect of change of residency.

When the domicile of a student or of the person upon whom a student is financially dependent changes after enrollment at a State Institution, tuition charges shall be adjusted as follows:

A. Except as provided in Section 59-112-20 B above, when domicile is taken in South Carolina, a student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of twelve months from date of domicile in this State.

B. When South Carolina domicile is lost, eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs; however, application of this subsection shall be at the discretion of the institution involved.

C. Notwithstanding the other provisions of this section, any dependent person who has been domiciled with his family in South Carolina for a period of not less than three years immediately prior to his enrollment may enroll in a state-supported institution of higher learning at the in-state rate and may continue to be enrolled at such rate even if the parent, spouse or guardian upon whom he is dependent moves his domicile from this State.

**SECTION 59-112-40.** Effect of marriage.

Except as provided in Section 59-112-20 above, marriage shall effect determinations of domicile for tuition and fee purposes only insofar as it operates to evince an intention by the parties to make a permanent home in South Carolina.

**SECTION 59-112-50.** Military personnel and their dependents.

Notwithstanding another provision of law, during the period of their assignment to duty in South Carolina, members of the Armed Services of the United States stationed in South Carolina and their dependents are eligible for in-state tuition rates. When these armed service personnel are ordered away from the State, their dependents are eligible for in-state tuition rates as long as they remain continuously enrolled at the state institution in which they are enrolled at the time the assignment ends or transfer to an eligible institution during the term or semester, excluding summer terms, immediately following their enrollment at the previous institution. In the event of a transfer, the receiving institution shall verify the decision made by the student's previous institution in order to

certify the student's eligibility for in-state tuition rates. It is the responsibility of the transferring student to ensure that all documents required to verify both the previous and present residency decisions are provided to the institution. These persons and their dependents are eligible for in-state tuition rates after their discharge from the armed services even though they were not enrolled at a state institution at the time of their discharge, if they have evidenced an intent to establish domicile in South Carolina and if they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge.

**SECTION 59-112-60.** Faculty, administrative employees and dependents; eligibility to attend classes and receive tuition assistance.

(A) Except as provided in this section, full-time faculty and administrative employees of State Institutions and their spouses and children are excluded from the provisions of this chapter.

(B) Employees of public colleges, universities, and technical colleges may attend classes at an institution of higher learning and receive tuition assistance in accordance with Budget and Control Board guidelines and regulations.

**SECTION 59-112-70.** Abatement of rates for nonresidents on scholarship. waiver for students participating in international Sister-State agreement or student exchange programs.

(A) Notwithstanding other provisions of this chapter, the governing boards listed in Section 59-112-10A, are authorized to adopt policies for the abatement of any part or all of the out-of-state rates for students who are recipients of scholarship aid.

(B) State-supported colleges and universities, including the technical colleges, may waive the nonresident portion of tuition and fees for those students who are participating in an international Sister-State agreement program which the Governor and the General Assembly have entered to promote the economic development of South Carolina. The nonresident fee waiver for the students is applicable only for those Sister-State agreements where South Carolina students receive reciprocal consideration. The Commission on Higher Education, through coordination with the State Budget and Control Board, will annually notify institutions of the Sister-State agreements eligible for the nonresident fee waiver. The credit hours generated by these students must be included in the Mission Resource Requirement for funding.

(C) State-supported colleges and universities that have an established and ongoing relationship in one or more degree programs with an international institution, the terms of which have been formally approved by the institution's board of trustees, and a relationship that includes regular arrangements for the enrollment of qualified students and the exchange of faculty between the institutions, although not necessarily in equal exchange numbers, may waive the nonresident portion of tuition and fees for nonresident students enrolled in the program.

**SECTION 59-112-80.** Administration of chapter; burden of proving eligibility on students.

Each State Institution shall designate an official to administer the provisions of this chapter. Students making application to pay tuition and fees at in-state rates shall have the burden of proving to the satisfaction of the aforesaid officials of State Institutions that they have fulfilled the requirements of this chapter before they shall be permitted to pay tuition and fees at such rate.

**SECTION 59-112-90.** Penalties for willful misrepresentations.

Where it appears to the satisfaction of officials charged with administration of these provisions that a person has gained domiciliary status improperly by making or presenting willful misrepresentations of fact, such persons shall be charged tuition and fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester; and until these charges have been paid no such student shall be allowed to receive transcripts or graduate from any State Institution.

**SECTION 59-112-100.** Regulations.

The Commission on Higher Education may prescribe uniform regulations for application of the provisions of this chapter and may provide for annual review of such regulations.

**<http://www.scstatehouse.gov/code/t59c112.php>**

# APPENDIX E – SC CHE REGULATIONS CHAPTER 62 (RESIDENCY)

Document No. 4034

## SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION CHAPTER 62

Statutory Authority: 1976 Code Section 59-149-10

### 62-600. DETERMINATION OF RATES OF TUITION AND FEES

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### **62-600. Rates of Tuition and Fees**

**A.** Resident classification is an essential part of tuition and fee determination, admission regulations, scholarship eligibility, and other relevant policies of the state. It is important that institutions have fair and equitable regulations that can be administered consistently and are sensitive to the interests of both students and the state. The Commission on Higher Education hereby establishes regulations for the Statute Governing Residency for Tuition and Fee Purposes to be applied consistently by all South Carolina institutions of higher education. These regulations do not address residency matters relating to in county categories used within the State's technical colleges.

**B.** Institutions of higher education are required by the Statute to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof

rests with the students to show evidence as deemed necessary to establish and maintain their residency status.

## **62-601. Code of Laws Governing Residence**

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112 of the 1976 South Carolina Code of Laws, as amended.

## **62-602. Definitions**

- A. “Academic Session” is defined as a term or semester of enrollment. (62-607.B)
- B. “Continue to be Enrolled” is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions. (62-607.A)
- C. “Dependent Person” is defined as one whose predominant source of income or support is from payments from a parent, spouse, or guardian, who claims the dependent person on his/her federal income tax return. In the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, a dependent person can be defined as one who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person’s college education. A dependent person’s residency is based upon the residency of the person upon whom they are dependent. (62-602.G) (62-602.N) (62-603.B) (62-605.C) (62-607.A)
- D. “Domicile” is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one expects to return upon leaving without establishing a new domicile in another state. For purposes of this section, one may have only one legal domicile. One is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for student at institutions shall be presumed not to be a place of principal residence, as residency in such housing is by its nature temporary. (62-602.E) (62-602.K) (62-602.M) (62-602.N) (62-603.A) (62.603.B) (62-605.B) (62-605.C) (62-607.A) (62-607.B) (62-608.A) (62-608.C) (62-608.D) (62-609.A.3) (62-609.A.4)
- E. “Family’s Domicile in this State is Terminated” is defined as an employer directed transfer of the person upon whom the student is dependent and is not construed to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of their own, e.g., plant closure, downsizing, etc., who accepts employment in another state prior to relocating. (62-607.A)
- F. “Full time employment” is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status, with gross earnings of at least minimum wage. However, a person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be

employed full time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they satisfy their prescribed employment specifications in order to qualify as having full time employment. (62-605.C.1) (62-609.A.2) (62-609.A.3)

**G.** “Guardian” is defined as one legally responsible for the care and management of the person or property of a minor child based upon the five tests for dependency prescribed by the Internal Revenue Service; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect. (62-602.C) (62-602.E) (62-602.I) (62-602.M) (62-603.B) (62-605.C)

**H.** “Immediately Prior” is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year. (62-607.A)

**I.** “Independent Person” is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident. An independent person must have established his/her own domicile for twelve months prior to receiving instate tuition and fees. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested. (62-602.N) (62-603.A) (62-605.C) (62-607.B) (62-608.B)

**J.** “Minor” is defined as a person who has not attained the age of eighteen years. An “emancipated minor” shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor. (62-602.G)

**K.** “Non-resident Alien” is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status “non-resident aliens” generally do not have the capacity to establish domicile in South Carolina. (62-602.M) (62-604.A)

**L.** “Parent” is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child. (62-602.C) (62-602.E) (62-602.I) (62-602.J) (62-602.M) (62-603.B) (62-603.C) (62-605.C)

**M.** “Reside” is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained. (62-603.A) (62-606.B) (62-609.A) (62-609.A.3) (62-609.A.4) (62-609.B)

**N.** "Resident" for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, notwithstanding other provisions of the Statute. (62-600.A) (62-600.B) (62-602.I) (62-602.K) (62-602.M) (62-603.A) (62-603.B) (62-603.C) (62-604.A) (62-605.A) (62-605.C) (62-605.C.7) (62-606.A) (62-606.A.5) (62-606.B) (62-607.A) (62-608.B) (62-609.A.3) (62-610.A) (62-610.B) (62-611.A) (62-611.B)

**O.** "Spouse" is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended. (62-602.C) (62-602.E) (62-602.I) (62-602.M) (62-603.B) (62-605.C)

**P.** "Temporary Absence" is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

**Q.** "Terminal Leave" is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave. (62-609.A.4)

**R.** "United States Armed Forces" is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard. (62-606.B) (62-609.A(1))

**S.** "Trust" is defined as a legal entity created by a grantor for the benefit of designated beneficiaries under the laws of the state and the valid trust instrument. However, that where circumstances indicate that such trust was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or independent person, it shall not be given such effect.

### **62-603. Citizens and Permanent Residents**

**A.** Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date the classes begin for the semester for which resident status is claimed may qualify to pay in state tuition and fees. The twelve month residency period starts when the independent person establishes the intent to become a South Carolina resident per Section 62-605 entitled "Establishing the Requisite Intent to Become a South Carolina Domiciliary." The twelve month residency period cannot start until the absence of indicia in other states is proven. Absences from the State during the twelve month period may affect the establishment of permanent residence for tuition and fee purposes.

**B.** The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person's support and claims or, only in the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

C. In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

### **62-604. Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents**

A. Except as otherwise specified in this section or as provided in Section 62-609 (1) & (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out of state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non resident aliens present in the United States in specified visa classifications are eligible to receive in state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

B. Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

### **62-605. Establishing the Requisite Intent to Become a South Carolina Domiciliary**

A. Resident status may not be acquired by an applicant or student while residing in South Carolina for the primary purpose of enrollment in an institution or for access to state supported programs designed to serve South Carolina residents. An applicant or student from another state who comes to South Carolina usually does so for the purpose of attending school. Therefore, an applicant or student who enrolls as a non-resident in an institution is presumed to remain a non-resident throughout his or her attendance and does not qualify under any of the residency provisions.

B. If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

C. For independent persons or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following indicia:

1. Statement of full time employment;
2. Designating South Carolina as state of legal residence on military record;
3. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until a South Carolina driver's license is obtained;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until the applicant obtains a South Carolina vehicle registrations card;
5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; and
8. Licensing for professional practice (if applicable) in South Carolina.

**D.** The absence of indicia in other states or countries is required before the student is eligible to pay in state rates.

### **62-606. Maintaining Residence**

**A.** A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include:

1. Continuing to use a South Carolina permanent address on all records;
2. Maintaining South Carolina driver's license;
3. Maintaining South Carolina vehicle registration;
4. Satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

**B.** Active duty members of the United States Armed Forces and their dependents are eligible to pay in state tuition and fees as long as they continuously claim South Carolina as their state of legal residence during their military service. Documentation will be required in all cases to support this claim. South Carolina residents who change their state of legal residence while in the military lose their South Carolina resident status for tuition and fee purposes.

### **62-607. Effect of Change of Residency**

**A.** Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to

his/her enrollment may enroll at the in state rate. Any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated after his/her enrollment may continue to receive in state rates, however, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

**B.** If a dependent or independent person voluntarily leaves the state, and information becomes available that would impact the existing residency status, eligibility for in state rates shall end on the last day of the academic session during which domicile is lost. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters.

### **62-608. Effect of Marriage**

**A.** In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

**B.** If a non-resident marries a South Carolina resident, the non-resident does not automatically acquire South Carolina resident status. The non-resident may acquire South Carolina resident status if the South Carolina resident is an independent person and the non-resident is a dependent of the South Carolina resident.

**C.** Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

**D.** No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

### **62-609. Exceptions**

**A.** Persons in the following categories qualify to pay in state tuition and fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in state tuition and fees is requested. The following categories apply only to in state tuition and do not apply to State supported scholarships and grants. Individuals who qualify for in state tuition and fees under the following exceptions do not automatically qualify for LIFE, SC HOPE or Palmetto Fellows Scholarships.

1. “Military Personnel and their Dependents”: Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in state tuition and fees as long as they are continuously enrolled. Such persons (and their dependents) may also be eligible to pay in state tuition and fees as long as they are continuously enrolled after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month “physical presence” requirement for them or their dependents to qualify to pay in state tuition and fees.

2. “Faculty and Administrative Employees with Full Time Employment and their Dependents”: Full time faculty and administrative employees of South Carolina state supported colleges and universities and their dependents are eligible to pay in state tuition and fees.

3. “Residents with Full Time Employment and their Dependents:” Persons who reside, are domiciled, and are full time employed in the State and who continue to work full time until they meet the twelve month requirement and their dependents are eligible to pay in state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in Section 62-605 entitled (“Establishing the Requisite Intent to Become a South Carolina Domiciliary”).

4. “Retired Persons and their Dependents:” Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in state rates if they maintain residence and domicile in this State. Persons on terminal leave who have established residency in South Carolina may be eligible for in state rates even if domiciled in the State for less than one year if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

**B.** South Carolina residents who wish to participate in the Contract for Services program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all other residency requirements during this two year period.

### **62-610. Application for Change of Resident Status**

**A.** Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.

**B.** The burden of proof rests with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

## **62-611. Incorrect classification**

**A.** Persons incorrectly classified as residents are subject to reclassification and to payment of all nonresident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out of state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

**B.** Residents whose resident status changes are responsible for notifying the Residency Official of the institution attended of such changes.

## **62-612. Inquiries and Appeals**

**A.** Inquiries regarding residency requirements and determinations should be directed to the institutional residency official.

**B.** Each institution will develop an appeals process to accommodate persons wishing to appeal residency determinations made by the institution's residency official. Each institutions appeal process should be directed by that institutions primary residency officer, in conjunction with those individuals who practice the application of State residency regulations on a daily basis. The professional judgment of the residency officer and administrators will constitute the institutional appeal process. Neither the primary residency official nor appellate official(s) may waive the provisions of the Statute or regulation governing residency for tuition and fee purposes.

### **Fiscal Impact Statement:**

No additional state funding is requested. The SC Commission on Higher Education estimates that no additional costs will be incurred by the State and its political subdivisions by approving the above regulations.

### **Statement of Rationale:**

The SC Commission on Higher Education is mandated to promulgate regulation and establish procedures

[http://www.che.sc.gov/CHE\\_Docs/StudentServices/Residency/ResidencyRegulationApprovedJune2008.pdf](http://www.che.sc.gov/CHE_Docs/StudentServices/Residency/ResidencyRegulationApprovedJune2008.pdf)  
(Extracted from [www.scstatehouse.gov](http://www.scstatehouse.gov) on 7/23/2009)

**South Carolina  
Higher Education  
Tuition Grants Commission**

115 Atrium Way Suite 102    Columbia, SC 29223    Phone: (803) 896-1120    Fax: (803) 896-1126

**Correction/Verification Form For: \_\_\_\_\_**  
(YEAR)

This form is used to provide data corrections to the South Carolina Higher Education Tuition Grants Commission for the updating of records to insure correct awarding of South Carolina Tuition Grants. Please forward this form to the Commission upon completion .

**Student Name:** \_\_\_\_\_ **SSN:** XXX-XX-\_\_\_\_\_

Dependency Status: \_\_\_\_\_ Budget:    Boarding    Commuting    Off-Campus    Non-Trad

Grade Level: \_\_\_\_\_ (Can only be corrected/changed for First Time Grant Recipients)

**This form is submitted for:**

**Corrections/Verification:** \_\_\_\_\_ **OR Professional Judgment:** \_\_\_\_\_  
(Supporting Documentation Must Accompany This Form)

**PARENT(S)' DATA:**

Marital Status: \_\_\_\_\_  
Number in Family: \_\_\_\_\_  
Number in College: \_\_\_\_\_  
AGI: \_\_\_\_\_  
Federal Taxes Paid: \_\_\_\_\_  
Father's Earnings: \_\_\_\_\_  
Mother's Earnings: \_\_\_\_\_  
Other Untaxed Income: \_\_\_\_\_  
Net Assets: \_\_\_\_\_  
(Exclusive of Primary Residence)

**STUDENT'S/SPOUSE'S DATA:**

Marital Status: \_\_\_\_\_  
If Ind., Number in Family: \_\_\_\_\_  
If Ind., Number in College: \_\_\_\_\_  
AGI: \_\_\_\_\_  
Federal Taxes Paid: \_\_\_\_\_  
Earnings from Work: \_\_\_\_\_  
Spouse's Earnings: \_\_\_\_\_  
Other Untaxed Income: \_\_\_\_\_  
Net Assets: \_\_\_\_\_  
(Exclusive of Primary Residence)  
Student's Date of Birth: \_\_\_\_\_

**RECALCULATED PC (DEPENDENT STUDENTS ONLY):** \_\_\_\_\_

**RECALCULATED SC (INDEPENDENT STUDENTS ONLY):** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**FAO SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FAO NAME:** \_\_\_\_\_ **COLLEGE:** \_\_\_\_\_

**SCHETGC Section:**

_____	_____
Date Corrections Added to System	Initials
_____	_____
Date Appeal Approval Letter Sent	Initials
_____	_____
	Prior Eligibility
	_____
	New Eligibility

**South Carolina  
Higher Education  
Tuition Grants Commission**

115 Atrium Way Suite 102

Columbia, SC 29223

Phone: (803) 896-1120

Fax: (803) 896-1126

**REQUEST FOR REVIEW OF SC TUITION GRANT ELIGIBILITY**

***PLEASE NOTE: TO BE CONSIDERED, ALL APPEALS, WITH COMPLETE DOCUMENTATION, MUST BE RECEIVED BY THE COMMISSION'S APPEALS COMMITTEE BY NOVEMBER 15.***

STUDENT'S NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: XXX-XX-\_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street

City

State

Zip Code

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

**PLEASE PROVIDE A LETTER AND ANY OTHER SUPPORTING DOCUMENTATION DESCRIBING THE BASIS FOR YOUR REQUEST.**

**The Commission can better review your situation and make a quicker decision concerning your request if you submit clear explanations and reasonable documentation. Your request should include the following essential components:**

- 1. A clearly written letter explaining the situation with sufficient information for the review committee to make a decision. The letter MUST be signed by the student and the student's parent(s), if the situation involves them, or the spouse, if the student is married.**
- 2. Provide dates concerning the situation including, if applicable, a date for an expected end of the situation.**
- 3. Copies of ALL college transcripts, including transcripts from previously attended institutions, if applicable.**
- 4. If your request for a review involves a change in income, assets, family size, or number of family members attending college, you must first approach your college's financial aid office concerning a "Professional Judgment Review." If your request is approved by your college's financial aid office, your financial aid administrator should provide all relevant information directly to the Commission.**

**PLEASE ALLOW 2 TO 4 WEEKS TO COMPLETE PROCESSING OF YOUR REQUEST.**

# South Carolina Higher Education Tuition Grants Commission

115 Atrium Way, Suite 102

Columbia, SC 29223

Phone: (803) 896-1120

Fax: (803) 896-1126

## **TENTATIVE SC TUITION GRANT ELIGIBILITY - 2015-2016**

COLLEGE:

TENTATIVE SC TUITION GRANT:

### **PLEASE READ CAREFULLY EACH SECTION OF THIS LETTER**

The Commission highly recommends that you save this document and all other financial aid correspondence for your records.

#### DEAR STUDENT:

On your *Free Application for Federal Student Aid* (FAFSA) you listed a South Carolina independent (private) college among your college choices. As a result of your application, you are *tentatively* eligible for a South Carolina Tuition Grant for the 2015-2016 academic year. If you meet ALL eligibility requirements, and if you enroll full-time (minimum of 12 eligible undergraduate semester hours) in an approved program at the SC independent college listed above, you will receive a SC Tuition Grant for the 2015-2016 academic year. All SC Tuition Grants awards are contingent on funding of the program by the General Assembly; therefore, any change in program funding could necessitate a change in your award. In addition, tentative eligibility is calculated based on prior years' enrollment patterns and the total number of eligible students; therefore, any substantial changes in student enrollment may also require a change in your award amount. Because your *tentative* eligibility for this award is communicated in writing to the college listed on this letter, you are not required to submit this letter to your college in order to receive a SC Tuition Grant.

#### **PROGRAM FUNDED ANNUALLY BY SOUTH CAROLINA GENERAL ASSEMBLY**

The SC Tuition Grants Program is supported by the South Carolina General Assembly, on a non-partisan basis, through annual state appropriations. You and your family may wish to write letters thanking the members of your local legislative delegation for their support of this program.

#### **ACADEMIC ELIGIBILITY REQUIREMENTS**

To be eligible as a first-time freshman, you must graduate in the top 75% of your high school graduating class OR score at least 900 on the SAT Test (Math & Critical Reading Sections Only) OR 19 Composite on the ACT Test OR graduate from high school with a GPA of at least 2.000 on the SC Uniform Grading Policy. If you have previously attended college, to be eligible you must have passed 24 credit hours during your last year of full-time enrollment. If you did not enroll full-time during your most recent college enrollment, your credit hours requirement will be adjusted according to SC Tuition Grants Program policies. Returning students are also required to comply with the college's Federal Satisfactory Academic Progress policy in order to receive the SC Tuition Grant. If, at any time, you lose federal aid eligibility due to violations of the institutional Satisfactory Academic Progress policy, you will also lose your SC Tuition Grant award for the semester(s) impacted by such a violation. Your award is contingent upon your satisfying these academic requirements. If, after you receive this award letter, the Commission is notified by your college that you do not meet these criteria, your eligibility will be terminated and this award will be canceled immediately. Your Financial Aid Office can answer any questions about academic eligibility.

#### **PLEASE READ ADDITIONAL INFORMATION ON REVERSE SIDE**

**[www.sctuitiongrants.org](http://www.sctuitiongrants.org)**

## **HOW THE AMOUNT OF YOUR SC TUITION GRANT AWARD IS DETERMINED**

Your college and the *tentative* amount of your 2015-2016 SC Tuition Grant are indicated above. The amount of your SC Tuition Grant is determined by criteria such as income, assets, family size, number of family members attending college, the cost of attendance at your college, and the amount of money appropriated for the program.

**If you are enrolled in a Non-Traditional or Evening Program, the amount of the SC Tuition Grant indicated above might change. In addition, your grant may be reduced or canceled if you receive funds from other sources that are used to specifically pay your tuition (i.e. employee tuition assistance, Veterans educational benefits, ROTC tuition scholarships).** You may receive a SC Tuition Grant for up to, but not exceeding, four years provided you remain eligible. **You must reapply annually by the June 30 deadline.** No preference is given to renewal applicants. You (or your parents, if you filed the FAFSA as a “dependent” student) must have been domiciled in South Carolina **and** must have been permanent legal resident(s) of South Carolina for at least twelve continuous months immediately preceding the date classes begin for the Fall term. Your college will verify this. To receive a SC Tuition Grant, you must be an undergraduate student who has not yet received a bachelor’s degree.

## **VERIFICATION REQUIREMENTS**

If you are selected for Verification, you are required to submit IRS tax transcripts and other pertinent information to your college Financial Aid Office to verify the accuracy of the financial information on your application. Failure to have your Verification completed by your college and communicated to the Commission by November 15<sup>th</sup> of this year will make you **ineligible** for a SC Tuition Grant. Selection notification will come from the federal processor and/or your college Financial Aid Office. Please respond promptly to any directions given concerning Verification. Please note that this award may be canceled or adjusted by the SC Tuition Grants Commission if any corrections are made to the information you supplied on your application.

## **REQUIRED AFFIDAVIT**

To be eligible to receive a SC Tuition Grant, you cannot have **ever** been convicted of, pled guilty to, or pled no contest to a felony. Additionally, you cannot have been convicted of, pled guilty to or pled no contest to a second or subsequent drug or alcohol related offense during the twelve-month period prior to the first day of classes for the Fall Semester. **You are not eligible for a Tuition Grant until you sign an affidavit (required annually) that you meet this requirement. You should obtain a copy of an affidavit from your college’s financial aid office and submit it as soon as possible, but not later than November 15<sup>th</sup> of this year, to your college’s financial aid office.**

## **DISBURSEMENT OF YOUR SC TUITION GRANT FUNDS**

After your college has reported to the SC Tuition Grants Commission that you have enrolled as a full-time student for the Fall Semester, the Commission will forward the first semester portion of your SC Tuition Grant to your college to be credited toward your tuition charges. By state law, SC Tuition Grant monies may only be used toward payment of your tuition and required fees at a South Carolina independent college. Your acceptance of this SC Tuition Grant is indicated by your full-time enrollment (minimum of 12 eligible undergraduate semester hours) at the SC independent college indicated on this letter. Your full-time enrollment is also an indication that the choice to use the SC Tuition Grant funds to attend and pay tuition at the selected South Carolina independent college was made entirely by **you**, the student, and not by the State of South Carolina. The payment of funds to your chosen institution is a result of **your** decision to attend that specific college. Awards are made for the full academic year. **By failing to enroll full-time during the Fall Semester, you will forfeit your SC Tuition Grant for the full year.** If you withdraw from college, a refund must be made to the Commission according to the college’s refund policy.

## **TRANSFERRING YOUR SC TUITION GRANT AWARD TO ANOTHER SC INDEPENDENT COLLEGE**

If you wish to transfer your SC Tuition Grant to another eligible South Carolina independent (private) college, you must notify the SC Tuition Grants Commission **in writing**. A change in college from the one listed on this award letter may affect the amount of your SC Tuition Grant.

## **APEALS OF INELIGIBILITY**

If it is determined that you are not eligible for a SC Tuition Grant, you may appeal this determination in writing to the SC Tuition Grants Commission. Extenuating circumstances, **beyond the student’s control**, must exist for an appeal to be considered by the Commission's Appeals Committee. Regardless of the reason for appeal, the SC Tuition Grants Commission has established an **absolute deadline of November 15th for the receipt of all complete appeals**. An appeal is not considered “complete” until all documentation necessary to consider the appeal is received by the Commission. The Commission's Appeals Committee is the final authority on all decisions concerning written appeals. Please contact the Commission or your financial aid officer if you have any questions about appeals.

**[www.sctuitiongrants.org](http://www.sctuitiongrants.org)**

# **SOUTH CAROLINA TUITION GRANTS COMMISSION**

## **INELIGIBILITY CODES – EFFECTIVE 2015-2016**

<b><u>CODE</u></b>	<b><u>SCTG INELIGIBILITY STATUS</u></b>
01	SOUTH CAROLINA RESIDENT LESS THAN ONE YEAR
02	ZERO NEED
03	NOT SOUTH CAROLINA RESIDENT
04	TUITION FULLY PAID BY ROTC, VA BENEFITS, OR TUITION-SPECIFIC SCHOLARSHIP
05	LATE APPLICATION
06	ENROLLED IN INELIGIBLE PROGRAM OR INSTITUTION
07	PREVIOUS FOUR-YEAR DEGREE OR GRADUATE STUDENT (INCLUDES STUDENTS WHO GRADUATED FALL SEMESTER)
08	ALREADY RECEIVED MAXIMUM EIGHT SEMESTERS SCTG
09	DOES NOT MEET FRESHMAN ACADEMIC REQUIREMENTS
10	DOES NOT MEET UPPERCLASS SAP REQUIREMENTS
11	NOT MEETING UPPERCLASS SAP – EFFECTIVE SPRING TERM
12	WITHDREW – NOT RETURNING - RECEIVED PARTIAL GRANT
13	DID NOT ENROLL FALL TERM
14	NOT ENROLLED FULL-TIME (DID ENROLL PART-TIME)
15	DID NOT ENROLL SPRING TERM
16	VOLUNTARILY WITHDREW SCTG APPLICATION
17	STUDENT’S DEATH
18	SECOND SEMESTER-ONLY GRANT
19	AFFIDAVIT NOT COMPLETED
20	WITHDREW FALL WITH FULL REFUND
21	OTHER (DEFAULTED LOAN, MORAL CHARACTER, ETC.)
22	APPEAL PENDING (INTERNAL CODE)
23	VERIFICATION INCOMPLETE
24	THEOLOGY, DIVINITY, OR RELIGIOUS EDUCATION DEGREE

# South Carolina Higher Education Tuition Grants Commission

Phone: (803) 896-1120

## SC Tuition Grants Program – 2015-2016 Eligibility Affidavit

The SC Code of Law governing the South Carolina Tuition Grants Program (Title 59, Chapter 113) includes a paragraph under Section 159-113-20 that reads that an applicant must meet the following qualification to receive a grant:

**"has not been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felonies or any second or subsequent alcohol or drug-related offenses under the laws of this or any other state or under the laws of the United States in order to be eligible for a South Carolina tuition grant, except that a high school or college student otherwise qualified who has been adjudicated delinquent or has been convicted or pled guilty or nolo contendere to a second or subsequent alcohol or drug-related misdemeanor offense nevertheless shall be eligible or continue to be eligible for such grants after the expiration of one academic year from the date of the adjudication, conviction, or plea."**

All students must sign this affidavit and **submit it to their college financial aid office before being considered eligible for a SC Tuition Grant and no later than November 15<sup>th</sup>**. The required affidavit must be maintained in each student's college financial aid file for review by appropriate state officials and/or independent auditors. Students who cannot sign this affidavit due to their failure to meet this requirement are ineligible for a SC Tuition Grant per the statute.

I, \_\_\_\_\_ (Student's Printed Name), certify that I have **never** been adjudicated delinquent or been convicted or pled guilty or nolo contendere to any felonies **and** have **not** been convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related misdemeanor offenses under the laws of this or any other state or under the laws of the United States since one year prior to the first day of classes for the Fall 2015 Semester. If my status changes after signing this affidavit and before the first day of classes for the Fall 2015 Semester, I understand and agree that I must and will immediately report my adjudication, conviction, or plea to my college financial aid office and that I will lose eligibility for a 2015-2016 SC Tuition Grant.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

XXX-XX-\_\_\_\_\_  
Student's Social Security Number  
(Last 4 digits only)

\_\_\_\_\_  
Name of Student's College

**South Carolina  
Higher Education  
Tuition Grants Commission**

115 Atrium Way Suite 102    Columbia, SC 29223    Phone: (803) 896-1120    Fax: (803) 896-1126

**Grant Transfer/Withdrawal/Change Form**

**Student's Name:** \_\_\_\_\_

**Student's SSN:** XXX-XX- \_\_\_\_\_

**Check each of the following changes that apply:**

\_\_\_\_\_ Please transfer my SC Tuition Grant for the \_\_\_\_\_ Award Year:  
\_\_\_\_\_ Beginning with Fall Semester  
\_\_\_\_\_ Beginning with Spring Semester  
*Please indicate below if you will be enrolled in a Non-Traditional Program*

From \_\_\_\_\_ College/University

To \_\_\_\_\_ College/University.

**\*\* I understand that transferring my SC Tuition Grant may change the amount of my award. \*\***

\_\_\_\_\_ Please withdraw my SC Tuition Grant Application for the \_\_\_\_\_ Award Year.

I will not be attending \_\_\_\_\_ College/University.

\_\_\_\_\_ Please correct my housing status. I will be (circle one):

**Boarding    Commuting (Living with Parents)    Off-Campus (NOT with Parents)**

**Non-Traditional Program at \_\_\_\_\_ College/University.**

\_\_\_\_\_ Please change my permanent home address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail signed form to:**            *S.C. Tuition Grants Commission  
115 Atrium Way, Suite 102  
Columbia, SC 29223  
Telephone: (803) 896-1120    Fax: (803) 896-1126*

\*\*\*\*\*

**SCHETGC use only:**

\_\_\_\_\_  
Computer Updated By

\_\_\_\_\_  
Date

# SOUTH CAROLINA HIGHER EDUCATION TUITION GRANTS COMMISSION

## TUITION GRANTS CHECK REQUEST FORM

**Submit completed form to:** SC Tuition Grants Commission; 115 Atrium Way, Suite 102; Columbia, SC 29223; FAX (803) 896-1126

The student(s) listed below are eligible for a SC Tuition Grant. This is a check request for their funds in the amount(s) indicated. See explanation.

STUDENT NAME	T / NT	SSN (Last 4 digits)	SCTG AWARD AMT.	REASON FOR CHECK REQUEST*	STATE	LOT	CEF: CHE/ STATE	INT
		XXX-XX- _____						
		XXX-XX- _____						
		XXX-XX- _____						
		XXX-XX- _____						
		XXX-XX- _____						
		XXX-XX- _____						
		XXX-XX- _____						

**ACADEMIC YEAR:** \_\_\_\_\_ **TOTAL REQUESTED:** \$ \_\_\_\_\_ .00 **(WHOLE DOLLARS)**

**COLLEGE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\* REASON CODES:**

- |  |  |                        |
|--|--|------------------------|
| 1- Residency status verified             | 7- Now meets SAP                         | 12-Affidavit Received  |
| 2- Previously zero need, now has need    | 8- Now enrolled full time                | 13- Other              |
| 3- Professional judgment                 | 9- Appeal approved, now requesting funds | (please explain above) |
| 4- Verification complete                 | 10- Transfer from another school         |                        |
| 5- Corrected ISIR received               | (received and reviewed transcripts)      |                        |
| 6- Transferred programs/eligible program | 11-Left off original report              |                        |

**COMMISSION USE ONLY**

Database Updated: \_\_\_\_\_ Voucher #: \_\_\_\_\_

Voucher Total: \$ \_\_\_\_\_

---

State Funds: \$ \_\_\_\_\_ LOT Funds: \$ \_\_\_\_\_

CEF Funds: \$ \_\_\_\_\_ INT Funds: \$ \_\_\_\_\_

# SOUTH CAROLINA HIGHER EDUCATION TUITION GRANTS COMMISSION

## TUITION GRANTS REFUND FORM

**Submit completed form to:** SC Tuition Grants Commission; 115 Atrium Way, Suite 102; Columbia, SC 29223; FAX (803) 896-1126

A refund is being made for part or all of previously disbursed SC Tuition Grants for the below listed student(s).

STUDENT NAME	T / NT	SSN (Last 4 digits)	SEMESTER BEGIN AWARD	REFUND AMT.	SEMESTER NEW AWARD	REFUND REASON *	SEMESTER(S) OF RETURN	COMMISSION USE ONLY			
								STATE	LOT	CEF: CHE/ STATE	INT
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				
		XXX-XX- _____					<input type="checkbox"/> Fall <input type="checkbox"/> Spr				

**ACADEMIC YEAR:** \_\_\_\_\_ **TOTAL REFUNDED:** \$ \_\_\_\_\_ .00 **(WHOLE DOLLARS)**

**COLLEGE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**\* REASON CODES:**

- |  |  |                              |
|--|--|------------------------------|
| 1-Resident less than one year            | 9-Freshman requirements not met        | 17-Student Death             |
| 2-Zero need                              | 10-Does not meet SAP                   | 18-Spr. only grant           |
| 3-Non-SC Resident                        | 11-Does not meet SAP (effective spring | 19-No affidavit              |
| 4-Tuition-specific funds received        | 12-Withdrew                            | 20-Withdrew Fall             |
| 5-Late Application                       | 13-Did not enroll Fall term            | 21-Other                     |
| 6-Ineligible program                     | 14-Enrolled part-time                  | 23-Inc. verification         |
| 7-Graduate student/previous 4-yr. degree | 15-Did not enroll Spring term          | 24-Religious deg.            |
| 8-Received 8 semesters                   | 16-Voluntarily withdrew SCTG app.      | 25-Withdrew Spr., cancel 15% |

COMMISSION USE ONLY
Database updated: _____
Refund applied to the following accounts:
State Funds: \$ _____ LOT Funds: \$ _____
CEF. Funds: \$ _____ INT Funds: \$ _____
Revised 1/2014



# South Carolina Higher Education Tuition Grants Commission

115 Atrium Way  
Suite 102  
Columbia, SC 29223  
(803) 896-1120  
Fax: (803) 896-1126

Earl L. Mayo, Jr.  
Director

## South Carolina Higher Education Tuition Grants Commission User Agreement

Any individual who accesses college-specific reports or files online via the Aid Administrators section of the South Carolina Higher Education Tuition Grants Commission’s website must read and sign this statement. The original must be maintained by the college or university’s financial aid office, and a copy of the signed user statement must be submitted to the Commission. The user should also keep a copy of the signed statement for his or her records.

As the authorized state agency for receipt of South Carolina residents’ Free Application for Federal Student Aid (FAFSA) results, the Commission utilizes FAFSA data in coordinating need-based student aid funding for eligible South Carolina residents attending one of 21 independent institutions of higher education located in the state of South Carolina. As such, the user understands that the information provided by the Commission is derived from the U.S. Department of Education and is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provide to him or her by the Commission. The user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses, shall be guilty of a misdemeanor and is subject to a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)).

### Appropriate Use

Appropriate uses of the secure colleges’ section of the Commission’s website include, but are not limited to:

- Obtaining weekly Applicants Report, used to determine SC Tuition Grant eligibility for currently enrolled and prospective students at user’s institution;
- Obtaining Awardees Report and Recipients Report, used to record cumulative award totals throughout awarding and processing cycle;
- Obtaining weekly Renewals Report, used to identify returning students who have yet to renew their application for the upcoming award year;
- Obtaining annual Auditors Copy of Applicants Report, providing year-end grant and recipient information for annual program review;
- Obtaining Enrollment Reports from, and uploading Enrollment Reports to, the Commission’s website (Enrollment Reports are used to confirm full-time enrollment and all other eligibility requirements of SC Tuition Grants applicants);
- Obtaining Voucher Listings, used to post SC Tuition Grant funds to individual students’ accounts;
- User must protect Commission’s website from access by or disclosure to unauthorized personnel;
- User must report immediately to the Commission any security incidents, potential threats, or vulnerabilities;
- User must report immediately to the Commission any compromise, suspected compromise, or incident of sharing of a password or any other authenticator;
- In addition to adhering to this user agreement, user must also agree to follow all Commission policies and procedures, as outlined in the SC Higher Education Tuition Grants Commission’s Policies & Procedures Manual.

College/University Name: \_\_\_\_\_ Federal School Code: \_\_\_\_\_

Authorized User’s Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized User’s Email Address: \_\_\_\_\_

Authorized User’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this individual is an employee of the college/university listed above and that he or she is authorized to access college-specific Tuition Grants reports and files via the Aid Administrators section of the Commission’s website.

Financial Aid Director’s Signature: \_\_\_\_\_

**This agreement with an original signature must be maintained by the college or university’s financial aid office. A copy of this agreement should be submitted to the Commission. The user should maintain a copy of this agreement for his or her records.**