

R. Wes Hayes, Jr.

Chairman

L. Jeffrey Perez, Ph.D.

President and Executive Director



MEMORANDUM

To: Institution of Higher Learning (IHL) Financial Aid Directors, Chief Financial Officers

From: Bryce Wilson, Director, Office of Fiscal Affairs

Date: October 8, 2026

Subject: Fiscal Year 2026-27 Invoicing Deadlines and Instructions for Palmetto Fellows, LIFE, HOPE Scholarships, Lottery Tuition Assistance Program¹, Need-Based Grants, Foster Care Youth and College Transition Program Grants, College Transition Scholarships, and SC National Guard College Assistance Program

Commission on Higher Education (CHE) Policy:

To assist with the administration of scholarship and grant programs, regulations allow the CHE to establish invoicing deadlines.² The CHE has established the following due dates³ for this fiscal year:

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	Invoices due August 20 ⁴

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

Please note, the CHE will no longer pay any invoices received after the set deadlines (with exception of an approved appeal). This includes reimbursement requests for adjustments. For example, a Fall adjustment received after the Spring term will not be paid. Therefore, it is critical that your institution submits invoices on, *or preferably*, before the established deadlines to ensure eligible students receive their funding. In addition, IHLs should reconcile invoices to CHEMIS, after each award period. Any unused funds should be returned to the CHE regardless of the date they were originally received

¹ Technical Colleges will continue to go through SCTCS and follow its deadlines and processes for LTAP.

² Palmetto Fellows 62-360.G, LIFE 62-1200.65.E, and HOPE 62-900.130.A. scholarships; SC 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.

³ SCNG College Assistance Program: Please adhere to the predetermined [2026-2027 Deadlines](#) for CAP invoices.

⁴ Last deadline that prior fiscal year invoices will be accepted for payment.



803-737-2260

1122 Lady St, Ste 400
Columbia, SC 29201

www.che.sc.gov



Invoicing Instructions:

The first page of the invoice should indicate the semester, year, program and total amount requested. Details supporting the invoice should be attached including the list of students' names in alphabetic order, program name/award, and award amount. If there is an adjustment from the previous semester in the same academic year, that should be added or subtracted from the total. If submitting multiple programs on one invoice, please separate by program and by term with the total amount requested at the end. Although there is not a limit on the number of invoices that may be submitted each term to the CHE, please try to submit no more than two invoices per program per term.

For example, the LIFE Scholarship and the LIFE Scholarship STEM Enhancement for Spring semester should be totaled together, and the LIFE Scholarship adjustments and the LIFE Scholarship STEM Enhancement adjustments for Fall semester should be totaled together. The LIFE Scholarship Education Enhancement must be submitted on a separate invoice, not to include the LIFE Scholarship. See invoice examples and Footnote 5 below.

Invoice Example:

Date	
College or University Name	
Address	
To: Ms. Holly Robinson	
LIFE Scholarship & STEM Enhancement for Spring 2026*	\$ 957,500.00
Less: LIFE Scholarship adjustment from Fall 2025**	<u>(\$2,500.00)</u>
Total Requested for Spring 2026	\$ 955,000.00
*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 Detail Supporting Invoice Example:

Report Date				Page 12/12
Student Name	SSN	Program Name/Award	Term/Year	Award Amount
John Doe		LIFE Scholarship ⁵	Fall 2025	\$2,500.00
Mary Jane		LIFE Scholarship	Fall 2025	\$2,500.00
David Manning		LIFE Scholarship	Fall 2025	\$2,500.00
Mary Rose		LIFE Scholarship/STEM Enhan.	Fall 2025	<u>\$3,750.00</u>
Total				\$957,500.00

⁵ Example: John Doe has an Education Enhancement for Fall 2025, so \$1,250 will be on a separate invoice.

IHL will now submit invoices for Palmetto Fellows (PF), PF STEM Enhancements, LIFE, LIFE STEM Enhancements, HOPE, and LTAP to the invoices@che.sc.gov mailbox. NGCAP. Education Enhancement Scholarships invoices should be submitted by uploading them to a secure Dropbox. When submitting PF, PF STEM Enhancements, LIFE, LIFE STEM Enhancements, HOPE, SCNBG, and LTAP invoices, please ensure that all Personal Identifiable Information is redacted. However, when submitting information for Education Enhancement Scholarships, the student's Social Security number is requested to be unredacted. Once your invoices and supporting documents have been uploaded to the Dropbox, you will receive a confirmation notification.

Invoice Submission Points of Contact:

- Palmetto Fellows, PF STEM Enhancement, LIFE, LIFE STEM Enhancement, HOPE, and LTAP: invoices@che.sc.gov. Contact Holly Robinson at hmrobinson@che.sc.gov with questions.
- SC GEAR UP: Gerrick Hampton at ghampton@che.sc.gov
- College Transition Grant Program & Scholarship: Kathryn Harris at kharris@che.sc.gov.
- SC National Guard College Assistance Program: refer to the [SCNG CAP Memo](#) for invoicing instructions. Contact Alfie Mincy at amincy@che.sc.gov for any questions.
- Education Enhancement Scholarship: <https://chesc-19333.page451.sites.451.io/> When submitting an Education Enhancement invoice, please ensure it includes Social Security numbers unredacted and separate total(s) by LIFE Education Enhancement and Palmetto Fellows Education Enhancement: Tanya Weigold at tweigold@che.sc.gov.
- Foster Care Youth Program Contact: Tanya Weigold at tweigold@che.sc.gov with questions.

Need-Based Grant Funding Reallocation

The CHE will reallocate any Need-Based Grant (NBG) funds not used by an IHL to other institutions that may request additional NBG funds if all funding is not requested and used in the semester for which the funding is allocated.

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
- Are awarded a scholarship or grant in error because 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:

Ashley Harper-Stanley
Office of Fiscal Affairs and Operations
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)