

**South Carolina**  
Commission on Higher Education  
*Access | Affordability | Excellence*

Palmetto Fellows Scholarship

# **New Financial Aid Counselor Workshop**

# Regulations

**South Carolina**  
Commission on Higher Education

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scholarships and grants, however you must prove residency in the state of South Carolina to apply for state-funded financial aid | Retaining state scholarships

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# Regulations

## Detailed Scholarship and Grant Information

✓ Palmetto Fellows Scholarship

∨ LIFE Scholarship

∨ South Carolina HOPE Scholarship (Freshmen)

∨ South Carolina Need-based Grant

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



# Regulations



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## For Institutions and Educators

<https://www.che.sc.gov/institutions-and-educators>

### Scholarship Regulations

- [Palmetto Fellows Scholarship Regulations \(PDF\)](#)
- [LIFE Scholarship Regulations \(PDF\)](#)
- [SC HOPE Scholarship Regulations \(PDF\)](#)
- [SC Need-based Grant Regulations \(PDF\)](#)
- [Lottery Tuition Assistance Program Regulations \(PDF\)](#)
- [Free Tuition for Residents Over 60 \(PDF\)](#)
- [Palmetto Fellows Scholarship Eligibility at Two-Year Institutions and Technical Colleges for Fall 2021 Term \(PDF\)](#)

### Scholarship Administration

- [Policies and Instructions for Applications for Academic Program and Course Eligibility for Scholarship Enhancement \(PDF\)](#)
- [Policy for the Addition and Removal of Programs to the List of Programs Eligible for Scholarship Enhancements \(PDF\)](#)
- [LIFE and Palmetto Fellows Math and Science Scholarship Enhancements](#)
- [Palmetto Fellows Application Timeline \(PDF\)](#)
- [Notification to Institutions \(Regarding Provisos 117.159 and 117.183\)](#)
- [Final Ranking Reports 2023](#)

### Related Trainings



# **Information that pertains to ALL State Scholarship and Grant Programs**

# General Definitions

Lottery  
Tuition  
Assistance

• 62-900.160. (A) Program Definitions.

Need-based  
Grants

• 62-460. (A) Program Definitions for Administering South Carolina Need-based Grants at Public Institutions

SC HOPE  
Scholarship

• 62-900.90. (A) Program Definitions

LIFE  
Scholarship

• 62-1200.5. (A) Program Definition

Palmetto  
Fellows  
Scholarship

• 62-310. (A) Definitions

“Academic year” is defined as the twelve-month period of time during which a full-time student is expected to earn thirty credit hours. The period of time used to measure the academic year consists of the fall, spring and immediately succeeding summer terms.

# General Definitions

SC HOPE  
Scholarship

• 62-900.90. (K) Program Definitions

LIFE  
Scholarship

• 62-1200.5. (X) Program Definition

Palmetto  
Fellows  
Scholarship

• 62-310. (Y) Definitions

“Home institution” is defined as the independent or public institution where the student is currently enrolled as a full-time, degree-seeking student and may be eligible for financial aid at the same institution.



# General Definitions

LIFE  
Scholarship

- 62-1200.5 (UU) Program Definitions

Palmetto  
Fellows  
Scholarship

- 62-310. (G) Definitions

“Continuously enrolled” is defined as enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions. Students who attend summer terms or are selected for military mobilization are considered continuously enrolled. Students who are enrolled in internships, cooperative work programs, travel study programs, or National or International Exchange Programs that are approved by the home institution are considered continuously enrolled.

# General Definitions

SC HOPE  
Scholarship

• 62-900.90. (M) Program Definitions

LIFE  
Scholarship

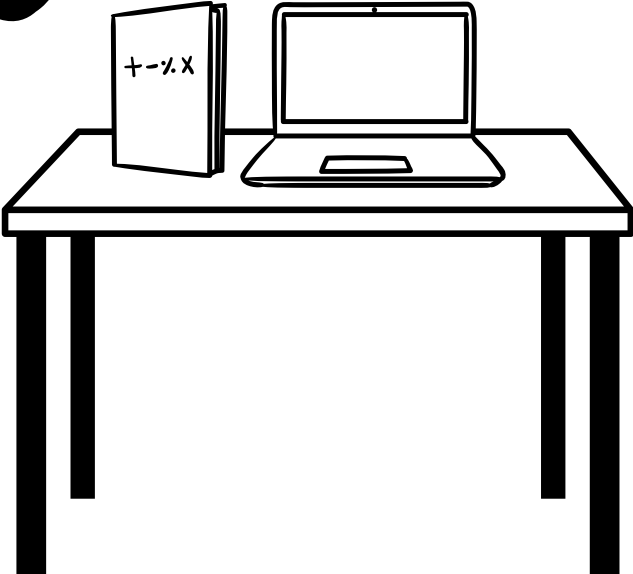
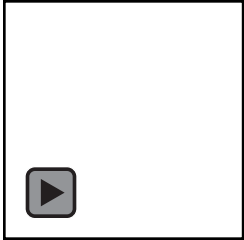
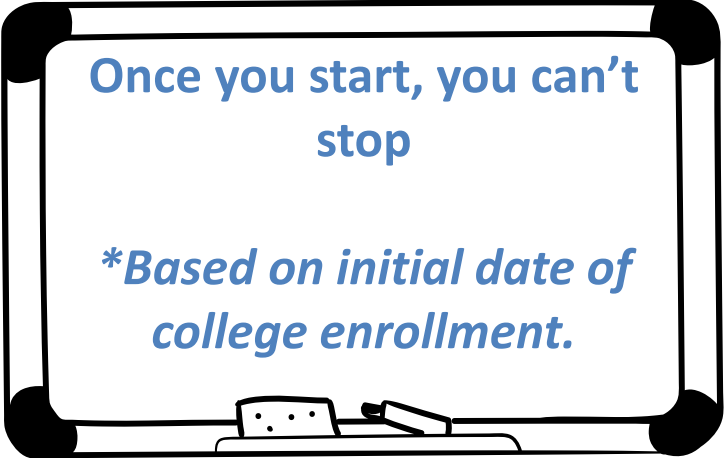
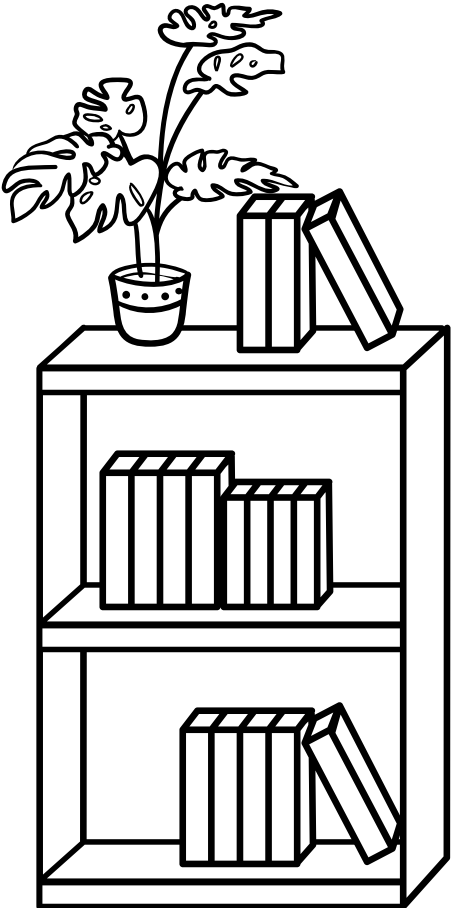
• 62-1200.5. (AA) Program Definition

Palmetto  
Fellows  
Scholarship

• 62-310. (J) Definitions

“Date of initial college enrollment” is defined as the first time a student matriculates into a postsecondary degree-granting institution after high school graduation or completion of an approved home school program, excluding the summer term immediately prior to the student’s enrollment in the first regular academic year. Students must remain continuously enrolled as any break in enrollment (excluding summer) will count toward the student’s terms of eligibility.

# Scholarship Clock



# General Eligibility Requirements

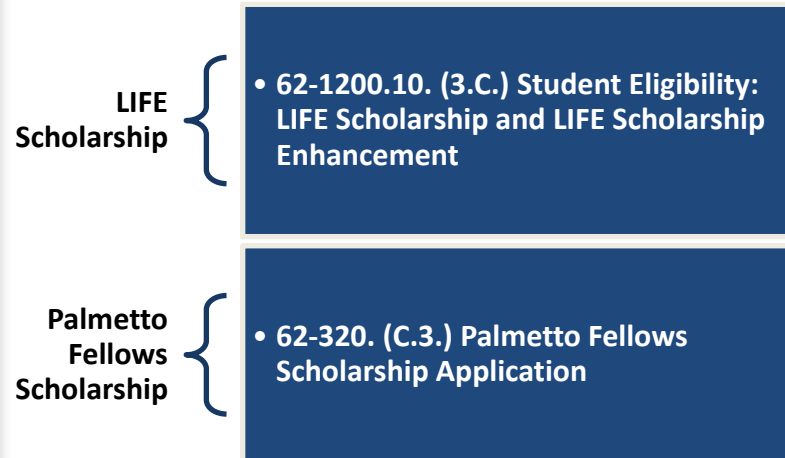
- Must be a South Carolina resident;
- Must be a U.S. citizen or legal permanent resident;
- Must be enrolled as degree-seeking student at an eligible South Carolina public or independent institution;
- Must not owe refund or repayment on any State or Federal financial aid and not be in default on a Federal student loan; and
- Never been convicted of any felonies and have not been convicted of any second or subsequent alcohol/drug-related misdemeanor offenses within the past academic year (excluding Lottery Tuition Assistance).

# Financial Aid Awarding Language

Lottery Tuition Assistance	<ul style="list-style-type: none"><li>• 62-900.150. Purpose of the Lottery Tuition Assistance Program</li></ul>
Need-based Grants	<ul style="list-style-type: none"><li>• 62-455.(B) Allocation of Need-based Grant Funds to Public and Independent Institutions.</li></ul>
SC HOPE Scholarship	<ul style="list-style-type: none"><li>• 62-900.85. Purpose of the SC HOPE Scholarship Program</li></ul>
LIFE Scholarship	<ul style="list-style-type: none"><li>• 62-1200.1.Purpose of the LIFE Scholarship Program.</li></ul>
Palmetto Fellows Scholarship	<ul style="list-style-type: none"><li>• 62-300. (C) Purpose of the Palmetto Fellows Scholarship and Scholarship Enhancement.</li></ul>

Independent and public institutions of higher learning in this, or any other state in the U.S., are prohibited from using State Scholarship and Grants in programs that promote financial aid incentives or packages. Any mention of State Scholarships and Grants in these financial aid packages must indicate the scholarships and grants to be separate from the University that is offering the financial aid package, and reference the State Scholarship and Grant as a separate financial aid award, provided to the student by the State of South Carolina.

# Ranking Option for Out-of-State



High schools or home school associations that do not rank as a policy; or high schools whose grading policy deviates from the current SC Uniform Grading Policy and do not convert the graduating class to the current SC UGP to determine class rank, **must use the SC UGP GPA and SAT or ACT criteria** when attempting to meet the academic requirements for the LIFE Scholarship (for Palmetto Fellows Scholarship, students must use the alternate criteria). High schools or home school associations shall not use ranking for the sole purpose of obtaining eligibility for the state scholarships.



# Act 280 - SC Illegal Immigration Reform Act language

All eligible independent and public institutions that participate in the program must verify the lawful presence of any student who receives a State Scholarship or Grant prior to awarding to the student. The trustees of the public and independent institutions in this State shall develop and institute a process by which a State Scholarship or Grant recipient's lawful presence of in the United States is verified with the federal government pursuant to 8 U.S.C. Section 1373(c).



# **Act 280 - SC Illegal Immigration Reform Act language**

“Lawful Presence” is defined as individuals who are in the United States legally and documented. Only those students whose lawful presence has been verified with the federal government prior to college enrollment will be considered to receive any State Scholarship or Grant.



# Accountability language for SC Residency and Scholarships

Need-based Grants	<ul style="list-style-type: none"><li>• 62-500. (F) Program Administration and Audits.</li></ul>
SC HOPE Scholarship	<ul style="list-style-type: none"><li>• 62-900.135. (D) Program Administration and Audits</li></ul>
LIFE Scholarship	<ul style="list-style-type: none"><li>• 62-1200.70. (D) Program Administration and Audits: LIFE Scholarship and LIFE Scholarship Enhancement.</li></ul>
Palmetto Fellows Scholarship	<ul style="list-style-type: none"><li>• 62-370. (E) Program Administration and Audits.</li></ul>

The participating institution shall identify to the Commission on Higher Education an institutional representative who will be responsible for determining residency classification for the purposes of awarding the State Scholarships and Grants.

# Program Administration and Audits

Lottery Tuition Assistance	• 62-900.195. (C) Program Administration and Audits.
Need-based Grants	• 62-500. (D) Program Administration and Audits
SC HOPE Scholarship	• 62-900.135. (C) Program Administration and Audits
LIFE Scholarship	• 62-1200.70. (C) Program Administration and Audits: LIFE Scholarship and LIFE Scholarship Enhancement.
Palmetto Fellows Scholarship	• 62-370. (C) Program Administration and Audits

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

The institution is responsible for determining SC residency and lawful presence of all State Scholarship and Grant recipients. **If it is determined that the institution has failed to verify the lawful presence and SC residency of all State Scholarship and Grant recipient, the institution shall immediately reimburse the funds disbursed in error.**

## **Lottery Tuition Assistance (LTAP)**

62-900.190. (A) Refunds and Repayments.

## **Need-Based Grants**

62-495. (D) Refunds and Repayments.

## **SC HOPE Scholarship**

62-900.140. (D) Suspension or Termination of Institutional Participation

## **LIFE Scholarship**

62-1200.75. (D) Suspension or Termination of Institutional Participation: LIFE Scholarship and LIFE Scholarship Enhancement.

## **Palmetto Fellows Scholarship**

62-365. (C) Refunds and Repayments.

# Scholarship Appeals

Appeals Cycle each year (*May – February*)

If a student experiences an extenuating circumstance:

- Serious health condition of the student
- Death or serious health condition of an immediate family member;
- Traumatic/extraordinary event

# Scholarship Appeals

Students who have never been awarded or received the LIFE, SC HOPE or Palmetto Fellows Scholarships are not eligible to file an appeal.

A student cannot appeal the loss of scholarship due to an institution's lack of or failure to provide adequate accommodations (i.e.: note taker, extended test taking time, attendance flexibility).

A traumatic event DOES NOT include college adjustment issues, such as homesickness, problems with roommates, problems with the faculty or staff at the college or university, difficult course-load, misunderstanding of scholarship requirements, misadvisement by financial aid officers or advisors, dependent care issues, transportation problems, financial issues, exceptions to scholarship regulation (initial eligibility, transfer issues, exceeding terms of eligibility), etc. This is not an exhaustive list. Other issues may be deemed as inappropriate for appeal.

# Scholarship Appeals

Students should understand that their appeal may not be granted. Therefore, they must take the necessary actions to secure funds to pay their tuition and fees during the time the appeal is being reviewed. If the appeal is granted, the scholarship funds may be awarded retroactively. In addition, CHE does not guarantee that a decision will be rendered prior to any institutional deadlines for tuition and fee payment. In these cases, it is up to the student to ensure that any financial obligation to the institution is fulfilled. If the appeal is granted, the scholarship funds may be awarded retroactively

# Scholarship Appeals

A completed appeal's application must be filed with the Commission on Higher Education by the established deadline of the academic year the scholarship is requested. The student must provide:

- Application for appeal;
- Letter requesting an appeal describing the extenuating circumstance
- Official transcripts from **ALL** prior institutions;
- Supporting documentation

It is the responsibility of the student to ensure that all documents necessary to file an appeal are received at the Commission by the established deadline.

Commission staff will not contact the student regarding missing or incomplete appeals documentation.

# Program Administration and Audits

Lottery Tuition Assistance	• 62-900.195. Program Administration and Audits.
Need-based Grants	• 62-500. Program Administration and Audits
SC HOPE Scholarship	• 62-900.135. Program Administration and Audits
LIFE Scholarship	• 62-1200.70. Program Administration and Audits: LIFE Scholarship and LIFE Scholarship Enhancement.
Palmetto Fellows Scholarship	• 62-370. Program Administration and Audits

A. The South Carolina Commission on Higher Education 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 regulation governing the Program, any audits, or other oversight as may be deemed necessary to monitor the expenditure of funds.



# Program Administration and Audits

Lottery Tuition Assistance	• 62-900.195. Program Administration and Audits.
Need-based Grants	• 62-500. Program Administration and Audits
SC HOPE Scholarship	• 62-900.135. Program Administration and Audits
LIFE Scholarship	• 62-1200.70. Program Administration and Audits: LIFE Scholarship and LIFE Scholarship Enhancement.
Palmetto Fellows Scholarship	• 62-370. 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.

# Student Records

Institutions may retain annual paper or electronic documentation for each award to include at a minimum. These are located in CHE's Audit Policies & Procedures for Scholarship and Grant Program Manual.

- **LTAP:** 62-900.195. (B) Program Administration and Audits.
- **Need-Based Grants:** 62-500. (B) Program Administration and Audits.
- **SC HOPE:** 62-900.135. (B) Program Administration and Audits
- **LIFE:** 62-1200.70. (B) Program Administration and Audits: LIFE Scholarship and LIFE Scholarship Enhancement.
- **Palmetto Fellows:** 62-370. (B) Program Administration and Audits.

- Award notification;
- Enrollment status and degree-seeking status;
- Student's residency status and citizenship status;
- Affidavit/Certification documenting that the student is not in default or does not owe a refund on any state/federal financial aid;
- Affidavit/Certification documenting that the student has never been convicted of any felonies and has not been convicted of any second or subsequent alcohol/ drug related misdemeanor offense within the past academic year;
- Institutional disbursements to student;
- Military orders (if appropriate);
- Verification from Institutional Disability Services Provider of student's disability and approval of reduced course-load requirement (if appropriate);
- Verification of cumulative GPA and annual credit hours for renewal purposes;
- Verification from academic department of enrollment in a declared major in an eligible degree program (Enhancement purposes);
- Verification student met fourteen credit hour requirement at the end of the first year of college enrollment for the 07-08 freshman class and thereafter;

# Military Mobilization

Lottery Tuition Assistance	• 662-900.181.(A) Military Mobilization.
SC HOPE Scholarship	• 62-900.111. (A) Military Mobilization
LIFE Scholarship	• 62-1200.45. (A) Military Mobilization: LIFE Scholarship and LIFE Scholarship Enhancement.
Palmetto Fellows Scholarship	• 62-351. (A) 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, the term(s) that the service member is mobilized will not count against the maximum terms of eligibility. The service member shall be allowed to receive the unused terms for their Scholarship and Scholarship Enhancement while mobilized during the succeeding summer or at the end of the maximum terms of eligibility based on initial college enrollment (provided the service member meets continued eligibility requirements).

# Military Mobilization

Lottery Tuition Assistance	• 662-900.181.(A) Military Mobilization.
SC HOPE Scholarship	• 62-900.111. (A) Military Mobilization
LIFE Scholarship	• 62-1200.45. (A) Military Mobilization: LIFE Scholarship and LIFE Scholarship Enhancement.
Palmetto Fellows Scholarship	• 62-351. (A) Military Mobilization.

The service member must re-enroll in an eligible institution within twelve months upon their demobilization and provide official documentation to verify military deployment to the institutional Financial Aid Office upon re-enrollment to receive their Scholarship and Scholarship Enhancement. Reinstatement of their Scholarship and the Scholarship Enhancement will be based upon the service member's eligibility at the time he/she was mobilized. If the student re-enrolls after the twelve month period, the service member must submit an Appeal Application to the Commission on Higher Education by the established deadline in order to be considered for reinstatement.

# Military Mobilization

SC HOPE Scholarship	• 62-900.111. (B-C) Military Mobilization
LIFE Scholarship	• 62-1200.45. (B-C) Military Mobilization: LIFE Scholarship and LIFE Scholarship Enhancement.
Palmetto Fellows Scholarship	• 62-351. (B-C) Military Mobilization.

- Service members who are enrolled in college and are mobilized for an entire academic year may renew their Scholarship and the Scholarship Enhancement for the next academic year, if they met the eligibility requirements at the end of the prior academic year.
- Service members who are enrolled in college and are mobilized for one academic term must complete fifteen credit hours and either a 3.0 “LIFE GPA” 3.0 institutional GPA depending on their scholarship, by the end of the academic year to be eligible for their Scholarship and Scholarship Enhancement renewal for the next academic year.

# Enrollment in Internships, Co-op Work Programs, Travel Study Programs, or National or International Exchange Programs

## LIFE Scholarship

• 62-1200.40

## Palmetto Fellows Scholarship

• 62-350.

B. Eligible students may use the appropriated portion of their Scholarship and Scholarship Enhancement funds for internships, cooperative work programs, travel study programs, or National or International Student Exchange Programs that are *approved* by the home institution and that the home institution accepts as *full-time transfer credit*. The Scholarship and Scholarship Enhancement funds *must be paid directly to the student's account at the home institution*. The amount awarded cannot exceed the cost-of-attendance at the home institution or the cost-of-attendance at the host institution, whichever is less. The Commission on Higher Education will not transfer funds to the institutions where students will participate in internships, cooperative work programs, travel study programs, or National or International Student Exchange Programs. The home institution is responsible for funds according to the "Program Administration and Audits" Section.

# Enrollment in Internships, Co-op Work Programs, Travel Study Programs, or National or International Exchange Programs

## LIFE Scholarship

• 62-1200.40

## Palmetto Fellows Scholarship

• 62-350.

C. Students who enroll in one academic term at the home institution and also enroll in an internship, cooperative work program, travel study program, or National or International Student Exchange Program that are *approved* by the home institution and **that do not award full-time transfer credit** during the same academic year must earn at least fifteen credit hours and a minimum 3.0 cumulative grade point average at the home institution for graduation purposes by the end of the academic year to be eligible for **renewal the next academic year**. The student may continue to be eligible for up to the maximum terms of eligibility based on the date of initial college enrollment (provided the student meets the continued eligibility requirements).

# Enrollment in Internships, Co-op Work Programs, Travel Study Programs, or National or International Exchange Programs

## LIFE Scholarship

• 62-1200.40

## Palmetto Fellows Scholarship

• 62-350.

D. For students enrolling in an internship, cooperative work program, travel study program, or National or International Student Exchange Program that is approved by the home institution but does not award full-time transfer credit for the **entire academic year**, renewal for the next academic year will be based on the prior year's eligibility. The student may continue to be eligible for up to the maximum terms of eligibility based on the date of initial college enrollment (provided the student meets the continued eligibility requirements).



# Enrollment in Internships, Co-op Work Programs, Travel Study Programs, or National or International Exchange Programs

## LIFE Scholarship

• 62-1200.40

## Palmetto Fellows Scholarship

• 62-350.

F. The home institution will be responsible for obtaining official certification of the student's cumulative grade point average and annual credit hours earned for purposes of determining eligibility for Scholarship and Enhancement renewal for the next academic year. For purposes of Enhancement eligibility, the home institution must also obtain certification from the academic department of enrollment in a declared major in an eligible degree program.

# Students with Disabilities

## LIFE Scholarship

- 62-1200.45

## Palmetto Fellows Scholarship

- 62-345.

B. For renewal, students who qualify under ADA and Section 504 of the Rehabilitation Act of 1973 must meet all requirements as stated in the “Continued Eligibility” Section, except that if a student does not meet the annual credit hour requirement, the student must have been approved by the institutional Disability Services Provider in the prior academic year to be enrolled in less than “full-time” status or less than the required thirty credit hours. **Each academic year, students must complete the required number of credit hours approved by the institutional Disability Services Provider for their Scholarship and Scholarship Enhancement renewal and earn a 3.0 LIFE or Cumulative GPA.**

# Students with Disabilities

## LIFE Scholarship

• 62-1200.45

## Palmetto Fellows Scholarship

• 62-345.

C. The **Institutional 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** or earn less than the required annual credit hours. The institution is responsible for retaining appropriate documentation according to the “Program Administration and Audits” Section.

# Suspension or Termination of Institutional Participation

	A.	B.	C.
<p><b>Lottery Tuition Assistance (LTAP)</b> 62-900.200. Suspension or Termination of Institutional Participation.</p>	<p><b>The Commission on Higher Education may review institutional administrative practices to determine compliance</b> with pertinent statutes, guidelines, rules or regulations. <u>If such a review determines that an institution has failed to comply with Program statutes, guidelines, rules or regulations, the Commission on Higher Education may suspend, terminate, or place certain conditions upon the institution's continued participation in the Program and require reimbursement to the Program for any funds lost or improperly awarded.</u></p>	<p>Upon receipt of evidence that an institution has failed to comply, <b>the Commission on Higher Education shall notify the institution in writing of the nature of such allegations and conduct an audit.</b></p>	<p><b>If an audit indicates that a violation(s) may have occurred or are occurring</b> 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.</p>
<p><b>Need-Based Grants</b> 62-505. Suspension or Termination of Institutional Participation.</p>			
<p><b>SC HOPE Scholarship</b> 62-900.140. Suspension or Termination of Institutional Participation</p>			
<p><b>LIFE Scholarship</b> 62-1200.75. Suspension or Termination of Institutional Participation: LIFE Scholarship and LIFE Scholarship Enhancement.</p>			
<p><b>Palmetto Fellows Scholarship</b> 62-375. Suspension or Termination of Institutional Participation.</p>			



# **Palmetto Fellows Scholarship and Palmetto Fellows Enhancement**



# 62-315 Initial Eligibility

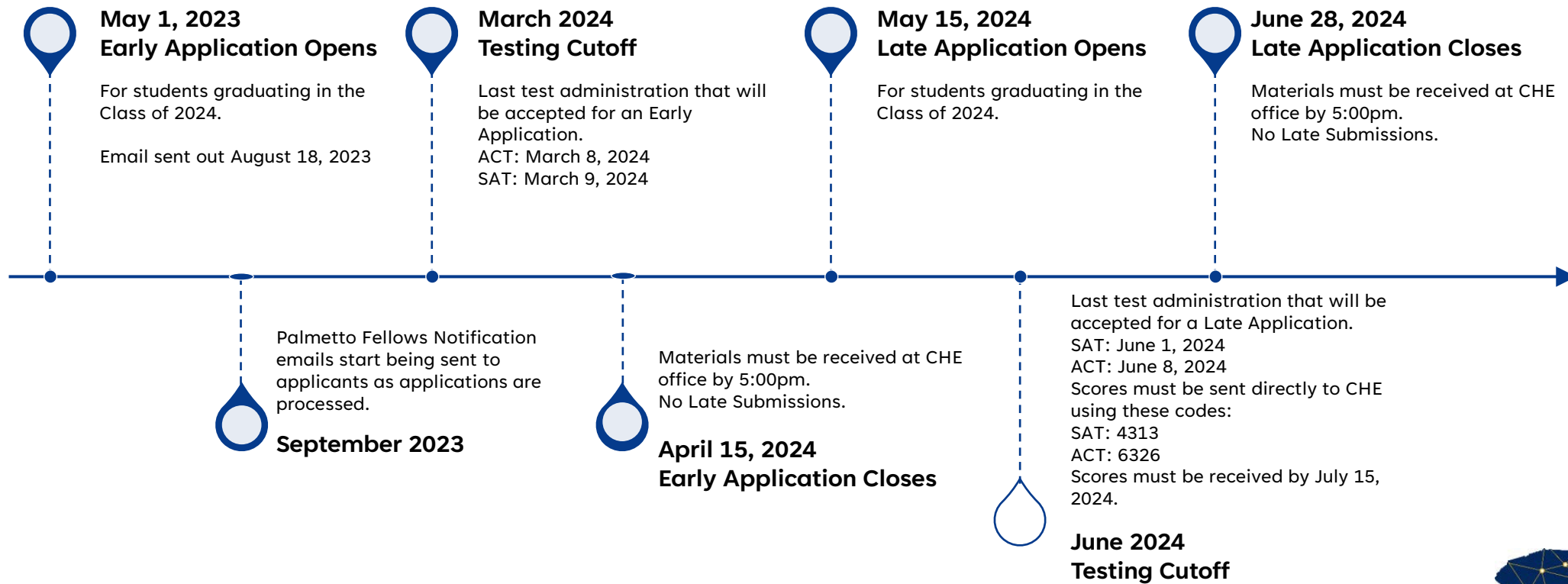
1. Meet the criteria stipulated under the “Palmetto Fellows Scholarship Application” section;
2. Be enrolled as a senior in an eligible high school;
3. Be classified as a SC resident at the time of college enrollment;
4. Be a US citizen/lawful permanent resident that meets the definition of an eligible non-citizen under State Residency Statutes whose lawful presence has been verified by the federal government at the time of enrollment at the institution. A student must be a legal permanent resident of the US before being considered a SC resident;

# PFS Year-Round Processing Timeline

- 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 to decision release: 1 month



# 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/>





# 62-320 Palmetto Fellows Scholarship Application

Applications process is through the high school Counselor/representative

Early awards application (May-April)

Late awards application (May-June)

CHE notifies students if they met academic criteria along with the terms and conditions

Students must complete a Designation Form indicating the institution they will attend in the fall.

# Palmetto Fellows Portal

<https://etl.che.sc.gov/SSO5/Login.aspx?ClientID=Connect>

Institutions will receive Palmetto Fellows notifications through the PFS Portal.

- 2 Lists in the Portal:
  - **Eligible/No Institution Selected** – all eligible students, prior to a Designation Form submission
  - **School Specific List** – once the student submits their Designation Form – they will no longer show on the Eligible/No Institution List – they will show on their specific school's list.
- Passwords will deactivate after 60 days of inactivity. Contact [Scholarships@che.sc.gov](mailto:Scholarships@che.sc.gov) to request password resets.

## Login to SC Commission on Higher Education Systems

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## Institution Users



View Eligible Palmetto Fellows Students

Palmetto Fellows Renewals

View High Schools With Ranking



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**Institution**  ▼

**Cohort**  ▼

- All eligible students that HAVE NOT completed their Designation Form will be listed on the ‘**Eligible/No institution selected**’ page.



# Your Institutional Page

Institution	Eligible/No Institution Selected
Cohort	Eligible/No Institution Selected
	Aiken Technical College
	Allen University
	Anderson University
	Benedict College
	Bob Jones University
	Central Carolina Technical College
	Charleston Southern University
	Claflin University
	Clemson University
	Coastal Carolina University
	Coker University
	College of Charleston
	Columbia College
	Columbia International University
	Converse University
	Denmark Technical College
	Erskine College
	ETL Test Group Inst
	ETL Test Institution

Students that HAVE completed their Designation Form will be under your institutional page.

# 62-330 Policies and Procedures for Awarding

E. In determining the amount awarded for the Palmetto Fellows Scholarship and the Palmetto Fellows Scholarship Enhancement, all other sources of gift aid, including federal, State, private and institutional funds, must be applied to the unmet cost-of-attendance before calculating the Scholarship and Enhancement amounts and making the award.

Adjustments to the financial aid package will be made to the Palmetto Fellows Scholarship and the Palmetto Fellows Scholarship Enhancement in accordance with prescribed Title IV regulations in order to prevent an over-award.

# What does this mean?

Palmetto Fellows Scholarship is  
the last dollar





# SC Workforce Industry Needs Scholarship (SC WINS) Legislation

## E. Section 59-150-365: South Carolina Workforce Industry Needs Scholarship

SECTION 1. Chapter 150, Title 59 of the 1976 Code is amended by adding:

"Section 59-150-365. (A)(1) A student who is pursuing a professional certificate, industry-recognized credential (IRC), diploma, or degree from a public South Carolina technical college, meeting the qualifying criteria, shall receive a South Carolina Workforce Industry Needs Scholarship (SCWINS). The SCWINS scholarship is equal to the cost of tuition, fees, or expenses for required course-related materials **after applying all other federal or state scholarships or grants**, not to exceed five thousand dollars each year for no more than three years of instruction, including the student's freshman year, if the student is enrolled in an associate degree program, or no more than two years of instruction, including the student's freshman year, if enrolled in an IRC, diploma, or professional certificate program.



# Awarding PFS at SC Technical College

If Student has **Palmetto Fellows** and **SC WINS** eligibility:

## 1 Calculation of Need-based Aid

Cost of Attendance

- EFC (expected Family Contribution – FAFSA)

Student's Financial Need

Awarding of Need-based Aid

(Federal Pell Grant, FSEOG, Direct Subsidized Loan, Federal Work-Study, SC Need-based Grant, etc.)

## 2 Determination of Non-Need-based Aid

Cost of Attendance

- All Need-based Aid

Student's Eligibility for Non-need-based Aid

- Awarding of all other sources of Aid

(Institutional, Federal, State (SC Tech scholarships, LTAP, LIFE), private scholarships, etc.)

## 3 Calculation of PFS Eligibility

Cost of Attendance

- All Awarded Aid

Student's Eligibility for PFS

## 4 Calculation of SC WINS Eligibility

Cost of Attendance

- All Awarded Aid

Student's Eligibility for SC WINS

\*SC WINS is last dollar to student's COA, per statute.

If the student does not qualify for SC WINS, you would award PFS last to COA, per regulation.



# 62-335 Duration and Renewal of Awards

B. Students selected as Palmetto Fellows must enter an eligible two-year or four-year independent or public institution no later than the fall term one year immediately following high school graduation. **Students must be continuously enrolled at an eligible two-year or four-year institution. Students with a break in continuous full-time enrollment at a two-year or four-year institution will forfeit the scholarship.**

# 62-335 Duration and Renewal of Awards

C. A Palmetto Fellows Scholarship may be renewed annually for no more than a total of two terms towards a one-year certificate or diploma program, or four terms (based on the date of initial college enrollment) toward the first associate degree or two-year diploma program, or eight terms (based on the date of initial college enrollment) toward the first bachelor's degree or a program of study that is structured so as not to require a bachelor's degree and leads to a graduate degree or for no more than a total of ten terms (based on the date of initial college enrollment) toward the first approved five-year bachelor's degree. The Palmetto Fellows Scholarship Enhancement may not be awarded for no more than a total of six terms (based on the date of initial college enrollment) toward the first bachelor's degree or a program of study that is structured so as not to require a bachelor's degree and leads to a graduate degree or for no more than a total of eight terms (based on the date of initial college enrollment) toward the first approved five-year bachelor's degree. Students who have already been awarded their first bachelor or graduate degree are not eligible to receive the Palmetto Fellows Scholarship or the Palmetto Fellows Scholarship Enhancement. During the final term of attendance, the institution may prorate the Palmetto Fellow Scholarship and the Palmetto Fellows Scholarship Enhancement award amount, for the number of credit hours attempted for the current term of attendance, which must be the term of graduation for the student. Proration will be based on 12 credit hours (see section 62-330.B).

# 62-335 Duration and Renewal of Awards

## D.

The institution is responsible for obtaining institutional certification of each recipient's cumulative grade point average and annual credit hours for the purposes of determining eligibility for award renewal. For the Palmetto Fellows Scholarship Enhancement, the institution must also obtain verification from the academic department of enrollment in a declared major in an eligible degree program.

## E.

By the end of the spring term each academic year, the institution must **notify all Palmetto Fellows who have not met the continued eligibility requirements** for the next academic year. The notification should include information regarding the student's ability to attend summer school in order to meet the continued eligibility requirements.

# 62-335 Duration and Renewal of Awards

G. In order to retain eligibility for the Palmetto Fellows Scholarship after the initial year, the student must meet the following continued eligibility requirements:

- 1. Enroll and be continuously enrolled at an eligible two-year or four-year public or independent institution as a full-time, degree-seeking student at the time of Scholarship disbursement;
- 2. Earn at least a **3.0 cumulative GPA** at the home institution for graduation purposes by the end of each academic year;
- 3. Earn a minimum of **thirty credit hours for graduation purposes** by the end of each academic year. Exempted credit hours (such as AP, CLEP, etc.), credit hours earned before high school graduation, and credit hours earned the summer term immediately following high school graduation cannot be used to meet the annual credit hour requirement;

# 62-335 Duration and Renewal of Awards

H. In order to retain eligibility for the Palmetto Fellows Scholarship Enhancement, a student must:

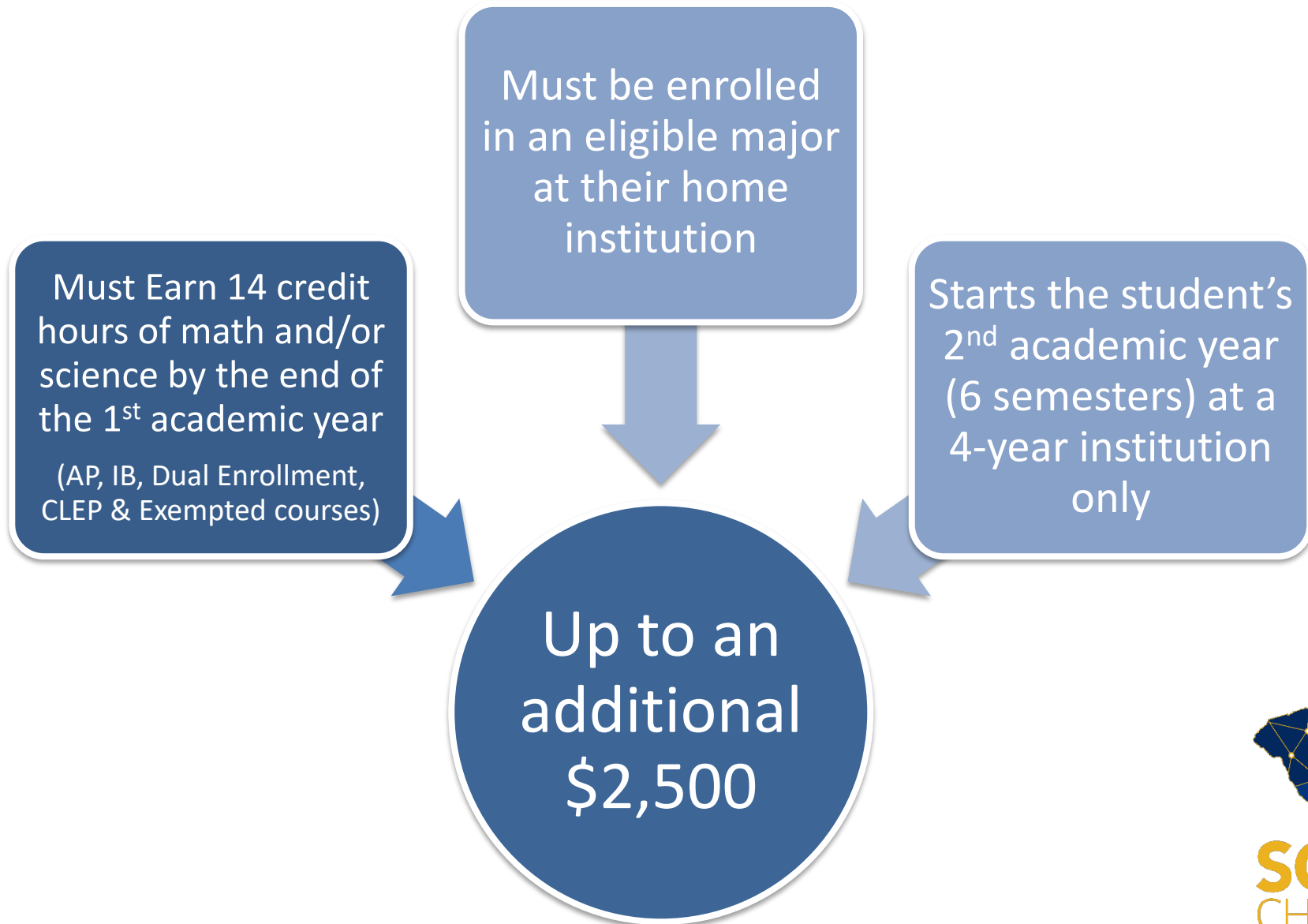
1. Be a **Palmetto Fellow** at the time the Scholarship Enhancement is disbursed;
2. Be enrolled and continuously enrolled at an eligible four-year public or independent institution as a full-time, degree-seeking student in a **declared major in an eligible degree program**;
3. Be making satisfactory academic progress toward completion of his/her declared major;
4. Be enrolled in the **second year, third year, fourth year or fifth year** (if enrolled in a Commission approved five-year bachelor's degree) at an eligible four-year independent or public institution; and

# 62-335 Duration and Renewal of Awards

5. Successfully complete at least fourteen credit hours of instruction in mathematics or LIFE and physical science or a combination of both at the end of the first year for the 2007 freshman class and thereafter. For the purpose of meeting the fourteen credit hour requirement at the end of the student's first year, exempted credit hours (AP, CLEP, IB, etc), credit hours earned while in high school (dual enrollment), and credit hours earned during the summer session immediately prior to the student's date of initial college enrollment may be used. However, remedial coursework and continuing education coursework cannot be used to meet the fourteen credit hour requirement. Palmetto Fellows who were already enrolled in at least their second year in the 2007-2008 academic year only are not required to meet the fourteen credit hour requirement at the end of their first/freshman year.



# What does this mean?



# Eligible classes/Programs

- Approved **lists of eligible majors and eligible courses** to meet the fourteen credit hour course requirement for the Palmetto Fellows or LIFE Scholarship Enhancement are provided on the Commission's website at [www.che.sc.gov](http://www.che.sc.gov).
- CIP codes have been approved by the Commission on Higher Education for eligible degree programs in the fields of mathematics and science.
- If you'd like to add courses or degree programs to the list, please visit our website for more information on how to do so, or contact CHE directly. The link for instructions to the process is:

<https://che.sc.gov/life-and-palmetto-fellows-math-and-science-scholarship-enhancements>



# 62-360 Institutional Disbursement of Funds

D. Students who change their major from an ineligible degree program to an eligible degree program during the same academic year cannot be awarded the Palmetto Fellows Scholarship Enhancement until the next academic year. Additionally, students who change their major from an eligible degree program to an ineligible degree program during the same academic year will retain their Palmetto Fellows Scholarship Enhancement eligibility for the remainder of the current academic year.

# What does this mean?

Changes major from...

**Ineligible program**

**Eligible Program**

**Enhancement NEXT  
Academic Year**

**Eligible program**

**Ineligible program**

**Retain scholarship for rest of  
current academic year; will NOT  
receive enhancement thereafter**

# 62-360 Institutional Disbursement of Funds

A. The institution will identify award amounts, which cannot exceed:

*\*Enhancement only eligible at 4-year institutions.*

1<sup>st</sup> Year

- Up to \$6,700

2<sup>nd</sup>, 3<sup>rd</sup>,  
& 4<sup>th</sup>  
Years

- Up to \$7,500
- + Enhancement up to \$10,000

# 62-340 Transfer or Reapplication for the Palmetto Fellows Scholarship and Enhancement

## A.

Palmetto Fellows enrolled at an eligible two-year or four-year independent or public institution may transfer to another two-year or four-year eligible independent or public institution in South Carolina upon obtaining prior approval from the Commission on Higher Education, by submitting a transfer form, which is available on the Commission's website.

## B.

A student who applied for and was offered the Palmetto Fellows Scholarship as a senior in high school, but declined the award to attend an out-of-state two-year or four-year institution no later than the fall term one year immediately following high school graduation or a student who attends an out-of-state institution at any time during the eight eligible terms, must reapply if they transfer to an eligible two-year or four-year independent or public institution in South Carolina. The Reapplication Form is available on the Commission's website.



# 62-340 Transfer or Reapplication for the Palmetto Fellows Scholarship and Enhancement

## D.

Transfer students and reapplication students **must comply with all standards for continued eligibility** as defined under the “Duration and Renewal of Awards” Section in order for their award to be eligible for transfer.

## E.

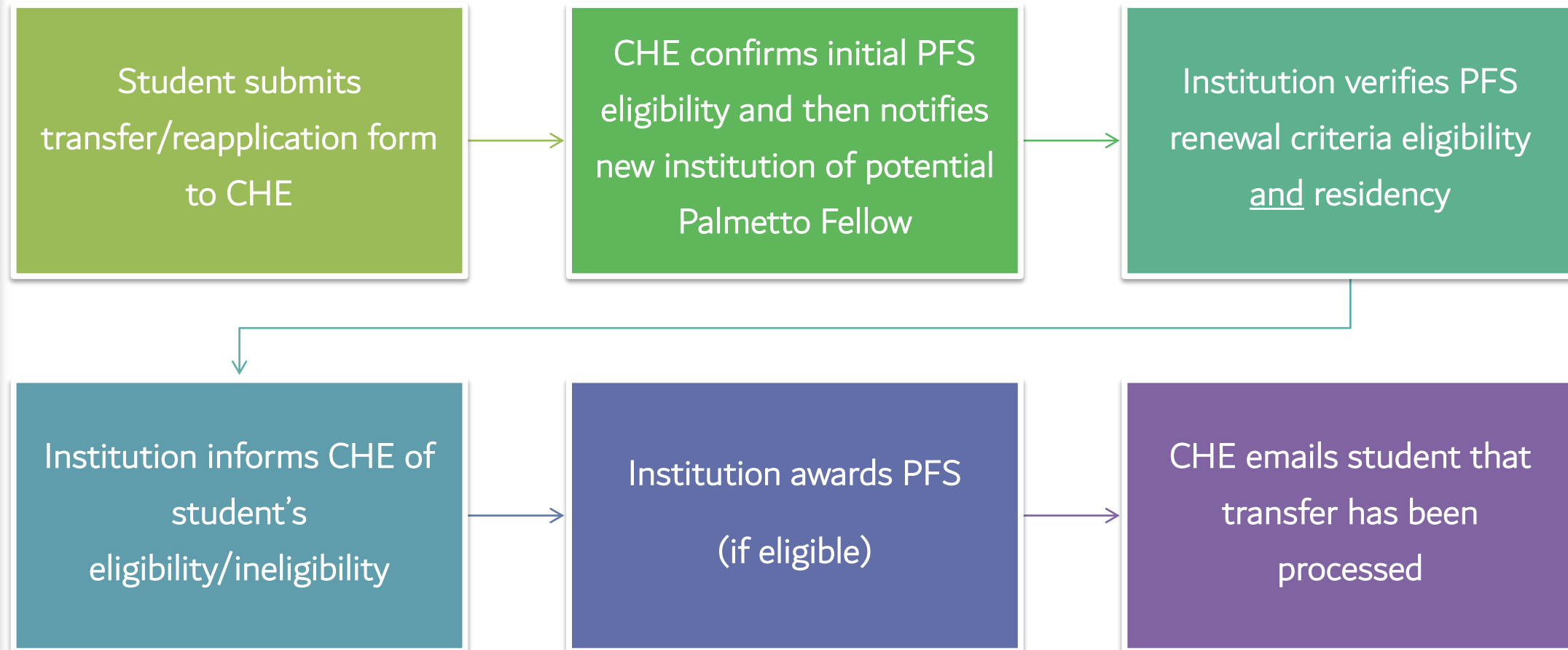
The eligible two-year or four-year independent or public institution is responsible for reviewing all Palmetto Fellows transferring to their institution to determine whether the students are eligible for the Palmetto Fellows Scholarship and Palmetto Fellows Scholarship Enhancement.

## 62-340 Transfer or Reapplication for the Palmetto Fellows Scholarship and Enhancement

C. Transfer students and reapplication students are only eligible to receive the Palmetto Fellows Scholarship and the Palmetto Fellows Scholarship *Enhancement* for the remaining terms of eligibility (based on the date of initial college enrollment).



# PFS Transfer / Reapplication Process (62-340)





# Reminder: 62-335 Duration and Renewal of Awards

E. By the end of the spring term each academic year, the institution must notify all Palmetto Fellows who have not met the continued eligibility requirements for the next academic year.

The notification should include information regarding the student's ability to attend summer term in order to meet the continued eligibility requirements.

*This also applies to LIFE & SC HOPE Scholarships.*

*LIFE: 62-1200.60.R.*

*SC HOPE: 62-900.125.G.*

# 62-360 Institutional Disbursement of Funds

F. After the last day to register for each term of the academic year, the institution will verify enrollment of each recipient as a South Carolina resident who is a full-time degree-seeking student.

G. 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.

# 62-365 Refunds and Repayments

B. In the event a student withdraws, expelled, or drops below full-time status **after the institution's refund** period and therefore must pay tuition and fees for full-time enrollment, the award may be retained by the student pursuant to the refund policies of the institution.

C. In the event a student who has been awarded the Palmetto Fellows Scholarship and the Palmetto Fellows Scholarship Enhancement **and has been identified as not being a SC resident** at any time, the institution must reimburse funds to CHE for the time period the student was no longer a SC resident.

# Year-Round Scholarships



# Palmetto and LIFE Scholarships

- Authorization for Palmetto Fellows/LIFE Scholarship awards to be awarded in summer terms continues.
- The provision initially included in FY14 was moved from the Lottery Section of the Part 1B provisos to CHE's section.
- The text of the proviso (11.15, see next slide) is the same as last year with a minor change in keeping with guidelines adopted by CHE in April 2015.
- Year-Round Scholarship Guidelines can be accessed here: [http://www.che.sc.gov/CHE\\_Docs/student-services/Year-RoundPolicyGuideline\\_Website.pdf](http://www.che.sc.gov/CHE_Docs/student-services/Year-RoundPolicyGuideline_Website.pdf)

# FY16 Appropriations Act (Budget) Part 1B Proviso

**11.13.** (CHE: Scholarship Awards) A student may receive a Palmetto Fellows or LIFE scholarship award during the summer, in addition to fall and spring semesters of an academic year, provided continued eligibility requirements are met as of the end of the spring semester. Students **must enroll full-time**, which for purposes of the summer award will require enrollment **in at least twelve hours** over the course of the summer. The summer is defined as the period between the end of the spring term and prior to the opening of the fall term. The total summer award per student may not exceed half of the allowable academic year award up to the cost of attendance and must be reimbursed if less than twelve hours for academic credit are not attempted by the student during summer sessions. If awarded in the summer, a student's total award during his or her enrollment may not exceed the amount that would otherwise be provided under current semester limits applied for the scholarship awards. The Commission on Higher Education may provide additional guidelines necessary to ensure uniform implementation.

# Eligible Students: Full-Time Enrollment Summer

Eligible for Fall Award If:	Eligible for Spring Award If:	Eligible For Summer Award If (PFS):	Summer Award Disbursed If:	Eligible for Fall Award If:
Enrolled in 12+ credit hours (or equivalent to full-time status)	Enrolled in 12+ credit hours (or equivalent to full-time status)	Earned 30 credit hours or the equivalent (earned 30 for the hours fall and spring term only) and earned a cumulative LIFE (institutional) 3.0 GPA at the end of Spring	Enrolled in at least 12 credit hours over the course of the summer term	Earned 30 credit hours or the equivalent (earned 30 credit hours fall and spring term only) and earned a cumulative LIFE (institutional) 3.0 GPA at <i>the end of Spring</i>



Institutions would review for eligibility for summer and/or fall at this point.

This is consistent with existing end of spring term eligibility review practices.

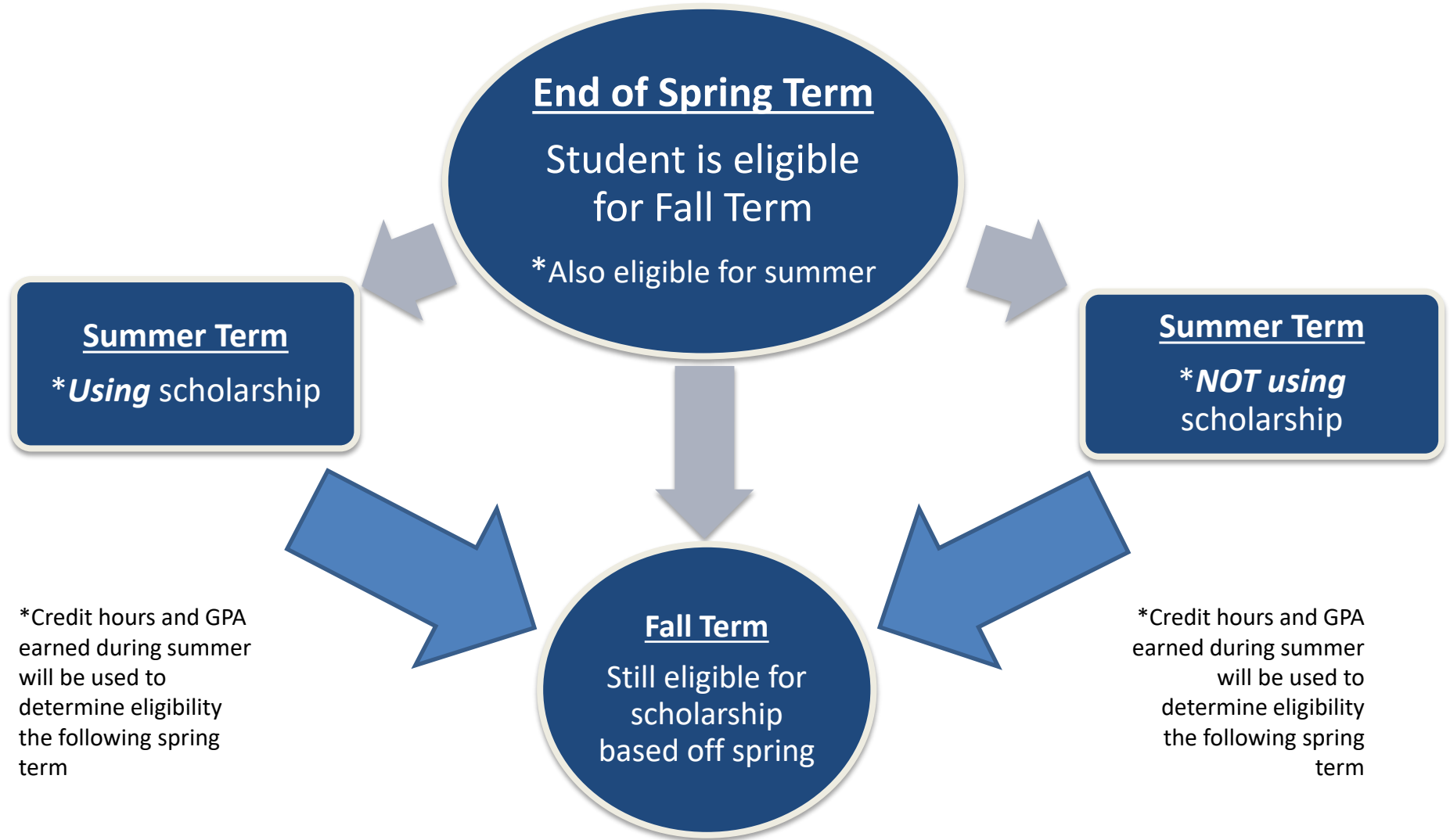


Enrollment verification would occur at an established date as determined by the regulations for eligibility to receive scholarship funds only. Eligibility review would not be required.

Any credit hours/grades earned over summer would be used towards continued scholarship eligibility determination at the end of the next spring semester



# Eligible Students: Year-round scholarship visual



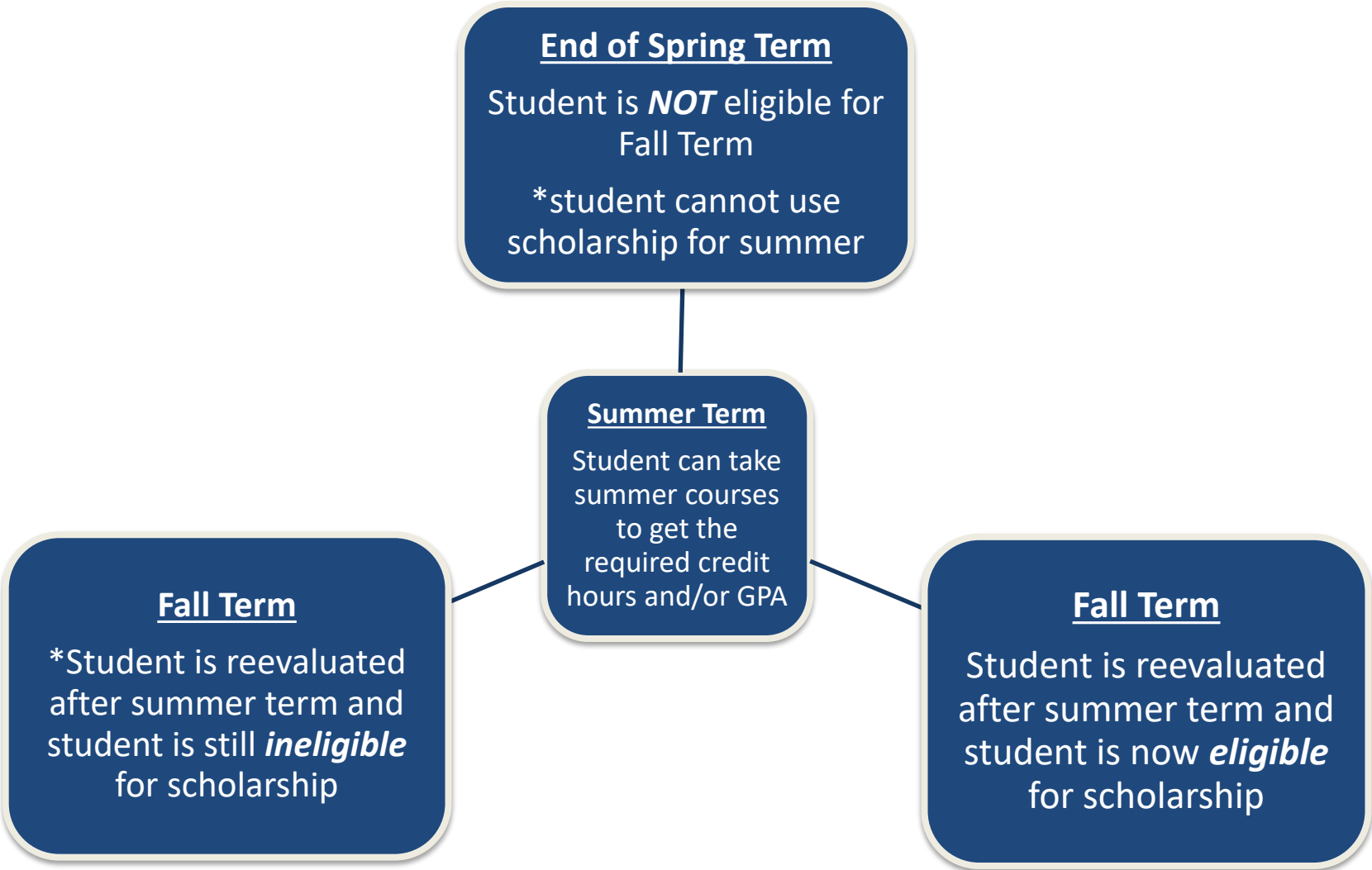
# Ineligible Students

Eligible for Fall Award If:	Eligible for Spring Award If:	Not Eligible for Summer/Fall Award If (PFS):	Remediation Period	Eligible for Fall Award If:
12+ Credit hours	12+ Credit hours	Student earned <b>less than</b> 30 credit hours or its equivalent (earned less than 30 credit hours in the fall and spring terms) <b>and/or</b> less than a 3.0 cumulative LIFE (institutional) GPA at the end of Spring	Student has maymester and/or summer to earn requisite credit hours/GPA.  <b>This would be an out-of-pocket expense incurred by the student.</b>	<b>Earned at least 30 credit hours (or its equivalent) and earned at least a 3.0 cumulative LIFE (institutional) GPA at the end of maymester and/or summer.</b>



If the student is not eligible at the end of summer, the next review of eligibility for scholarship funds will occur at the end of **the following Spring semester**. The student is still using terms of eligibility.

# Ineligible Students: Year-round scholarship visual





# TRANSCRIPTS

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# 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 15<sup>th</sup>

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](#) must be date calculated between 3 days prior to the date of the high school graduation and **no later than June 15<sup>th</sup>**
  - 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:

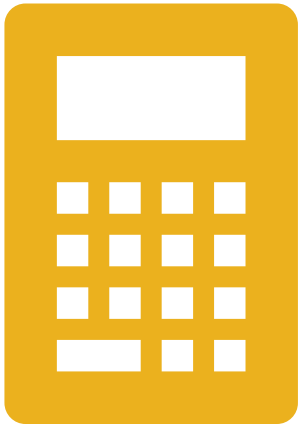
*Scholarship Eligibility Purposes*

# 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 may 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 a 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 (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>);
  - 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 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 15<sup>th</sup>
- **Information on rank report MUST match information on Transcript.**



NEW

# Rank Reports

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

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



# 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 10<sup>th</sup> or 11<sup>th</sup> grade year.
- **Palmetto Fellows: can only apply during the Early Award Period PRIOR to completing their high school graduation requirements.**

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## 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 10<sup>th</sup> or 11<sup>th</sup> grade rank, must use end of 11<sup>th</sup> grade GPA
- Late Award Application Period can use the end of 10<sup>th</sup> or 12<sup>th</sup> grade rank, must use end of 12<sup>th</sup> grade GPA

# Questions?



# CHE Contact Information

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