South Carolina
Commission on Higher Education
Access | Affordability | Excellence

SC National Guard College Assistance Program (SCNG CAP)

New Financial Aid Counselor Workshop

Statutory Authority – SC Code of Laws, Section 59-114-10 Et. Seq

Overview

History:
Changed from a student loan repayment program in 2007-08 (Act 40 of 2007)
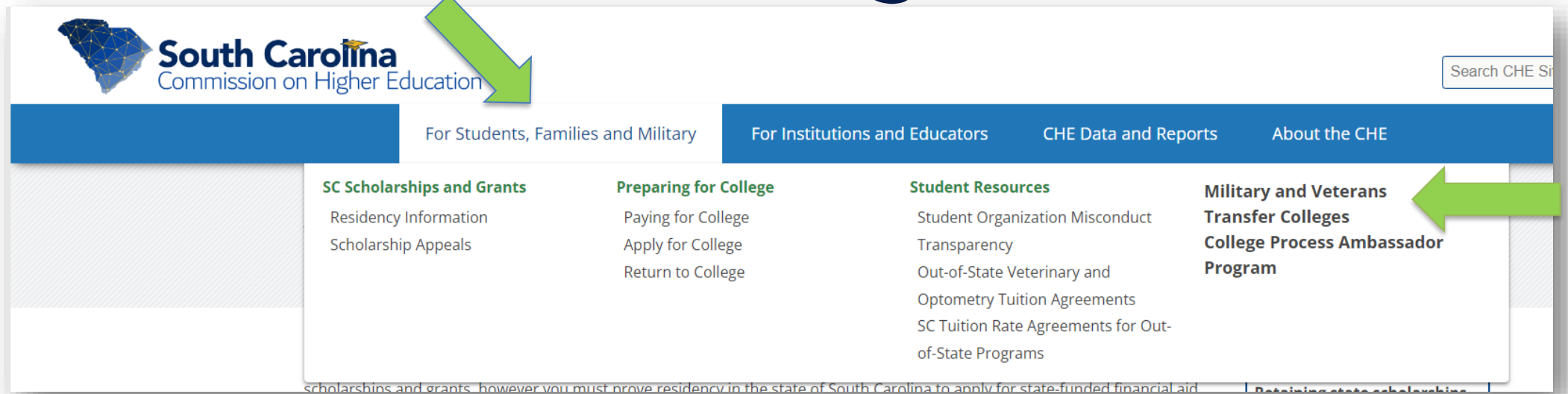
Purpose:
Provides financial assistance to eligible enlisted Air and Army Guard Members

Administration:
Administered by CHE in consultation with the SCNG and SC Higher Education Institutions
(§ 59-114-75)

SCNG CAP Regulations

https://che.sc.gov/students-families-and-military/military-and-veterans

Regulations

Detailed Scholarship and Grant Information

⌄	[Palmetto Fellows Scholarship](#)

⌄	LIFE Scholarship

⌄	South Carolina HOPE Scholarship (Freshmen)

⌄	South Carolina Need-based Grant

⌄	Lottery Tuition Assistance

⌄	South Carolina National Guard College Assistance Program (SCNG CAP)

https://www.che.sc.gov/index.php/students-families-and-military/scholarships-and-grants-sc-residents

Regulations

South Carolina National Guard College Assistance Program (SCNG CAP)

The South Carolina National Guard College Assistance Program (SCNG CAP) offers financial assistance to members of the South Carolina Army and Air National Guard by providing incentives for enlisting or remaining for a specified time. SCNG CAP is administered by the Commission on Higher Education along with the South Carolina National Guard.

Army National Guard SCNG CAP recipients may receive up to a maximum of $5,500 enrolled in a two-year or four-year program at eligible SC Institutions per academic year. **Air National Guard SCNG CAP** recipients may receive up to a maximum of $11,000 per academic year if enrolled in a two-year program at two-year or four-year eligible SC Institutions OR a maximum of $5,500 at eligible SC four-year Institutions per academic year. The cumulative total of all SCNG CAP benefits received for FY-2023 *2024 is in proviso (funds are temporary and awarded for this year only) and may not exceed $22,000* (*Upon approval by General Assembly for FY23-24*). These SCNG CAP benefits can be awarded up to the cost of attendance as defined by Title IV regulation. However, the benefit maximum per award year will be reduced if, in combination with other financial aid, the cumulative total of all aid received exceeds the cost of attendance.

Visit our Military and Veterans page for details on the SCNG CAP program.

SCNG CAP Regulation (PDF)

https://che.sc.gov/students-families-and-military/military-and-veterans

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South Carolina National Guard College Assistance Program Information

The South Carolina National Guard College Assistance Program (SCNG CAP), established in 2007, offers financial assistance to members of the South Carolina Army and Air National Guard by providing incentives for service in either the South Carolina Army National Guard or South Carolina Air National Guard. SCNG CAP is administered by the Commission on Higher Education, along with the South Carolina National Guard.

South Carolina Army National Guard CAP recipients may receive up to a maximum of $5,500 per academic year if enrolled in a two-year or four-year program at eligible South Carolina institutions.

South Carolina Air National Guard CAP recipients may receive up to a maximum of $11,000 per academic year if enrolled in a two-year program at two-year or four-year eligible South Carolina institutions, OR a maximum of $5,500 at eligible South Carolina four-year institutions per academic year.

Upon approval by the General Assembly for FY23-24 the cumulative total of all SCNG CAP benefits received for FY-2023 - 2024 is in proviso (funds are temporary and awarded for this year only and may not exceed $22,000*).

These SCNG CAP benefits can be awarded up to the cost of attendance, as defined by Title IV regulation. However, the benefit maximum per award year will be reduced if, in combination with other financial aid, the cumulative total of all aid received exceeds the cost of attendance.

IMPORTANT NOTICE: The SCNG CAP application window for the 2023-2024 academic year runs from 12:01 a.m. June 1 through 11:59 p.m. on August 1. The SCNG will not accept applications outside of this window unless otherwise noted. CAP is awarded on a first-come, first-served basis.

Army National Guard Application	**Air National Guard Application**
Army National Guard Change Request	**Air National Guard Change Request**

SCNG CAP Resources:

SCNG CAP Regulation (PDF)

Academic Year 2023-2024 SCNG CAP Printable Flyer (PDF)

Visit the SCNG Education Office Air National Guard Office

SCNG CAP Information Page

SCNG College Assistance Program Application

Information that pertains to SCNG CAP

General Definitions

SCNG
CAP

- **62- 251.(A) Program Definitions.**

"Academic year" shall be defined as the beginning twelve-month period as defined by the institution for the awarding of financial aid to a student and which includes regular terms (fall, spring, or trimester) or other terms (summer and other) in any combination.

General Definitions

SCNG CAP

- **62- 251.(N) Program Definitions.**

"Home Institution" shall mean the institution where the student is currently enrolled as a degree-seeking student and may be eligible for financial aid at the same institution.

General Definitions

SCNG CAP
- **62- 251.(H) Program Definitions.**

"Eligible Program of Study" is defined as a program of study leading to:

(1) a less than one-year certificate or certifications approved by the SC Technical College System;

(2) courses completed as the education component of a registered apprenticeship;

(3) an eligible educational program that leads to a certificate or other recognized educational credential (e.g., diploma) as defined by the U.S. Department of Education for participation in federally funded financial aid programs and prepares students for gainful employment in recognized occupations;

(4) the first associate's degree or a second associate's degree earned at a minimum of five years after receiving the first associate's degree;

(5) a two-year program that is acceptable for full credit towards the first bachelor's degree; or

(6) the first bachelor's degree.

Service Members (SM) General Eligibility Requirements

WHO IS ELIGIBLE?

- SC Army and Air NG members who are in active drilling status

- ARMY: Completed Basic Combat Training (BCT) and Advanced Basic Training (AIT-Army)

- AIR: Completed Basic Combat Training (BCT) and Initial Active-Duty Training (IADT

WHO IS NOT ELIGIBLE?

- Members flagged for any reason

- Members who have reached $22,000 maximum *

  Upon approval by General Assembly for FY23-34

- Members who have received a bachelor's degree, unless enrolled in an associates degree or certificate program

Service Members (SM) General Eligibility Requirements

62- 253
CAP Program
Terms of Eligibility
(Student Eligibility)
A - B

A. Members of the National Guard (NG) enrolled or planning to enroll in an eligible institution may apply to the National Guard for a college assistance program benefit.

B. College assistance program benefits may be applied by giving priority to service members in areas of critical need. The National Guard will determine areas of critical need.

Service Members (SM) General Eligibility Requirements

62- 254
Participant Application Process and Continued Eligibility (C)

C. To qualify, an applicant must:

(1) Be in good standing with the active NG at the beginning of each academic year and remain a member in good standing with the active NG throughout the entire academic year for which benefits are payable;

(2) Have valid tuition and fee expenses from an eligible institution;

(3) Maintain satisfactory academic progress as defined by the institution;

62-254 Cont.
General Eligibility Requirements

To qualify, an applicant must:

(4) Be a U.S. citizen or a legal permanent resident who meets the definition of an eligible non-citizen under State Residency Statutes;

(5) Be admitted, enrolled, and classified as a degree-seeking full-time or part-time student at an eligible institution in South Carolina; and

(6) Satisfy additional eligibility requirements as may be promulgated by the Commission.

Application Process and Continued Eligibility

New Applications must be completed and submitted each year identifying the student's home institution and intent to enroll.

Open: 11:59 p.m. June 1st
Close: 12:01 a.m. August 1st
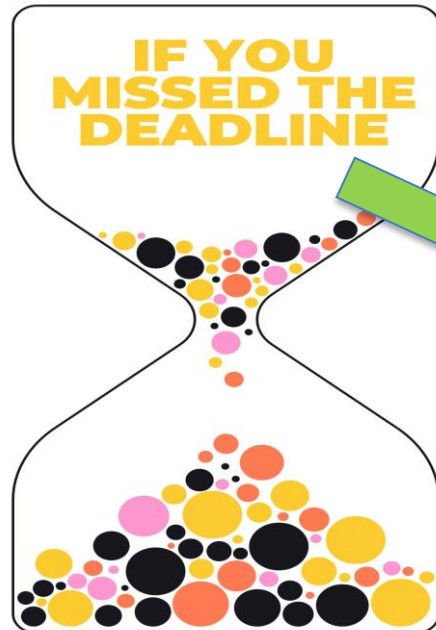
NEW – Spring Application Period (SP24 and SUR24 ONLY)
Open: 11:59 p.m. November 20th
Close: 12:01 a.m. December 15th

IF YOU MISSED THE DEADLINE

PLEASE SHARE PLEASE

Download Spring Flyer

Spring 2023 SCNG CAP Flyer

South Carolina

Application Process and Continued Eligibility

62- 254

Participant Application Process and Continued Eligibility

C. For continued eligibility, students must apply prior to the beginning of the fall term of each academic year by the established deadline as determined by the National Guard, to continue to meet all eligibility requirements.

D. Transfer students who are eligible prior to the beginning of the academic year for the college assistance program and who transfer mid-year to another eligible institution may be eligible to receive the assistance for the spring term if they continue to meet eligibility requirements.

Students must submit a Change of Request form to the National Guard.

IF YOU MISSED THE DEADLINE
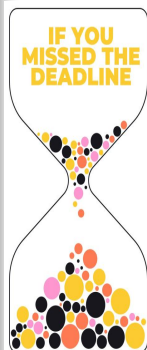
NEW – Spring Application Period
Open: 11:59 p.m. November 20th
Close: 12:01 a.m. December 15th

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Scenario #1

Classes started 8/23/23
- Which of the following students <u>will not</u> be eligible for CAP for Fall 23?
- Which of the following students will be eligible for CAP for Fall II?

Last	First	Initial	SCARNG	Eligibility Date		Eligibility Status	Award Amount
Johnson	S	S	SCARNG	08/25/2023		Y	0.00
Baker	M	J	SCARNG	08/25/2023		Y	0.00
Jones	T	T	SCANG	08/19/2023		Y	0.00
Peter	P	D	SCANG	06/30/2023		Y	0.00

Scenario #1

Classes started 8/23/23

Which of the following students will be eligible for CAP for Fall 23? Please advise.

Last	First	Initial	SCARNG	Eligibility Date		Eligibility Status	Award Amount
Jones	T	T	SCANG	08/19/2023		Y	0.00
Peter	P	D	SCANG	06/30/2023		Y	0.00

Fall 2023 and Spring 2024

Last	First	Initial	SCARNG	Eligibility Date		Eligibility Status	Award Amount
Johnson	S	S	SCARNG	08/25/2023		Y	0.00
Baker	M	J	SCARNG	08/25/2023		Y	0.00

Fall II or Spring 2024

Answer Scenario #1

As a follow-up to our conversation the Army National Guard, servicemembers in question are not currently eligible for CAP for the Fall semester because their completion date of BCT/AIT was not until after classes started, however, they will be eligible for CAP funds for Fall II 2023, Spring 2024, and Summer 2024. If these students have any further questions about their eligibility, please refer them to Mr. Paul Mead (Army National Guard) at paul.j.mead2.civ@army.mil or SMSgt. Kenneth Monroe (Air National Guard) at kenneth.monroe.1@us.af.mil.

Program Administration and Audits

62- 260 (C)

Program Administration and Audits

[Complete the SCNG Point of Contact Form](#)

The Chief Executive Officer at each eligible independent and public institution shall identify to the Commission on Higher Education an institutional representative who is responsible for the operation of the Program on the campus and will serve as the contact person for the Program. The institutional representative will act as the student's fiscal agent to receive and deliver funds for use under the Program.

Program Administration and Audits

**62- 260 A (2-4)
Program Administration and Audits**

A. The South Carolina Commission on Higher Education in conjunction with the National Guard shall be responsible for the oversight of functions (e.g., guidelines, policies, rules, regulations) relative to this Program with the eligible independent and public institutions. The Commission on Higher Education shall be responsible for the allocation of funds, promulgation of guidelines and regulations governing the CAP, any audits, or other oversight as may be deemed necessary to monitor the expenditure of funds.

Program Administration and Audits

**62- 260 (A)
Program Administration and Audits**

The National Guard:

- Responsible for Officers continuing their service with the National Guard for at least four years after completion of the most recent benefit awarded or degree completion.

- Responsible for any and all student appeals.

- Responsible for providing a list of all eligible Guard members to CHE through the SCNG CAP Web Portal. Only Guard Members who are on the list shall be awarded the College Assistance Program benefits.

Program Administration and Audits

62- 260 Program Administration and Audits

B. According to the Audit Policies and Procedures for Scholarship and Grant Programs Manual, all eligible independent and public institutions must abide by all Program policies, rules and regulations. Institutions also agree to maintain and provide all pertinent information, records, reports, or any information as may be required or requested by the Commission on Higher Education or the General Assembly to ensure proper administration of the Program.

Military Mobilization

62- 256 (A, D) Military Mobilization

Service members who are enrolled in college and are affected by military mobilizations will not be penalized for the term they are required to withdraw after the full refund period based on the institutional policies and procedures. Institutions are strongly encouraged to provide a full refund of required tuition, fees and other institutional charges or to provide a credit in a comparable amount against future charges for students who are forced to withdraw as a result of military mobilization.

Additionally, service members will not be penalized for any credit hours earned while on military mobilization.

Military Mobilization

- **62- 251.(B-C) Military Mobilization**

Service members who are enrolled in college and are mobilized for an entire academic year may renew the scholarship for the next academic year, if they met the eligibility requirements at the end of the prior academic year. Service members who did not use the college assistance program benefits/terms of eligibility during this period due to military mobilization shall be allowed to receive the college assistance benefits during the succeeding term.

The home institution will be responsible for receiving verification of military mobilization status, from the National Guard, attempted semester hours, credit hours earned, and eligibility for benefit renewal for the next academic year in accordance with Section 62-253.

Regulatory Amendments and Revision to Statute

Reserve Officer's Training Corps (ROTC) Full Scholarship Definition
- CHE Approval (10-3-19 & 11-7-19)
- SC General Assembly Approval (6-26-20)
- ROTC Scholarship Recipients Eligible for SCNG CAP (Cost of Attendance)

Eligibility for Service Members with Bachelor's Degrees for Certificates, Certifications or a second Associate's Degree and Less Than One-Year Certificates and Certifications
- (CHE Approval (3-5-20)
- SC General Assembly Approval (5-12-21)

Exception to Policy (ETP) for Required Training
- CHE Approval (3-5-20)
- SC General Assembly Approval (5-12-21)

Remove 130 Credit Hour Requirement
- Proviso 117.143 for 2023-2024 (Revisions to Statute)
- Guard members may qualify for CAP for more than 130 credit hours (6-22-22)
- SC General Assembly Approval FY23

Increase maximum SCNG Award Amount
- Proviso 117.143 for 2023-2024 (Revisions to Statute)
- Maximum lifetime award is $22,000
- SC General Assembly Approval FY23

Program Benefits and Maximum Assistance

- **62- 252 Program Benefits and Maximum Assistance**

A. Qualified members of the National Guard may receive college assistance program benefits up to an amount equal to one hundred percent of college cost of attendance, provided, however, these college assistance program benefits in combination with all other grants and scholarships shall not exceed the cost of attendance at the particular eligible institution in any given award year.

1) CAP benefits cover the cost of attendance; however, the benefit maximum per award year may be reduced if, in combination with other financial aid, the cumulative total of all aid received would exceed the cost of attendance.

Program Benefits and Maximum Assistance

- **62- 252 Program Benefits and Maximum Assistance**

(2) The annual maximum grant will be determined prior to the beginning of each academic year based on the amount of available program funds.

(3) Disbursements of this grant will typically be paid in two (fall semester, spring semester, or its equivalent) equal disbursements. Any remaining funds can be used in any succeeding terms prior to annual expiration date.

Lifetime Max (Air and Army) – 4 Year Institutions $ 22,000.00
Max per Academic Year (AY) 5,500 per year - $ 2,750 per term

Lifetime Max (Air ONLY) - 2-year Institutions $ 22,000.00
Max per Academic Year (AY) $11,000 per year - $5,500 per term

Award Amount Table

23-24 SCNG CAP Award Amount Table

Students with Disabilities

- **62- 252 (I) Program Benefits and Maximum Assistance**

Guard members who qualify under ADA and Section 504 of the Rehabilitation Act of 1973 must meet all eligibility requirements as defined in "Program Benefits and Maximum Assistance" Sections except for the full-time enrollment requirement if approved by the Disability Services Provider at the home institution. Disability Services Provider must provide written documentation to the Office of Financial Aid prior to each academic year verifying that the student is approved to be enrolled in less than full time status. The institution is responsible for retaining appropriate documentation according to the "Institutional Policies and Procedures for Awarding" Section.

Suspension or Termination of Institutional Participation

	A.	B.	C.
SCNG CAP 62-261. Suspension or Termination of Institutional Participation	**The Commission on Higher Education may review institutional administrative practices to determine compliance** with pertinent statutes, guidelines, rules or regulations. <u>If such a review determines that an institution has failed to comply</u> with Program statutes, guidelines, rules or regulations, <u>the Commission on Higher Education may suspend, terminate, or place certain conditions upon the institution's continued participation in the Program and require reimbursement</u> to the Program for any funds lost or improperly awarded.	Upon receipt of evidence that an institution has failed to comply, **the Commission on Higher Education shall notify the institution in writing of the nature of such allegations and conduct an audit.**	**If an audit indicates that a violation(s) may have occurred or are occurring** at any eligible independent or public institution, <u>the Commission on Higher Education shall secure immediate reimbursement</u> from the institution in the event that any funds were expended out of compliance with the provisions of the Act, any relevant statutes, guidelines, rules, and regulations.

Annual Application/Review/Awarding

Servicemember

- Application Window June 1 through August 1
- (NEW Window) November 20 through December 15
- Submit digital application on getsmartsc.com
- Receives confirmation email of application receipt

Air and Army National Guard

Determines eligibility by reviewing records for:

- AIT and BCT Completion
- Flagging Action
- AWOL (Action without leave)
- Degree Level
- Automated email notification to Servicemember of application status (Y- Approved, N- Not eligible)
- Updates student data in the web portal
- Inputs Data into local database

Institutional Review/Awarding

Reviews eligibility lists on SCNG Web Portal
Verifies: (each term)

- Cost of attendance
- Credit Hours
- Satisfactory Academic Progress (SAP)
- Degree level
- Submits invoice to CHE

CHE Staff Review

- Verifies eligibility for award
- Reviews Invoices
- Forwards invoice to accounts payable

CHE

- Funds disbursement
- Institution receives funds on behalf of a servicemember

SCNG CAP Web Portal allows institutions to verify eligible CAP students' enrollment, correct reported award amounts, credit hours per term, satisfactory academic progress (SAP), and award amount

July 2020 – Current

Automated application completed connects to the SCNG CAP database.

The eligibility list from the web portal is available for institutions to review

CHE Staff

- Notifies Institutions to update the eligibility list on the portal
- Notifies institution of policies, procedures, and deadlines for the upcoming academic year

SCNG CAP Web Portal

https://etl.che.sc.gov/Connect/Secured/Home.aspx

Institutions will receive a list of CAP eligible students through the SCNG CAP Web Portal

- 2 Lists in the Portal:

  - Search for National Guard Students– all eligible students

  - Update National Guard Students– update and verify enrollment status, attempted hours, SAP progress, and award amount based on credit hours.

- Passwords will deactivate after 60 days of inactivity. Contact amincy@che.sc.gov to request password resets.

VERIFY STUDENT ENROLLMENT EVERY SEMESTER IN 3 EASY STEPS:

Step 1

- Login to the SCNG Web portal https://etl.che.sc.gov
- **CHECK Search for National Guard Student** link
- Sort list by (Y) eligibility status (toggle up/down arrows)

Step 2

- **Click Update National Guard Student Data** link on the Institution Users menu.
- The first time you go to this page for a new report period the student data may be blank.
- **Click REFRESH STUDENTS** button at the top of the page to Update the screen for the current list of students. ***The system updates daily at 12:00 p.m. and 4:00 p.m. (IF) -- you don't see all your students CHECK BACK***

Step 3

- **Update the portal and complete the required fields to report/verify** enrollment each semester by the designated deadlines (except Summer)
- **EXCEPTION**: Summer Awarding Process: (SCNG CAP Portal Closed)

  Submit the Eligibility Excel Verification Spreadsheet for **Summer ONLY** Download [Click here](#) the SCNG **CAP Summer Eligibility Verification** send **spreadsheet via email to: amincy@che.sc.gov**
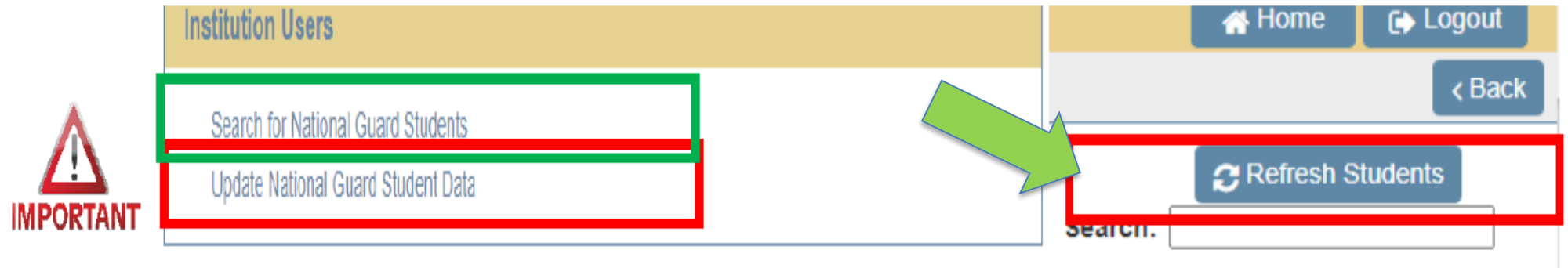
The system refreshes daily at 12:00 p.m. and 4:00 p.m.

- Click the **Refresh Students** button at the top of the page (EVERY TIME) you go to the Student Update Screen for the current list of students.
- This will cause the system to transfer current eligible student data for the current report period.
- The Refresh Students button will not delete data, it will only bring in additional students not on the list yet.
- Once the data is displayed, the Corrected Total Amount, Enrollment Status, Attempted Hours, SAP Progress, and Award Amount fields will be open for each student.
- Do not leave fields blank
- Check the portal before submitting invoices

2023-2024 Deadlines to Update SCNG CAP Web Portal
SCNG CAP Web Portal https://etl.che.sc.gov
Note: A request for funds (invoice) <u>cannot</u> be processed until the eligibility verification information has been updated on the portal.

Term	Deadline
Fall	September 8, 2023
Fall II	October 20, 2023
Spring	February 2, 2024
Spring II	March 15, 2024

Summer Awarding Process:
1. **The SCNG CAP web portal currently does not have the functionality to report summer awards.**
2. Once your summer enrollment is final email the **Summer Eligibility Verification Spreadsheet** **Click Here**

Maymester/Summer I 2024 1. Submit the Eligibility Verification Spreadsheet for **Summer ONLY**	June 7, 2024
Summer II 2024 1. Submit the Eligibility Verification Spreadsheet for **Summer ONLY** 2. Submit the SCNG **CAP Summer Eligibility Verification Spreadsheet via email to: amincy@che.sc.gov** – Alfie Mincy Click here	July 5, 2024

<u>**The SCNG CAP web portal will open and close each semester please ensure the portal is updated by the deadline.**</u>

Scenario #2

Inquiry from a two-year Institution:

We have a full-time student (12 credit hours) who is eligible for LIFE, CAP, and Pell. After determining that based on the student's Cost of Attendance of $13,021 and his eligibility for a maximum Pell Grant $7,395 and a SC Air National Guard College Assistance Program award of $11,000, we could not award LIFE.

The student is still over-awarded based on his CAP Air National Guard and Pell awards by $5,626. Do we reduce the CAP Air National Guard by $5,626 so that his total aid does not exceed his Cost of Attendance or is there some provision to permit him to keep the SC Air National Guard College Assistance Program award of $11,000 [$5,500 per semester]?

Answer Scenario #2

CAP Benefits in combination with all other grants and scholarships shall not exceed the cost of attendance. The benefit maximum per award year may be reduced if, in combination with other financial aid, the cumulative total of all aid received would exceed the cost of attendance.

62 252. Program Benefits and Maximum Assistance

   A. Qualified members of the National Guard may receive college assistance program benefits up to an amount equal to one hundred percent of college cost of attendance, provided, however, these college assistance program benefits in combination with all other grants and scholarships shall not exceed the cost of attendance at the particular eligible institution in any given award year; and the cumulative total of all college assistance program benefits received may not exceed eighteen thousand dollars.

      (1) These college assistance program benefits cover the cost of attendance; however, the benefit maximum per award year may be reduced if, in combination with other financial aid, the cumulative total of all aid received would exceed the cost of attendance.

62-259 Institutional Disbursement of Funds

D. After the last day to register for each term of the academic year, the institution will verify enrollment of each recipient of each recipient and award amount based upon enrollment status (Check eligibility dates before awarding).

E. The institution must submit a request for funds and/or return of funds by the established deadline each term. The Commission will disburse funds to eligible independent and public institutions to be placed in each eligible student's account. In addition, a listing of eligible recipients by identification number with the award amounts must be sent to the Commission on Higher Education by the established deadline each term. At this time, any unused funds must be returned to the Commission immediately.

62-259 Benefits Disbursement and Reimbursements

(3) In the event a student withdraws or drops below eligibility requirements after the institution's refund period and therefore must pay tuition and fees for full-time or less-than-full-time enrollment, the benefits may be retained pursuant to the refund policies of the institution.

(1) In the event that a student who has received a benefit withdraws, is suspended, ineligible under Section 62-253 C. (1), or otherwise becomes ineligible, the institution must reimburse the college assistance program (CHE) for the amount of the benefit for the applicable term pursuant to the refund policies of the institution.

(2) The institution is responsible for collecting any amount due to the institution from the student.

DEADLINES TO SUBMIT A REQUEST AND/OR RETURN INVOICES:

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

⚠️ IMPORTANT	Deadlines to Submit a request and/or return invoices AY 2023-2024
	Note: A request for funds (invoice) <u>cannot</u> be processed until the eligibility verification information has been updated on the portal
Term	**Deadline: No Later than**
Fall 2023	November 17, 2023
Spring 2024	May 24, 2024
**Summer I 2024	June 30, 2024 ** **Date subject to change**
Summer II 2024 Submit Invoices as soon as Summer I or Summer II ends	July 19, 2024
Email Invoices to: amincy@che.sc.gov – Alfie Mincy, SC Commission on Higher Education, 1122 Lady St, Ste 400, Columbia, SC 29201	

A student list must be attached to <u>ALL</u> invoices. Include (Name, Term, Enrollment Status, amount per student, and the total)
Example Student list: Click Here

Scenario #3

A student from XYZ College completely withdrew for the Fall semester and withdrew after the schedule change period (drop/add) and will still be charged for classes.

- Would the student still be eligible to receive CAP benefits?
- Could the student receive the entire benefit and be refunded the difference?

Answer Scenario #3

Section 62-259 (3) allows for the institution to use SCNG CAP funds to pay any balance owed on <u>tuition and fees</u> only. The student should NOT receive a refund.

In this student's case, *the student was enrolled during the Full Fall Semester and withdrew after the 5th calendar day of the term and will still be charged for the classes.*

XWY College is allowed to invoice CHE for the <u>tuition and fees</u> (the benefit) charged to the student after drop and add.

62-259. Benefits Disbursement and Reimbursements
A. The Commission shall disburse benefits awarded pursuant to this chapter to the eligible institutions to be placed in an account established for each eligible student.
(1) In the event that a student who has received a benefit withdraws, is suspended, ineligible under Section 62-253 C. (1), or otherwise becomes ineligible, the institution must reimburse the college assistance program for the amount of the benefit for the applicable term pursuant to the refund policies of the institution.
(2) The institution is responsible for collecting any amount due to the institution from the student.
(3) In the event a student withdraws or drops below eligibility requirements after the institution's refund period and therefore must **pay tuition and fees** *for full-time or less-than full-time enrollment, the benefits may be retained pursuant to the refund policies of the institution.*

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SC CHE

UPLOAD FILES

Technical Colleges

CHE DATA Submission Deadlines to CHEMIS:

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

- *All CHEMIS Discrepancies will need to be resolved in the next upload to prevent delays in future invoices.*

ATTENTION: Data will be transmitted to CHEMIS through the SC Technical College Office EDSS application.

2023-2024 CHE DATA Submission Dates to Commission on Higher Education Management Systems (CHEMIS) CHE General Collection Submission Calendar		
Term	**Open**	**Close**
Fall Collection 2023	August 21, 2023	November 1, 2023
Spring Collection 2024	December 8, 2023	March 29, 2024
Summer I Collection 2024	May 1, 2024	August 20, 2024
Summer II Collection 2024	June 21, 2024	August 20, 2024
** Please share deadlines with your respective departments responsible for scholarship file uploads to CHEMIS. For Technical assistance: Contact chedata@che.sc.gov		

Frequently Asked Questions (FAQs)	
Question	**Answer**
What are the SCNG Guard Regulations?	Please go to this website: . SC National Guard Assistance Program Regulations
When is the CAP Application Window? **ONLY** If I miss the August 1st deadline, when can I apply again?	Each year June 1st thru August 1st https://getsmartsc.com/sc-national-guard/ ** **NEW** November 20th thru December 15th (Spring)
How much is CAP Per Semester and Per Year?	** SCNG CAP Award Amounts for 23-2024 AY by Credit hours – **Click Here** to open
How do I know if a student is eligible for CAP? Who do I contact?	**Air National Guard** – MSgt. Kenneth Monroe
	Army National Guard –Mr. Paul Mead
I have a new staff member and I need to get access to the SCNG Web Portal **https://etl.che.sc.gov** , who should I contact?	Contact Alfie Mincy at amincy@che.sc.gov and Complete the SCNG CAP Point of Contact Form to be added to the distribution list
I need to be added to the SCNG CAP Institutional Point of Contact Distribution list.	
I am locked out of the SCNG Web Portal, who should I contact?	Passwords will deactivate after 60 days of inactivity. Contact CHE Help Desk at chedata@che.sc.gov and copy amincy@che.sc.gov
I cannot upload my SCNG CAP awards to CHEMIS, who should I contact?	
Who should I send SCNG CAP Invoices to?	Alfie Mincy at amincy@che.sc.gov Note: A student list should be attached to all invoices, credit hours and award amounts See page 5 for Deadlines
When are SCNG Invoices Due?	
What are the deadlines to upload to CHEMIS? (Commission on Higher Education Management Information System)	Deadline Dates for CHEMIS (Check website for updates) See page 5 for Deadlines
When should I update my student data on the SCNG Web Portal?	Please update your student data as soon as possible (each semester). See page 4 for Deadlines
Summer Awarding Process: - Why can't I update students in the SCNG Web Portal during the summer?	The SCNG CAP web portal currently does not have the functionality to report summer awards. Once summer enrollment is final submit the Eligibility Verification Spreadsheet See page 4 for Deadlines ONLY Summer.

Questions?

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