

South Carolina
Commission on Higher Education
Access | Affordability | Excellence

**Palmetto Fellows Scholarship
Early Award Workshop
2023-24**

Public, Private and Independent High Schools

PALMETTO FELLOWS SCHOLARSHIP APPLICATION PERIODS

Any eligible student will need to be part of the Early or Late Award application process during their year of graduation

○ TWO opportunities to apply:

- Early Award: May 1st of Junior Year to April 15th of Senior Year
- Late Award: May 15th – June 30th of Senior year

1) A student cannot use Early Award documentation for the Late Award

2) A student cannot apply or earn the PFS once they have graduated high school

3) Late award is awarded LATE - usually after tuition bill is due. Please let students and parents know.

Palmetto Fellows Scholarship Eligibility Requirements

For schools that have an official policy on rank that has been reviewed by Commission staff for compliance with the established regulations:

- Rank in the top 6% at the end of the 10th, or the 11th, or the 12th grade academic year; and
- Earn a 1200 SAT/25 ACT; and
- Earn a 3.5 cumulative SC UGP GPA

OR

Alternative Criteria (without regard to rank)

- Earn a 1400 SAT/31 ACT; and
- Earn a 4.0 cumulative SC UGP GPA

Superscore!



PALMETTO FELLOWS SCHOLARSHIP YEAR- ROUND APPLICATIONS

Any eligible student will need to be part of the Early or Late Award application process during their year of graduation!

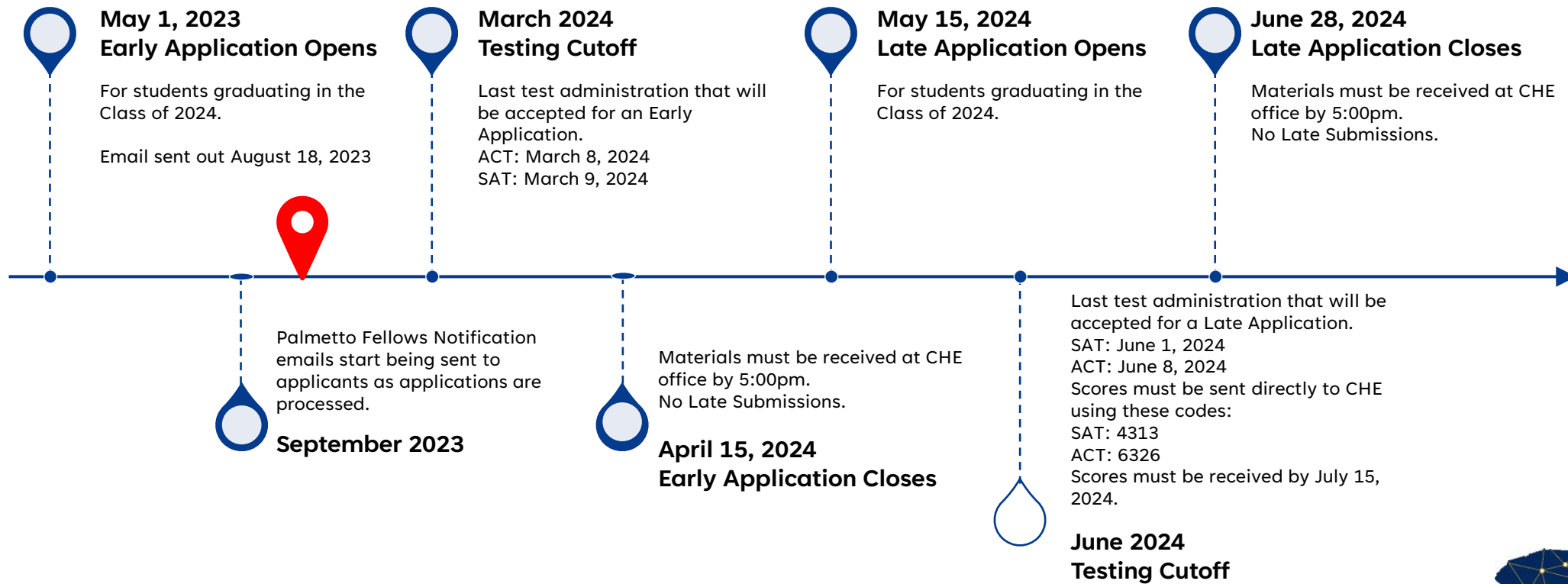
- CHE will review applications continuously to determine eligibility for the PFS
- Decisions will then be uploaded into CHE data system and released to students via email
- Estimated processing time from date of paper application receipt at CHE to decision release: **1 month**

1) A student cannot apply or earn the PFS once they have graduated high school

2) Mid-year graduates must have application submitted prior to graduating

3) Late award is awarded LATE - usually after tuition bill is due. Please let students and parents know.

2023-2024 Palmetto Fellows Application Timeline



SC Commission on Higher Education, Attn: Palmetto Fellows, 1122 Lady St, Suite 400, Columbia, SC 29201
<https://che.sc.gov/>



COUNSELOR DRIVEN APPLICATION PROCESS

The online application and paper application materials must be submitted via the high school/home school association and in the Commission office by the established deadlines.

- **Counselor:** Fill out online application (*posted on SC Guidance Listserv or contact CHE staff*)
 - *Please add student email address (personal - not school email).*
- **Student:** Certification & Authorization Form (give to students to sign – must contain actual signature and initials. Student return completed form to Counselor ASAP).

APPLICATION CYCLE OPENS

The day the application period (Early/Late) opens, CHE will send an email to all PFS Point Of Contacts (POCs) as well as post to the SC DE's School Counselor Listserv.

- Staffing Changes: Please send an email to scholarships@che.sc.gov with personnel changes for your PFS POCs.
- SC DE's School Counselor Listserv:
<https://ed.sc.gov/instruction/career-and-technical-education/education-and-economic-development-act-eeda/career-specialist-services/>

Additional Resources & Information

- [Ways to Build Career Awareness for all Grades \(38 Kb PDF\)](#)
- [IGP_IEP Guidelines](#)
- [Personal Pathways to Success \(home page\)](#)
- [Click here to join the School Counseling Listserv](#)

PFS Application Opens



Class of 2024 Palmetto Fellows Early Award is OPEN!



CHE Scholarships <scholarships@che.sc.gov>
To Harris, Kathryn; Weigold, Tanya

Reply Reply All Forward

Fri 8/18/2023 12:40 PM

2023-2024 Palmetto Fellows Application Timeline.pdf 148 KB	Certification_and_Authorization_of_Applicant_Form 2024.pdf 615 KB
Eligible Applicants Form.xlsx 20 KB	Instructions_for_finding_eligible_applicants.pdf 372 KB

**** PLEASE READ EMAIL IN ITS ENTIRETY****

**It is STRONGLY encouraged that ALL application materials are read and reviewed (including this email). The application materials provided each Early and Late period provide the necessary information to keep everyone apprised of the approved application process.*

The 2023-24 Palmetto Fellows Application Timeline is attached – please refer to this for timing, information and deadlines.

Updates are still pending to our application webpage, the 2023-24 Certification & Authorization Form is attached – going forward, please use this form for the Class of 2024.

The Early Award application process for the Palmetto Fellows Scholarship (PFS) is **NOW OPEN**. It will close on **Friday, April 15, 2024, at 5:00 pm** (All application materials must be in receipt of the Commission office by 5:00 pm of the established deadline). We have provided a checklist in the resource section on the instructions page as a guide to ensure

PFS POCs email

sent from

Scholarships@che.sc.gov

*Add to your safe senders list.



• SC DE List Serv email

[External] [GUIDANCE] Class of 2024 Palmetto Fellows Early Award is OPEN!



South Carolina K-12 School Counseling Personnel <GUIDANCE@LISTSERV.ED.SC.GOV> on beha
To GUIDANCE@LISTSERV.ED.SC.GOV

Reply Reply All Forward

Fri 8/18/2023 12:44 PM

PFS Application webpage

**Link in email announcing
app is OPEN.

• Step by step instructions on
how to submit your PFS
applications.



SC Commission on Higher Education

1122 Lady St., Suite 400, Columbia SC, 29201
Ph: (803) 737-2260; Scholarships@che.sc.gov

Access

Affordability

Excellence

Palmetto Fellows Scholarship Counselor Application and Instructions

Award Deadlines

Early Award: April 15

Late Award: June 30

Application and materials must be submitted by the School Counselor/Representative. CHE will not accept applications submitted by students and/or parents.

*Palmetto Fellows application and application materials can only be submitted during open award periods. Any applications or application materials submitted outside of an active award period will not be accepted.

Application Deadline - ALL application materials must be IN the Commission office by 5:00 pm of the established deadline date. If the deadline falls on a Saturday, Sunday or holiday the deadline is the preceding Friday.

FIVE STEPS TO COMPLETE

Step 1:

Print applicable checklist. Only one checklist is needed per packet:

- For [SC Public Schools](#)
- For [SC homeschooled, Private & Independent Schools](#)
- For [Out-of-State schools](#)

PFS Application Steps

- Step by step instructions on how to submit your PFS applications.
- This is how your student(s) get into the CHE database.
- Must be submitted prior to the app deadline. Shuts off at 5:00pm deadline.

Step 2:

List ALL eligible and declining students on the [Eligible Applicants Form](#).

- Please print the form & include it in the application packet submitted to the Commission.
- The High School Counselor is responsible for [identifying all students at their high school who are eligible](#) to apply for the Palmetto Fellows Scholarship.

Step 3:

Complete the Online Application for EACH student by clicking the link below.

[Complete Your Student's Online Application](#)

- Please note: ~~You will NOT be able to save an application once you have started.~~ Once an application is submitted you will NOT be able to revise or retrieve the application.
- Print the Success Page for each submission for your records only. This will include a transaction ID for each entry as a confirmation of submission for your records.
- DO NOT include the success page in the application packet submission.
- If you find that you have entered information in error AFTER you have submitted an online application, DO NOT submit another online application for that student. Instead, include a letter with the paper application materials. In that letter, please explain the error or change that occurred.

Step 4:

Print the [Certification and Authorization of Applicant Form](#).

- Have students complete and return pages 4-5 to school counselor.

Step 5:

Mail ALL required forms and official documentation. A document checklist is listed below in the resource section.

- All required forms from your high school must be sent to the Commission with tracking information. CHE cannot guarantee that we can provide confirmation of receipt. All forms must be received at the Commission on Higher Education by the established deadline date to be considered.
- All required documentation and application packets must be in receipt of the Commission office by 5:00PM of the established deadline date.
- If the deadline falls on a Saturday, Sunday, or holiday the deadline is the PRECEDING Friday.

*Should you choose to overnight an application packet, your packet will be accepted IF the packet is delivered to the office on or before 5:00PM of the established deadline. You must request tracking of the package.

**Application packets may also be hand-delivered to the Commission on Higher Education office, if so desired.

PFS Application Steps

- Don't skip the Resources section!
- Includes Example Application Packets
- Contact info and mailing address at the bottom of the page.

Required Documentation & Resources

Required Documents to include in Application Packet

- [Eligible Applicants Form](#)
- [Certification and Authorization of Applicant Form](#)
 - Students must complete pages 4-5 and return to school counselor!
- Document Checklist
 - [For SC Public Schools](#)
 - [SC homeschools, Private & Independent Schools](#)
 - [For Out-of-State schools](#)

Resources

- [Declination Form](#)
- [Instructions for Identifying all eligible students](#)
- [Example Application Packets](#)
- [SC Grading Scales](#)
- [SC Uniform Grading Policy](#)

Thank you for your assistance in submitting the Palmetto Fellows Scholarship application materials from your high school. If you should have any questions about eligibility or submitting the application, please do not hesitate to contact the Commission on Higher Education.

Mailing Address
Attn: Palmetto Fellows
1122 Lady Street, Suite # 400
Columbia, SC 29201
Scholarships@che.sc.gov

Kathryn Harris
kharris@che.sc.gov
803-856-0738

Gerrick Hampton
ghampton@che.sc.gov
803-856-0609

Karen Woodfaulk
kwoodfaulk@che.sc.gov
803-856-0578

Tanya Weigold
tweigold@che.sc.gov
803-856-0672

PFS Application Steps

Step 1:

- Different checklist for each type of school.
- Do not need a checklist per student app. Only 1 checklist per school packet submission.

Palmetto Fellows Application Packet Checklist

DO NOT PUT YOUR PACKET IN THE MAIL UNLESS YOU HAVE **ALL** OF THE FOLLOWING:



		For Public Schools
1. _____	Eligible Applicants Form	<ul style="list-style-type: none"> • All students included in your packet will be listed on this form; • Please mark students as either: <ul style="list-style-type: none"> ○ Eligible – If all of their application materials are included ○ Pending – If they are having their test scores sent directly to CHE (LATE AWARD ONLY) - instead of marking an X, please indicate SAT or ACT on form ○ Decline – They do not want you to submit an application on their behalf (please include their Declination Form)
2. _____	Certification & Authorization Form	<ul style="list-style-type: none"> • Please include a Certification & Authorization Form for EACH STUDENT that is being submitted. Students who are declining/signing the Declination Form do not need to sign a Certification & Authorization Form.
3. _____	Transcript	<p>EARLY AWARD</p> <ul style="list-style-type: none"> • You will submit a FINAL 11th grade transcript for <u>ALL</u> students to verify their end of year GPA; • If student met rank in 10th grade, but NOT 11th, you <u>also</u> need to include their FINAL 10th grade transcript in order to verify their rank (<i>IF using rank as an eligibility criteria</i>). • EARLY GRADUATES: Mid-year (Dec/Jan) grads MUST have their application submitted to CHE prior to completing their high school graduation requirements. <p>LATE AWARD</p> <ul style="list-style-type: none"> • You will submit a FINAL 12th grade transcript for <u>ALL</u> students to verify their end of year GPA; • If student met rank in 10th or 11th grade but NOT 12th, you will <u>also</u> need to include that FINAL transcript in order to verify their rank (<i>IF using rank as an eligibility criteria</i>). <p><i>We DO NOT need end-of-year 12th grade final transcripts for any EARLY AWARD students you submitted.</i></p> <p>ALL TRANSCRIPTS:</p> <ul style="list-style-type: none"> • Must say 'Date Calculated' on or BEFORE JUNE 15 (regardless of grade or year); <ul style="list-style-type: none"> ○ 12th grade final transcript must be calculated no earlier than 3 days prior to graduation but no later than June 15th of each year. ○ Date Printed, Date Issued, or simply just the Date WILL NOT BE ACCEPTED!!! • Say 'Final' – Transcripts CANNOT say 'Work in Progress' or reflect work in progress; • Must demonstrate SC UGP; • If you are using rank, the rank must be displayed;

PFS Application Steps

Step 2:

Submit a NEW form each time applications are submitted. Do not submit a form showing applications that were previously submitted.

23-24: it is an excel file, when you click on it to download it, you may need to check your download folder.

*Was attached to the 2024 Early Award is OPEN email.

Palmetto Fellows Scholarship Eligible Applicants Form

Please check the appropriate Application Period

Early Award Application Period

Late Award Application Period

Class Graduation Year: Class of 2023

Example: Class of 2022

Directions: Please list the names in alphabetical order (last name, first name) of all students who are either academically eligible to apply, or who decline. You should place an "X" in either "ELIGIBLE" "PENDING" or "DECLINATION" for each eligible student. If a student is considered to be an "Early Graduate" place an "X" in the "Early Graduate" column. **DO NOT EMAIL THIS FORM!** Please include a new Eligible Applicants form with each submission of application packets.

Name of High School: Sample Palmetto High School

Name of High School Counselor: Leslie Smith

High School Counselor Telephone Number: 803-856-0738

High School Counselor E-mail: LSmith@palmetto.k12.sc.us

CEEB Code (If applicable): 400000

IMPORTANT: Each of the "eligible" students **MUST** be entered electronically by the counselor through CollegeNet BEFORE submitting required documentation to CHE. All electronic applications must be completed by 11:59 p.m. on April 15 OR June 30. (If the deadline falls on a Saturday, Sunday or holiday the deadline is the preceding Friday)

Alphabetical List of Eligible Students (Last Name, First Name)	SSN	Early Graduate	ELIGIBLE: Application Submitted	PENDING: Student sending score directly to CHE	ELIGIBLE: Declination Submitted
Anderson, Keith	234-56-7890		X		
Austin, Irma	345-67-8901			SAT	
Bookman, Violet	456-78-9012				X
Dobbs, Hortense	567-89-0123		X		
Evans, Thelma	678-90-1234	X			
Gordon, Millicent	789-01-2345		X		
Williams, Wanda	890-12-3456			ACT	
Woods, Willona	901-23-4567		X		

PFS Application Steps

Step 2: (continued)

- Instructions for how to determine your eligible students.
- Shows you how to calculate the Top 6% of class rank.

Counselor Instructions for Identifying ALL Eligible Applicants

Early Award Deadline: April 15	Late Award Deadline: June 30
STEP 1	
<p>Begin with the students who ranked in the top 6% of the class at the end of the <u>sophomore OR junior</u> year based on the SC Uniform Grading Policy (SC UGP). The number in the class must be based on the END of the academic year. This figure should be rounded up to the next whole student, if not already a whole number. Two students may not occupy the same rank.</p> <p>In the event of a tie, the high school/home school association is responsible for determining the legitimate rank for each eligible applicant. For the purposes of the Palmetto Fellows Scholarship, the student's GPA may need to be truncated past two decimal points in order to determine the true rank for each student. The Commission will not be able to participate in a process to determine a student's true rank. The high school/home school association is responsible for determining each student's true rank.</p> <p style="text-align: center;">- Example - (185 x .06) = 11.1 (rounds up to 12)</p> <p>Note: For those high schools that have a policy of ranking all students AND have fewer than 20 students in the class, the top 2 students (students ranked as number one and two) shall be considered for the scholarship regardless of whether they rank in the top 6% of the class. These students must meet all other eligibility criteria.</p>	<p>Begin with the students who ranked in the top 6% of the class at the end of the <u>sophomore, junior, OR senior year</u> based on the SC Uniform Grading Policy (SC UGP). The number in the class must be based on the END of the academic year. This figure should be rounded up to the next whole number if not already a whole number. Two students may not occupy the same rank.</p> <p>In the event of a tie, the high school/home school association is responsible for determining the legitimate rank for each eligible applicant. For the purposes of the Palmetto Fellows Scholarship the student's GPA may need to be truncated past two decimal points in order to determine the true rank for each student. The Commission will not be able to participate in a process to determine a student's true rank. The high school/home school association is responsible for determining each student's true rank.</p> <p style="text-align: center;">- Example - (185 x .06) = 11.1 (rounds up to 12)</p> <p>Note: For those high schools that have a policy of ranking all students AND have fewer than 20 students in the class, the top 2 students (students ranked as number one and two) shall be considered for the scholarship regardless of whether they rank in the top 6% of the class. These students must meet all other eligibility criteria.</p>

PFS Application Steps

Step 3:

- Electronic apps should be submitted before paper apps are mailed/delivered to CHE.
- This is how your student gets into CHE's system.
- CHE will stop accepting electronic apps at the deadline.



SC Commission on Higher Education
1122 Lady St., Suite 400, Columbia SC, 29201
Ph: (803) 737-2260; Scholarships@che.sc.gov

Access | Affordability | Excellence

South Carolina Palmetto Fellows Scholarship Electronic Application

Biographical Information

Once the application process has started you will not be able to save work or retrieve an applicant's application. This information will no longer be stored to an applicant account. Please review all work before submitting.

Please complete requested information.

2. Student Name

Last Name*

First Name*

Middle Initial

3. Social Security Number*

4. Date of Birth*

 (yyyy/mm/dd)

5. Gender*

 Male Female

6. Please indicate your Ethnic Origin: (Required)

PFS Application Steps

Step 4:

- Information packet for the student/family.
- Legal application is pages 4-5. All other pages should be retained by the family/student.

Important Information for Palmetto Fellows Scholarship Applicants

Early Awards Deadline: APRIL 15

Late Awards Deadline: JUNE 30

(All application materials must be in receipt of the Commission office by 5:00 pm of the established deadline date. If the deadline falls on a Saturday, Sunday or holiday, the deadline is the preceding Friday)

Pages 1-3 are for the student/parent/guardian to retain.

The student must sign and return pages 4 and 5 to the school counselor to be included with the submission of the student's other required application materials.

The purpose of the Palmetto Fellows Scholarship Program is to recognize the most academically talented high school seniors in South Carolina and to encourage them to attend college in the State. Students must meet both general and academic requirements to be eligible for the Scholarship.

Initial Eligibility Requirements for the Program:

- **Graduate from high school** or complete a home school program as prescribed by law;
- **Attend** and be enrolled as a **full-time** degree-seeking student at an eligible South Carolina **two or four year** public or private college or university the fall term **IMMEDIATELY** following high school graduation, unless the student completes the requirements to utilize a Gap Year/Term;
- **Be a U.S. citizen or permanent resident** (green card holder) at the time of high school graduation and be a legal resident of South Carolina as defined in applicable State statutes governing the determination of residency for tuition and fee purposes at

PFS Application

Steps

Step 4:

Pages 4-5 must be thoroughly completed and included in the paper application.

EXAMPLE

Please use blue or black ink only and please print legibly.

Applicant's Name Sarah N. Jones

SSN 123-45-6789

High School Sample Palmetto High School

Student Email SarahJones1@gmail.com

School Counselor Signature  Do not use your high school email address

School CEEB Code 400000

Please
Initial by
EACH
statement

*Initials and signatures
can not be typed*





Certification and Authorization of Applicant

I attest to the fact that all of the information furnished in the application is true and accurate and that I am a resident for tuition and fee purposes under residency statutes of South Carolina. As a Palmetto Fellows Scholarship candidate, I authorize the Commission to release my name, ethnicity, gender, social security number, email address, mailing address and high school as an applicant for the Palmetto Fellows Scholarship to the colleges and universities in the State. If I am selected as a Palmetto Fellow, I authorize the Commission to use my name, ethnicity, gender, social security number (educational institutions only), e-mail address, mailing address, high school and postsecondary institution in any publication or as requested by the General Assembly (written and/or electronic) about the Palmetto Fellows Scholarship Program. I also authorize the college or university to furnish the Commission on Higher Education information about all other financial aid that I am receiving or will receive during all academic years in which I am awarded the Palmetto Fellow Scholarship.

PFS Application Steps

Step 4:

Please make sure you are using 2023-24 form – Includes legal verbiage for Gap Year and 2-year institutions.

Must contain actual initials and signatures – cannot be typed.

David Jones, Father

Amanda Jones, Mother



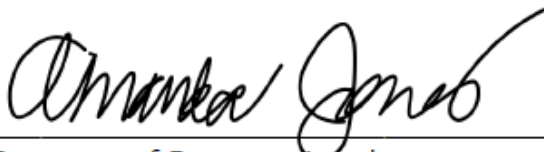
I have read the information regarding the Palmetto Fellows Scholarship Program and agree to adhere to any policies or regulations as approved by the Commission on Higher Education.

I hereby swear (or affirm) that the information pertaining to the applicant provided in this application is true.


Signature of Applicant

(803) 856-0738
Telephone Number

August 1, 2023
Date


Signature of Parent or Legal
Guardian, if applicant is under 18.

(803) 856-0738
Telephone Number

August 1, 2023
Date

RETURN THIS SIGNATURE PAGE WITH ANY NECESSARY SIGNATURES TO YOUR SCHOOL COUNSELOR IMMEDIATELY

2023-2024 FORM - PREVIOUS FORMS WILL NOT BE ACCEPTED

Parent/Guardian Email AmandaJones5@gmail.com

Secondary Email DaveJones32@gmail.com

PFS Application Steps

Step 5:

- Paper applications must be received at CHE's office for processing.
- 30-day processing timeframe does not begin until paper applications are received at CHE.
- If mailing, please utilize tracking. Can be sent USPS, UPS and/or FedEx.

If mailing:

SC Commission on Higher Education
Attn: Palmetto Fellows
1122 Lady St, Suite #400
Columbia, SC 29201

If delivering in-person:

SC Commission on Higher Education
1122 Lady St
Columbia, SC 29201

We are on the 4th floor. Office Hours:
8:30am – 4:30pm. Outside door will be
locked, bring your cell phone.

School Application Packet

- Eligible Applicant Form
- School Checklist
- School Rank Policy (if not submitted within the last 3 years)
- Final Class Rank Report(s)
- Individual Student Paper Application Packet(s)



Eligible Applicants Form

Palmetto Fellows Scholarship Eligible Applicants Form

Please check the appropriate Application Period

Early Award Application Period

Late Award Application Period

Class Graduation Year: Class of 2023

Example: Class of 2022

Directions: Please list the names in alphabetical order (last name, first name) of all students who are either academically eligible to apply, or who decline. You should place an "X" in either "ELIGIBLE" "PENDING" or "DECLINATION" for each eligible student. If a student is considered to be an "Early Graduate" place an "X" in the "Early Graduate" column. **DO NOT EMAIL THIS FORM!** Please include a new Eligible Applicants form with each submission of application packets.

Name of High School: Sample Palmetto High School

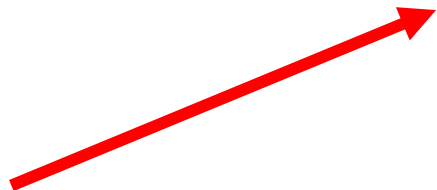
Name of High School Counselor: Leslie Smith

High School Counselor Telephone Number: 803-856-0738

High School Counselor E-mail: LSmith@palmetto.k12.sc.us

CEEB Code (if applicable): 400000

IMPORTANT: Each of the "eligible" students **MUST** be entered electronically by the counselor through CollegeNet BEFORE submitting required documentation to CHE. All electronic applications must be completed by 11:59 p.m. on April 15 OR June 30. (If the deadline falls on a Saturday, Sunday or holiday the deadline is the preceding Friday)



Please include Counselor contact info – this is how we contact you if there is a problem.

Alphabetical List of Eligible Students (Last Name, First Name)	SSN	Early Graduate	ELIGIBLE: Application Submitted	PENDING: Student sending score directly to CHE	ELIGIBLE: Declination Submitted
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Austin, Irma	345-67-8901			SAT	
Bookman, Violet	456-78-9012				X
Dobbs, Hortense	567-89-0123		X		
Evans, Thelma	678-90-1234	X			
Gordon, Millicent	789-01-2345		X		
Williams, Wanda	890-12-3456			ACT	
Woods, Willona	901-23-4567		X		

PFS App Checklist

- Checklist for each type of school.
- Only submit 1 checklist per school submission. Do not need 1 checklist per student application.

Palmetto Fellows Application Packet Checklist

DO NOT PUT YOUR PACKET IN THE MAIL UNLESS YOU HAVE **ALL** OF THE FOLLOWING:



		For Public Schools
1. _____	Eligible Applicants Form	<ul style="list-style-type: none"> • All students included in your packet will be listed on this form; • Please mark students as either: <ul style="list-style-type: none"> ○ Eligible – If all of their application materials are included ○ Pending – If they are having their test scores sent directly to CHE (LATE AWARD ONLY) - instead of marking an X, please indicate SAT or ACT on form ○ Decline – They do not want you to submit an application on their behalf (please include their Declination Form)
2. _____	Certification & Authorization Form	<ul style="list-style-type: none"> • Please include a Certification & Authorization Form for EACH STUDENT that is being submitted. Students who are declining/signing the Declination Form do not need to sign a Certification & Authorization Form.
3. _____	Transcript	<p>EARLY AWARD</p> <ul style="list-style-type: none"> • You will submit a FINAL 11th grade transcript for ALL students to verify their end of year GPA; • If student met rank in 10th grade, but NOT 11th, you also need to include their FINAL 10th grade transcript in order to verify their rank (<i>IF</i> using rank as an eligibility criteria). • EARLY GRADUATES: Mid-year (Dec/Jan) grads MUST have their application submitted to CHE prior to completing their high school graduation requirements. <p>LATE AWARD</p> <ul style="list-style-type: none"> • You will submit a FINAL 12th grade transcript for ALL students to verify their end of year GPA; • If student met rank in 10th or 11th grade but NOT 12th, you will also need to include that FINAL transcript in order to verify their rank (<i>IF</i> using rank as an eligibility criteria). <p><i>We DO NOT need end-of-year 12th grade final transcripts for any EARLY AWARD students you submitted.</i></p> <p>ALL TRANSCRIPTS:</p> <ul style="list-style-type: none"> • Must say 'Date Calculated' on or BEFORE JUNE 15 (regardless of grade or year); <ul style="list-style-type: none"> ○ 12th grade final transcript must be calculated no earlier than 3 days prior to graduation but no later than June 15th of each year. ○ Date Printed, Date Issued, or simply just the Date WILL NOT BE ACCEPTED!!! • Say 'Final' – Transcripts CANNOT say 'Work in Progress' or reflect work in progress; • Must demonstrate SC UGP; • If you are using rank, the rank must be displayed;

School Rank Policy

- Copy or printout of School handbook or profile showing school's policy for class rank.
- CHE will review a school's rank policy every 3 years to ensure compliance with regulations.

Rank Report - PowerSchool

$$237 \times 6\% = 14.22$$

School: Sample High

Term: 19-20 Semester 2

CHE archives rank reports – do not need to submit with every submission.

PowerSchool rank reports do not have the words “Date Calculated” however date calculated is shown as highlighted above.

Make sure transcripts and rank report match.

Class Ranking for **Grade 11**

SC_GPA_UGP_Round

06/10/2020 - Sample High

Rank	Student #	Name	GPA	Percentile
1.	40047	Student 1	5.442	.42
2.	10056	Student 2	5.417	.84
3.	110010029988	Student 3	5.307	1.27
4.	18064	Student 4	5.266	1.69
5.	40053	Student 5	5.178	2.11
6.	110010030215	Student 6	5.126	2.53
7.	110010029895	Student 7	5.095	2.95
8.	31645	Student 8	5.088	3.38
9.	110010028863	Student 9	5.048	3.80
10.	110010030028	Student 10	5.038	4.22
11.	110010028783	Student 11	4.965	4.64
12.	110010030210	Student 12	4.909	5.06
13.	28923	Student 13	4.899	5.49
14.	10183	Student 14	4.877	5.91
15.	26168	Student 15	4.866	6.33
16.	110010030094	Student 16	4.777	6.75
17.	110010033468	Student 17	4.775	7.17

Rank Report - PowerSchool - 2022-23



Sample SC High School
2022-23 12th Grade Class Rank

Date Calculated: 6/15/2023

SC DE changed the rank report options last year – **Legal Name** – new excel file does not include all the regulatory requirements for SC State Scholarships.

Will need to add a header to the file with the missing info: School Name, AY, Grade Ranked, and Date Calculated.

RANK	STUDENTID	LASTFIRST	GPA	PERCENTILE	STORECODE
1	2.6001E+11	Student 1	5.519	0.16	
2	2.6001E+11	Student 2	5.479	0.31	
3	55695	Student 3	5.469	0.47	
4	2.6001E+11	Student 4	5.375	0.63	
4	2.6001E+11	Student 5	5.375	0.63	
6	2.6001E+11	Student 6	5.336	0.94	
7	2.6001E+11	Student 7	5.293	1.1	
8	44173	Student 8	5.277	1.25	
9	47922	Student 9	5.274	1.41	
10	86565	Student 10	5.246	1.57	
11	2.6001E+11	Student 11	5.236	1.72	
12	2.6001E+11	Student 12	5.23	1.88	
13	39862	Student 13	5.218	2.04	
14	10428	Student 14	5.216	2.19	
15	2.6001E+11	Student 15	5.212	2.35	
16	10867	Student 16	5.203	2.51	
17	48283	Student 17	5.196	2.66	

SC DE is working to correct this for 2023-24.

Rank Report - Private/Homeschool



Academy University

Accountability Group

Must show the words “Date Calculated” and the actual date final calculation was done.

Needs to show school name or letterhead.

Make sure transcripts and rank report match.

CHE archives rank reports – do not need to submit with every submission.

Rank Report

Date Calculated: June 14, 2022

$$L20 \times 6\% = 2$$

11 th Grade Ranking Report: 6/14/22		
Name	SC UGP	Rank
Student #1	4.868	1
Student #2	4.742	2
Student #3	4.561	3
Student #4	4.378	4
Student #5	4.235	5
Student #6	4.148	6
Student #7	4.027	7
Student #8	3.982	8
Student #9	3.817	9
Student #10	3.665	10

A handwritten signature in black ink, appearing to read "Paul Wintrey".

Student Paper Application Packet

- Certification & Authorization of Applicant Form – legal application document
- SC UGP GPA: final 11th grade SC UGP GPA
 - Final 11th grade transcript
- Class Rank: top 6% of class rank at the end of the 10th or 11th grade
 - Final transcript: from the year which student met the top 6% rank
 - Final class rank report from the year which student met the top 6% rank
- Test Score Report(s)

Certification & Authorization Form

Must contain actual initials and signatures – cannot be typed.

EXAMPLE

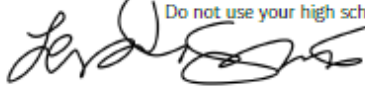
Please use blue or black ink only and please print legibly.

Applicant's Name Sarah N. Jones

SSN 123-45-6789

High School Sample Palmetto High School

Student Email SarahJones1@gmail.com

School Counselor Signature 
Do not use your high school email address

School CEEB Code 400000

Please
Initial by
EACH
statement

*Initials and signatures
can not be typed*





Certification and Authorization of Applicant

I attest to the fact that all of the information furnished in the application is true and accurate and that I am a resident for tuition and fee purposes under residency statutes of South Carolina. As a Palmetto Fellows Scholarship candidate, I authorize the Commission to release my name, ethnicity, gender, social security number, email address, mailing address and high school as an applicant for the Palmetto Fellows Scholarship to the colleges and universities in the State. If I am selected as a Palmetto Fellow, I authorize the Commission to use my name, ethnicity, gender, social security number (educational institutions only), e-mail address, mailing address, high school and postsecondary institution in any publication or as requested by the General Assembly (written and/or electronic) about the Palmetto Fellows Scholarship Program. I also authorize the college or university to furnish the Commission on Higher Education information about all other financial aid that I am receiving or will receive during all academic years in which I am awarded the Palmetto Fellow Scholarship.

Certification & Authorization Form

Please make sure you are using 2023-24 form – *Includes legal verbiage for Gap Year and 2-year institutions.*

Must contain actual initials and signatures – cannot be typed.

David Jones, Father

Amanda Jones, Mother




I have read the information regarding the Palmetto Fellows Scholarship Program and agree to adhere to any policies or regulations as approved by the Commission on Higher Education.

I hereby swear (or affirm) that the information pertaining to the applicant provided in this application is true.


Signature of Applicant

(803) 856-0738
Telephone Number

August 1, 2023
Date


Signature of Parent or Legal Guardian, if applicant is under 18.

(803) 856-0738
Telephone Number

August 1, 2023
Date

RETURN THIS SIGNATURE PAGE WITH ANY NECESSARY SIGNATURES TO YOUR SCHOOL COUNSELOR IMMEDIATELY

2023-2024 FORM - PREVIOUS FORMS WILL **NOT** BE ACCEPTED

Parent/Guardian Email AmandaJones5@gmail.com

Secondary Email DaveJones32@gmail.com

Transcript - Public School

State of South Carolina Standard High School Transcript - Final

Graduation Date: 06/02/2022
Class Of: 2022
Diploma Type: State of SC Diploma

School Name/Address
High School
Address
City, SC Zip Code
Tel: xxx-xxx-xxxx Fax: xxx-xxx-xxxx

District Name/Address
School District
Address
City, SC Zip Code
Tel: xxx-xxx-xxxx Fax: xxx-xxx-xxxx

Student Name		
Student ID	Grade 12	Gender
State ID	Date of Birth	Ethnic Code
Parent or Guardian		

Crs ID	Course Title	Term	Grd	Mark	Credit	Crs ID	Course Title	Term	Grd	Mark	Credit
17-18 Middle School											
302400HW	English 1 Honors	YR	8	87	1.00						
411400HW	Algebra 1 Honors	YR	8	84	1.00						
18-19 High School											
302500HW	English 2 Honors	YR	9	85	1.00						
322100HW	Biology1 Honors	YR	9	87	1.00						
337900AW	AP Human Geography	YR	9	73	1.00						
344110CW	PE1	YR	9	96	1.00						
356700CW	Instrumental Music: Guitar	YR	9	84	1.00						
412200HW	Geometry Honors	YR	9	78	1.00						
477500AW	AP Computer Science Principles	YR	9	93	1.00						
19-20 High School											
302600HW	English 3 Honors	YR	10	83	1.00						
323100HW	Chemistry1 Honors	YR	10	89	1.00						
327200AW	AP Biology	YR	10	73	1.00						
336000HW	World History Honors	YR	10	100	1.00						
361100CW	French1	YR	10	90	1.00						
411500HW	Algebra 2 Honors	YR	10	88	1.00						
477100AW	AP Comp Sci A	YR	10	99	1.00						
20-21 High School											
328200AW	AP Physics 1	YR	11	93	1.00						
332000HW	US Hist and Consti Honors	YR	11	92	1.00						
361200CW	French2	YR	11	87	1.00						
413100HW	Precalculus Honors	YR	11	83	1.00						
605100HW	Intro Eng Design	YR	11	79	1.00						
901200GW	AICE English Language, AS Level	YR	11	88	1.00						
21-22 High School											
333000HH	U.S. Government Honors	S1	12	92	0.50						
						Work-in-Progress					

Full size examples can be found under Resources on the application webpage.

Must contain signature

Make sure transcripts and rank report match.

Transcript - Private/Homeschool

Academic Achievement Record

Full Legal Name _____ School Name School Name
 SSN _____ Ethnicity N/A School Address Address, City, SC Zip Code
 DOB 00/18/2004 Sex _____ School Code 000 Phone: xxx-xxx-xxxx
 Parent or Guardian _____ Date Printed: 06/24/2022
 Address Address, City, SC Zip Code _____
 Phone xxx-xxx-xxxx _____ Graduation Date 5/27/2022

Grd	Year	Course	S1	S2	Yr	CRD	Grd	Year	Course	S1	S2	Yr	CRD
Middle School													
08	2017-2018	Algebra 1-Honors	H	93	91	92	1						
08	2017-2018	English 1-Honors	H	97	98	98	1						
08	2017-2018	Technology	CP	96	97	97	1						
Annual GPA : 4.9000													
High School													
09	2018-2019	Bl:Early Church	CP	94	94	94	1						
09	2018-2019	English 2-Honors	H	94	93	94	1						
09	2018-2019	Geography	CP	94	93	94	1						
09	2018-2019	Geometry-Honors	H	83	84	84	1						
09	2018-2019	Physical Education	CP	100	100	100	1						
09	2018-2019	Physical Science	CP	91	91	91	1						
09	2018-2019	Spanish 1	CP	96	97	97	1						
Annual GPA : 4.4857													
High School													
10	2019-2020	Algebra 2-Honors	H	90	94	92	1						
10	2019-2020	Bl: Early Christians	CP	95	95	95	1						
10	2019-2020	Biology 1	CP	86	91	89	1						
10	2019-2020	English 3-Honors/American Literature	H	91	96	94	1						
10	2019-2020	Fine Art-Art 1	CP	98	98	98	1						
10	2019-2020	Spanish 2	CP	97	95	96	1						
10	2019-2020	World History	CP	94	91	93	1						
Annual GPA : 4.5286													
High School													
11	2020-2021	Statistics	CP	90	94	92	1						
11	2020-2021	American History II	CP	95	95	95	1						
11	2020-2021	World Religion	CP	86	91	89	1						
11	2020-2021	Advanced Biology Honors	H	91	96	94	1						
11	2020-2021	American Literature II	H	98	98	98	1						
11	2020-2021	Spanish 3	CP	94	91	93	1						
Annual GPA : 4.5189													

Full size examples can be found under Resources on the application webpage.

Must contain signature.

Make sure transcripts and rank report match.

SAT/ACT Score Stickers

SAMPLE

This side for PSAT, SAT, PLAN, ACT, AP.

STUDNET NAME
 AP EXAM SCORES 00/00/00
 19:HGEO 5 A

STUDENT NAME
 SAT August 2020 Gr: 12
 Registration Number/Access Code: 004677893
 Total: 1440 ERW: 690 Y MSS: 750 Y
 R: 32 WL: 37 MTS: 37.5
 SCI: 36 HSS: 32
 EOI: 15 SEC: 13 WIC: 13 COE: 14
 HOA: 14 PSD: 14 PAM: 14
 ESR: ESA: ESW:
 The College Board - For High School Use Only

STUDENT NAME		ACT ID		05/08/2004	
NAME OF STUDENT				DATE OF BIRTH	
*The writing score range is 1-36 for test events Sept. 2015 to Aug. 2016 and 2-12 for all other test events.					
ENGLISH	MATH	READING		WRITING*	TEST DATE & TEST LOCATION
30	31	25	28	29	11
PERCENT AT OR BELOW NATL COMP.:					90
					The ACT
					02/2021

STUDENT NAME
 AP EXAM SCORES 05/08/04
 21:USHIST 5 20:WORLDHIS 5
 21:BIO 5 19:HUMANGE0 5
 21:ENGLANG 4
 21:CALCAB 5

Verified by [Signature] 4/11/22



SAT/ACT Enrich Score Summary

Student name MUST be on score summary. If your district did not format it so student name prints at the top of page, all pages MUST be included.

3/30/2021

	Test Scores		Student Name		Frontline Education							
2019 October	11	32	93	34	99	25.5	62	1170	87	Yes	Yes	
2018 October	10	34	97	32	95	26.5	76	1190	91	Yes	Yes	
2016 October	08	31	92	31	93	77	25	66	1120	84	Yes	Yes

? READY TO WORK

Administration	Grade	General Certificate Level	Applied Mathematics Level Score	Locating Information Level Score	Reading for Information Level Score	Soft Skills Score
2020	12	Platinum	7	6	6	Pass

? SAT

Administration	Grade	Writing Score	Math Score	Evidence Based Reading and Writing Score	SAT Total Score
2021 March	12		610	740	1350
2020 December	12		660	710	1370
2020 August	12		600	730	1330

1400

Paul Winfrey

? SC READY



SAT - High School Score Report

New for 2023-24: the High School Score reports now features redacted student information based on College Board's new privacy policies.

Please make sure you sign, initial, stamp and/or date the report.



SAT Score Report

Joseph M. Student

Your Total Score

1340 | 400–1600

94th
Nationally Representative
Sample Percentile

89th
SAT User Percentile

Test Date: **Mar. 11, 2023**
Registration Number: **4088483004**
Gender:
Date of Birth:
Test Center Number: **41280**
CB Student ID: **124235001**
High School Code: **411003**
High School Name:

Am I on Track for College?

Look for the green, yellow, or red symbols next to your section scores. They let you know if your scores are at or above the benchmark scores. Benchmarks show college readiness. If you see green, you're on track to be ready for college when you graduate.

If you score below the benchmark, you can use the feedback and tips in your report to get back on track.

How Do My Scores Compare?

A percentile shows how you scored, compared to other students. It's a number between 1 and 99 and represents the percentage of students whose scores are equal to or below yours.

For example, if your Math percentile is 57, that means 57% of test takers have Math scores equal to or below yours.

The **Nationally Representative Sample Percentile** compares your score to the scores of typical U.S. students.

SAT Score Report

SAT can be Superscored.

PAGE 2: will list all the student's test dates and scores.

SAT Summary of Scores

Date		Mar. 13, 2021	Dec. 6, 2020			
Grade		11	11			
SAT						
Total		1450	1440			
Evidence-Based Reading and Writing		740	710			
Math		710	730			
Essay	Reading					
	Analysis					
	Writing	1470				
Old SAT						
Critical Reading						
Mathematics						
Writing						

Can I Choose Which Scores to Send?

With Score Choice™, you decide which scores you send to colleges. Choose by test date for the SAT and individual test for past SAT Subject Tests you took (these tests are no longer offered). Just make sure you follow each college's stated score-use policy.

- Use your scores to personalize your SAT practice.
- Make a college plan.
- Follow your interests, and build a career road map.
- Register to take the SAT again.



ACT Score Report

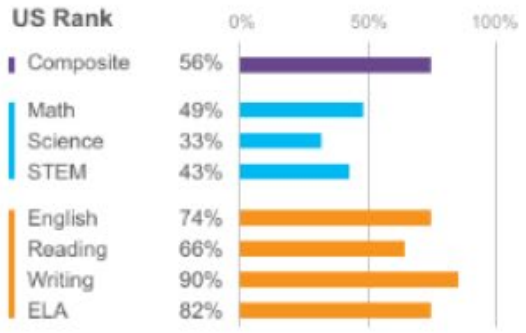
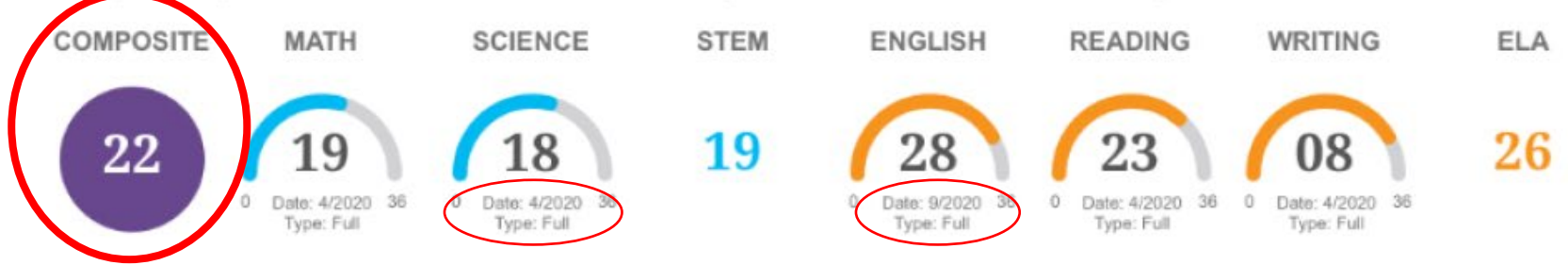
Printed from the K12 portal. Shows the student's Superscore on the top, no other score reports are needed. If no Superscore on report, will need score report for each date you are using a subject score to Superscore.

Marissa A Suarez
 GRADUATION YEAR: 2022
 REPORT DATE: 10/10/2020
 DOB: April 16, 2004
 GENDER: Female
 ACT ID: -54116290
 404-441-5345 (C)
 4334 W 46th Street
 Apartment 4G
 Wheat Ridge, CO 80033-0234
 marissa.suarez20@gmail.com
 HIGH SCHOOL CODE: 061450
 Wheat Ridge Sr High School



ACT Superscore

The ACT Superscore represents the best scores for this student across all attempts. ACT Research confirms this to be the most predictive of student success.



Highest Full Battery

Date: 4/2020
Type: Full

Single Test Event represents the full battery test which resulted in the student's highest earned ACT composite score.



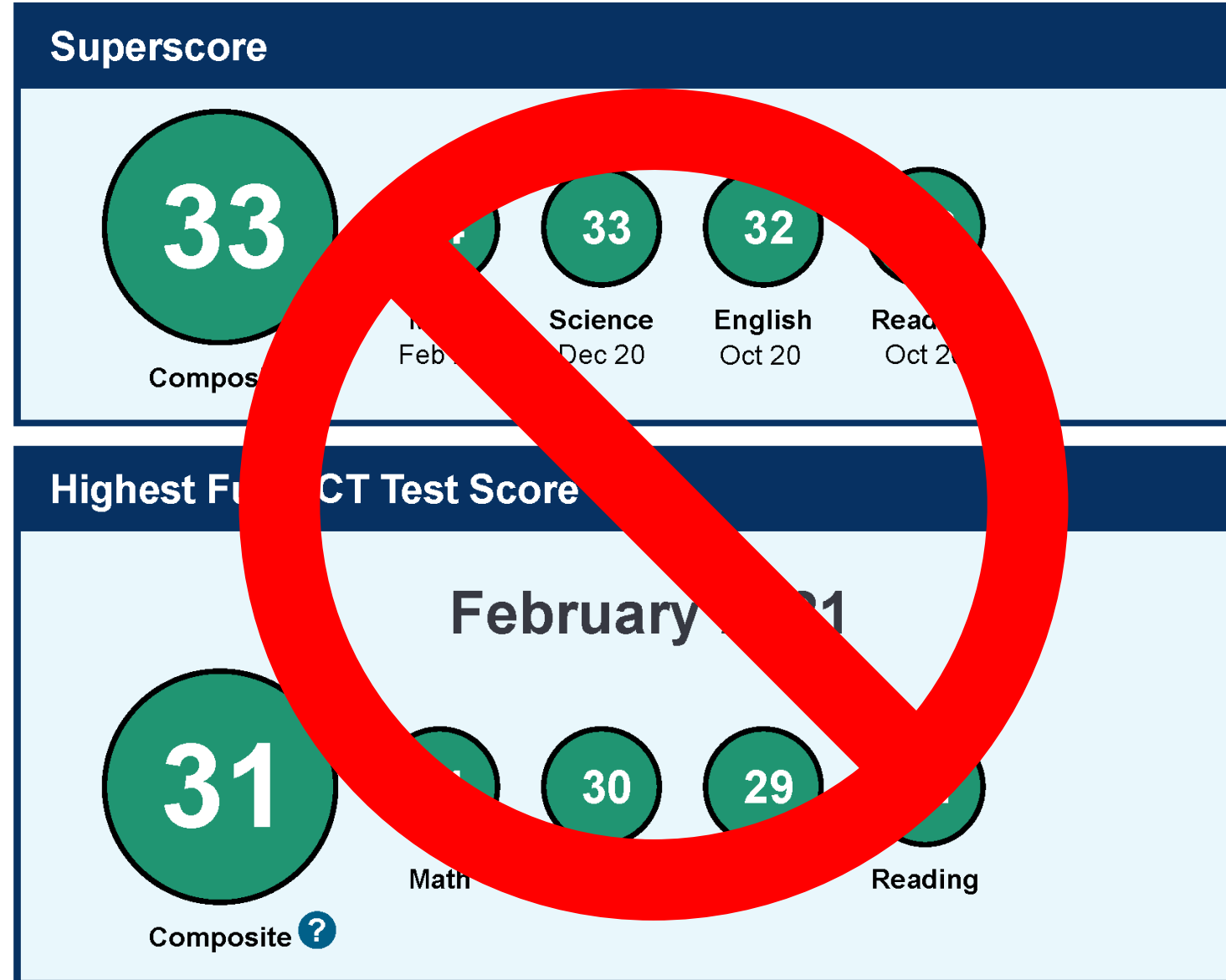
Detailed Superscore Results

MATH	19	% correct
Preparing for Higher Math	22 of 35	63%
Number & Quantity	5 of 5	100%
Algebra	5 of 8	63%
Functions	6 of 8	75%
Geometry	4 of 8	50%
Statistics & Probability	2 of 6	33%
Integrating Essential Skills	11 of 25	44%
Modeling	9 of 22	41%
SCIENCE	18	% correct
Interpretation of Data	9 of 16	
Scientific Investigation	7 of 11	
Evaluation of Models, Inferences & Experimental Results	5 of 11	



ACT Score Report - Student's Score Report

CHE will **not** accept a student's score report printed from their portal.



Excerpt from Kayla's ACT Superscore Report at My ACT

ACT Score Report

Have you taken the ACT more than once? Fill out the form below to calculate your superscore!

- Fill out the table below, entering your English, math, reading and science score for each test you've taken in a new row.
- View your best score for each subject in the last row. Your superscore is in the yellow box!

ACT can be Superscored. Must submit score report that shows the subject scores being used to Superscore.

TEST DATE	ENGLISH SCORE	MATH SCORE	READING SCORE	SCIENCE SCORE	COMPOSITE SCORE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SUPERSCORING RESULTS	BEST ENGLISH SCORE	BEST MATH SCORE	BEST READING SCORE	BEST SCIENCE SCORE	YOUR SUPERSCORE

<https://cloud.e.act.org/superscore-calculator>



Sample Application Packets – Early Award Period

Student 1 (Qualifying with Rank)

- Student's completed Certification & Authorization Form
- **GPA:** Final 11th grade transcript
- **RANK:** Final 10th or 11th grade transcript and coordinating rank report
- **TEST SCORE:** Test label or printed score report (from K12 portal or Enrich) that is signed, initialed, stamped and dated

Student 2 (Qualifying with Test Score)

- Student's completed Certification & Authorization Form
- **GPA:** Final 11th grade transcript
- **RANK:** N/A
- **TEST SCORE:** Test label or printed score report (from K12 portal or Enrich) that is signed, initialed, stamped and dated

Student Notification

- Students will be notified:
 - Approx. 1 month after CHE receives their paper application.
 - Late Award: Late August*
- Email notifications are sent to student email
 - Please remind students to check Spam/Junk folders
 - Emails are sent from Scholarships@che.sc.gov

**Tuition bill will be due prior to Palmetto Fellow notification.*

Designation Form

- In order for the student to receive scholarship funds they **MUST** complete the DESIGNATION FORM
 - This is the SOLE responsibility of the student
 - This is an online form that is linked in the Student Notification email
- Final deadline to submit Designation Form: August 31st
 - Please remind students to check Spam/Junk folders

Declination Form

(Declining to Apply)



PALMETTO FELLOWS SCHOLARSHIP DECLINATION TO APPLY FORM

I certify that I was notified of my eligibility to apply for the Palmetto Fellows Scholarship and was given the opportunity to apply. I understand that it is the recommendation of the South Carolina Commission on Higher Education that I apply for the Palmetto Fellows Scholarship and decline at a later date, if necessary; however, I have decided to NOT apply because of the reason marked below:

I will be attending the following out-of-state institution and will be unable to use the Palmetto Fellows Scholarship: _____

I have been notified I meet some of the eligibility requirements, however, I am choosing not to test further in an attempt to obtain a qualifying test score.

Other reason, please specify: _____

I further understand that my decision to decline to apply for the Palmetto Fellows Scholarship is a permanent decision. I am relinquishing all rights to receive this scholarship at a later time by completing and submitting this form. This means that if I change my mind and would like to receive the Palmetto Fellows Scholarship at a later time, I would not be eligible to receive it because I never applied and was never awarded the scholarship.

Name of Student: _____ (Please print legibly)

High School: _____

Date: _____

Signature of Student: _____

Designation Form

(Declining to Accept)

High School Information

Zip/Postal Code

State/Province

High School Attended

Graduation Date

College Information

Name of the institution you plan to attend this upcoming fall term

- Furman University
- Lander University
- Limestone College
- Morris College
- Newberry College
- North Greenville University
- Presbyterian College
- South Carolina State University
- Southern Wesleyan Univ
- The Citadel
- USC-Aiken
- USC-Beaufort
- USC-Columbia
- USC-Upstate
- Voorhees College
- Winthrop University
- Wofford College
- Out-of-State
- Other/Gap
- Two-Year Institution

Palmetto Fellows Award Amounts

1st Year

- Up to \$6,700

2nd, 3rd, and 4th Years

- Up to \$7,500

Important Palmetto Fellows Scholarship Points

- Gap Year: Students can utilize a Gap Year (or term) immediately following high school graduation. Student will submit their Designation Form indicating Gap Year. Student must enroll by the next Fall term and will need to submit a Reapplication form to CHE.
- Students must attend an eligible SC institution. As of Fall 2021, that includes 2-year SC institutions. List of eligible institutions on CHE website.
- **EARLY GRADUATES:** students graduating at the end of the Fall term (Dec/Jan) **MUST** have their PFS application submitted to CHE prior to completing their HS graduation requirements.

**Please add this to your checklist for Early Grads.*

How do I keep the Palmetto Fellows Scholarship?

3.0 cumulative
institutional GPA

(Cannot transfer grades
from other colleges)

Earn 30 credit hours each
academic year

Does NOT include AP, IB,
Dual Enrollment, CLEP or
exempted hours

LIFE & PFS Enhancements

Must Earn 14 credit hours of math and/or science by the end of the 1st academic year
(AP, IB, Dual Enrollment, CLEP and Exempted courses)

Must be enrolled in an eligible major at their home institution

Starts the student's 2nd academic year (6 semesters) at a 4-year institution only

Up to an additional
\$2,500

ENHANCEMENTS

LIFE Scholarship

1st Year

- Up to \$5,000

2nd, 3rd &
4th Years

- Up to \$7,500 with
Enhancement

Palmetto Fellows Scholarship

1st Year

- Up to \$6,700

2nd, 3rd &
4th Years

- Up to \$7,500
- Up to \$10,000 with
Enhancement

Students with Documented Disabilities

Register with the Office of Disability Services



May be eligible for accommodations



May be eligible for Reduced Course load

General State Scholarship & Grant Information



- No State Scholarships or Grants may be used at an out-of-state institution at any time.
- Academic Common Market
 - Allows for South Carolina residents who are enrolled in specific programs at out-of-state institutions to be charged only the applicable in-state tuition by the institution in which the student is enrolled



TRANSCRIPTS

Transcript Requirements:

Scholarship Eligibility Purposes

All state scholarships and grants are based on the SC UGP, therefore all transcripts must specifically state “SC UGP.”

- Any transcript that states, “Weighted and Unweighted GPA” OR “Total GPA” will not be accepted for the purposes of awarding state scholarships as it must comply with the **SC UGP**.

All final official transcripts must be date calculated between 3 days prior to the date of the high school graduation and no later than June 15th

The final grades/ranking cannot include grades earned after the official graduation date of the school year. Summer school grades earned after high school graduation cannot be used in the calculation.

In order to determine eligibility for the State scholarship programs, the financial aid office/institution and/or CHE for the Palmetto Fellows Scholarship must have an official transcript on file (electronic or otherwise) that demonstrates the following items:

- A valid signature (electronic or otherwise) from the Principal.* In the event that the Principal is not available, the Superintendent signature is acceptable.
 - ***For Independent/Private and home school students: The administrator, registrar, or an official from the home school/accountability group. Should provide letter stating designated school rep.*
- SC UGP GPA must be demonstrated
- Date calculated date to be date calculated no later than June 15th (regardless of academic year)
 - For the LIFE Scholarship and the Palmetto Fellows Scholarship Late Award the transcript MUST demonstrate that it is the final official transcript, as well as reflect a graduation date
- Rank
 - If an independent high school or home school association has an approved policy on rank, a rank must be demonstrated on the official transcript (even if the student is not using rank for scholarship eligibility).
 - A rank report must also be submitted **with a date calculated matching the transcripts** even if the student is not using rank. (LIFE 62-1200.10.C)

Transcript Requirements:

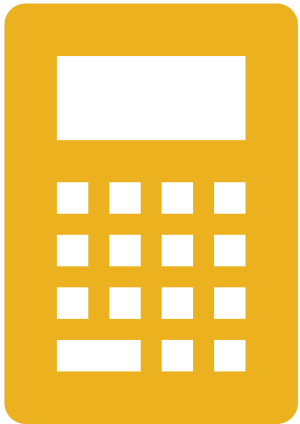
Scholarship Eligibility Purposes

Out-of-State High Schools & Scholarship Eligibility

For Scholarship purposes, out-of-state schools must comply with SC UGP GPA and ranking (*if applicable*).

- If the institution is not converting the grades, the out-of-state high school must submit a converted transcript in addition to the official out-of-state high school transcript
 - No handwritten or strikethrough edits can be demonstrated on the submitted transcript for scholarship eligibility determination
- If a student is attempting to use rank as an eligibility criterion from an out-of-state high school:
 - The high school or home school association must have a policy on rank; *and*
 - If using rank, the entire academic class must be converted to the SC UGP and a ranking report that reflects all students in that academic class, the out-of-state GPA, the SC UGP GPA, and the rank based on the SC UGP GPA must be included in order to determine eligibility and award a State scholarship.
- If the high school or home school association does not rank as a policy, or the student does not meet the rank eligibility requirement once a conversion of the grades to meet the SC UGP GPA and rank requirement then student must use the Alternate Criteria for eligibility (SC UGP GPA and SAT/ACT score).

Rank & State Scholarship Eligibility



- For the purposes of the LIFE and Palmetto Fellows Scholarship (PFS) programs two students cannot not occupy the same rank.
 - LIFE Scholarship: Top 30% of the graduating class (NOT rounded up to the next whole number)
 - PFS: Top 6% (rounded up to the next whole number)
- In the event of a tie, the high school/home school association is responsible for determining the legitimate rank for each eligible applicant.
 - For the purposes of the Palmetto Fellows Scholarship the student's GPA may need to be truncated past two decimal points in order to determine the true rank for each student.
 - *Inquire about your School District or Board's approved policy*
- Commission staff will NOT be able to participate in the school's process to determine a student's true rank.

Rank Policies

- In order for a student to use rank from any in-state, out-of-state, public, private, virtual, or charter high school or home school association the process in which rank is determined must be the same for each student.
- A rank policy* is considered the following:
 - Based on the SC UGP;
 - Ranks ALL academic classes at the END of each academic year (9th, 10th, 11th, 12th);
 - Includes the entire class. If the entire class is not included when calculating class rank, then rank CANNOT to be considered;
 - Rank and SC UGP must be demonstrated on the official transcript submitted to CHE or eligible SC institution

**Please Note: In accordance with 62-1200.10 C (3): Student Eligibility: LIFE Scholarship and LIFE Scholarship Enhancement and 62-320 C (4): Palmetto Fellows Scholarship Application, "High schools or home school associations shall not use ranking for the sole purpose of obtaining eligibility for the state scholarships."*

Rank Policies

- The rank policy and rank policy information needs to be consistent in all places rank information is provided
 - School profile
 - Student/parent handbook
 - School website
- Made available to:
 - Students/parents
 - SC Commission on Higher Education staff
 - SC colleges and universities that award State scholarships

Please Note: A Rank Report is required to be submitted to Commission staff and/or eligible SC institution by any independent/private high school or homeschool association should a student be using rank as an eligibility criteria for any of the State scholarship programs. (In compliance with Regulation 62-1200.10)

Rank Reports

If the school/home school association officially ranks as a policy, a rank report must also be submitted to verify class rank on transcript.

Rank reports must include:

- All diploma-seeking students in the class;
- List their GPAs;
- List their class rank;
- Show “Date Calculated”
 - No later than June 15th
- **Information on rank report MUST match information on Transcript.**



NEW

Rank Reports

Per the memo sent to institutions and high schools on June 15, 2023, beginning with the Class of 2024, all ranking schools MUST submit their final 12th grade ranking report to CHE no later than June 30 of each academic year.

Rank reports can be sent to Scholarships@che.sc.gov

Ranking high schools no longer need to send ranking reports to SC Colleges and Universities.

HOUSEKEEPING ITEMS

GENERAL ELIGIBILITY REQUIREMENTS

SC HOPE, LIFE, Palmetto Fellows Scholarship, SC Need-based Grant & Lottery Tuition Assistance**

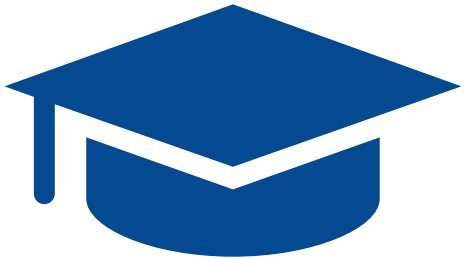
- US Citizen/Legal Permanent Resident*
- SC Resident*
- No felony convictions**
- No second or subsequent alcohol/drug misdemeanors
- Not in default on any state or federal loans
- Enroll in a degree-seeking program at an eligible SC institution

**This must be determined at the time of high school graduation & college enrollment.*

***Excluding Lottery Tuition Assistance.*

Graduation Bulletin/Program

If the school chooses to designate scholarship recipients in such programs, we ask that you include the following disclaimer language:



"The designation of scholarship recipients on this program or in any media is preliminary, based on information provided by the high schools and students at the time of this printing, and is subject to final confirmation and approval by the eligible higher education institution and/or the South Carolina Commission on Higher Education."



Early Graduate vs. Graduating Early

Early Graduate

(Senior graduating mid-year > not during the Spring Cohort)

LIFE Scholarship

- For scholarship eligibility the student **CANNOT** use rank as an eligibility criterion.

Palmetto Fellows Scholarship

- Student can qualify with class rank from the end of the 10th or 11th grade year.
- **Palmetto Fellows: can only apply during the Early Award Period PRIOR to completing their high school graduation requirements.**

Graduating Early

(Student graduates academic year(s) early > graduates with Spring Cohort)

SC HOPE / LIFE Scholarship

- Eligibility is based on the end of the academic year with the student's "new" graduating class

Palmetto Fellows Scholarship

- Early Award Application Period can use the end of 10th or 11th grade rank, must use end of 11th grade GPA
- Late Award Application Period can use the end of 10th or 12th grade rank, must use end of 12th grade GPA

2024-25 FAFSA DELAYED UNTIL DECEMBER 2023

- FAFSA Simplification Act was passed in Dec. 2020
- Federal Department of Education has not released the FAFSA live date, only Dec. 2023
- Significant FAFSA changes for 2024-25
- Recommend students and parents set-up their FSA IDs now in preparation for FAFSA going live in Dec. 2023.





QUESTIONS?

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