

**R. Wes Hayes, Jr.**  
Chairman

**Dr. Gregory D. Little**  
Acting President and Executive Director



## MEMORANDUM

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**To:** Institution of Higher Learning Financial Aid Directors, Chief Financial Officers

**From:** Bryce Wilson, Director, Office of Fiscal Affairs

**Date:** 5/29/2024

**Subject:** Invoicing Deadlines for Palmetto Fellows, LIFE and HOPE Scholarships; Lottery Tuition Assistance Program; Need-based Grants, Foster Care Youth and College Transition Program grants; and College Transition Scholarships; National Guard College Assistance Program

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### Commission on Higher Education (CHE) Policy Effective 7/1/24:

To assist with administering the scholarship and grant programs, current regulation allows the CHE to establish invoicing deadlines.<sup>1</sup> Beginning, July 1, 2024, the CHE will not accept invoices after the due dates of the current fiscal year established below:

|                                       |                         |
|---------------------------------------|-------------------------|
| Fall term                             | Invoices due November 1 |
| Spring term & Fall term adjustments   | Invoices due April 1    |
| Summer term & Spring term adjustments | Invoices due June 1     |
| Summer term adjustments <i>only</i>   | Invoices due August 20  |

*(Deadlines will also be posted at <https://che.sc.gov/institutions-and-educators>.)*

An exception may be granted if an institution of higher learning (IHL) has an adjustment to its summer invoice. In this case, supporting documentation must be provided showing there was no other way the IHL could have invoiced the CHE any earlier. This will assist the CHE Office of Fiscal Affairs in reconciling its records and forecasting lottery scholarship and grant needs for the following state fiscal year. Any unused funds should be returned to CHE regardless of the date they were originally received.

In addition, this should assist the IHLs when reconciling to CHEMIS, which should be done after each award period as well. To ensure that your IHL receives payment, please do not wait until the established deadlines to submit initial invoices for the current fiscal year. Although there is not a limit on the number of invoices that may be submitted each term to CHE, please try to submit no more than two invoices per program per term. If submitting multiple programs on one invoice, please separate by program and by term with total amount requested at the end. For example, the LIFE Scholarship for Summer 2024 and the LIFE Scholarship Enhancement for Summer 2024 should be totaled together and the LIFE Scholarship

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<sup>1</sup> Palmetto Fellows 62-360.G, LIFE 62-1200.65.E., and HOPE 62-900.130.A. scholarships; National Guard College Assistance Program 62-259.E.; Lottery Tuition Assistance Program 62-900.185.C.; Need Based 62-500.A., Foster Care Youth 62-500.A., and College Transition grants 62-500.A.



803-737-2260

1122 Lady St, Ste 400  
Columbia, SC 29201

[www.che.sc.gov](http://www.che.sc.gov)



adjustments to Spring 2024 and the LIFE Scholarship Enhancement adjustments to Spring 2024 should be totaled together.

Invoicing Instructions:

The first page of the invoice should indicate the semester, year, program and total amount requested. If there is an adjustment from the previous semester, that should be subtracted from the total.

*Invoice Example:*

|   |                   |
|---|-------------------|
| Date  |                   |
| College or University Name<br>Address                                       |                   |
| To Ms. Yolanda Myers:   |                   |
| LIFE Scholarship & Enhan. for Summer 2024*                                  | \$ 957,500.00     |
| Less: LIFE Scholarship adjustment from Spring 2024**                        | <u>(\$500.00)</u> |
| Total Requested for Summer 2024   | \$ 957,000.00     |
| *See details on attached pdf document pages 1-12                            |                   |
| **See details on attached pdf document page 13                              |                   |
| CFO name, email address and phone number                                    |                   |
| Employee Name who is submitting the invoice, email address and phone number |                   |

*Attached Document Example:*

|               |                           |             |                    |              |
|---------------|---------------------------|-------------|--------------------|--------------|
| Report Date   |                           |             |                    | Page 12/12   |
| Student Name  | Program Name/Award        | Term/Year   | Scholarship Amount |              |
| John Doe      | LIFE Scholarship          | Summer 2024 | \$5,000.00         |              |
| Mary Jane     | LIFE Scholarship          | Summer 2024 | \$5,000.00         |              |
| Sarah Jane    | LIFE Scholarship          | Summer 2024 | \$5,000.00         |              |
| Mike Johnson  | LIFE Scholarship          | Summer 2024 | \$5,000.00         |              |
| Albert Lawn   | LIFE Scholarship & Enhan. | Summer 2024 | \$7,500.00         |              |
| David Manning | LIFE Scholarship          | Summer 2024 | \$5,000.00         |              |
| Chris Quick   | LIFE Scholarship          | Summer 2024 | \$5,000.00         |              |
| Mary Rose     | LIFE Scholarship & Enhan. | Summer 2024 | <u>\$7,500.00</u>  |              |
| Total         |                           |             |                    | \$957,500.00 |

»»» DO NOT include the student's personal identifiable information (PII), i.e., social security number, address, phone number, etc.

Send invoices for:

- PFS, LIFE, HOPE ,SCNBG and LTAP to: [invoice@che.sc.gov](mailto:invoice@che.sc.gov).
- Foster Care Youth Program, College Transition Grant Program & Scholarship to [kharris@che.sc.gov](mailto:kharris@che.sc.gov).
- SC National Guard College Assistance Program to: [amincy@che.sc.gov](mailto:amincy@che.sc.gov).

Recovered Funds:

Institutions must reimburse the applicable scholarship and grant program the amount of the award in question pursuant to the refund policy of the institution for students who:

- drop below full-time enrollment;
- withdraw from the institution;
- are suspended or expelled from the institution; or
- are awarded a scholarship or grant in error as a result of not meeting the eligibility requirements for the program.

Institutions should ensure the Office of Financial Aid maintains records to support all refunds or repayments.

Mail Refunds to:

Ms. Yolanda Myers  
Office of Fiscal Affairs  
1122 Lady Street, Suite 400  
Columbia, SC 29201

Remember to mail the following with the refund check:

- Scholarship or Grant name
- Term and year (Fall, Spring, Summer, etc. of 20XX)
- Dollar amount(s)
- Student name(s)