

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**TITLE:** LOTTERY TUITION ASSISTANCE ADMINISTRATION

**BASED ON POLICY:**

**REVISION NUMBER:** 1

**DIVISION OF RESPONSIBILITY:** STUDENT SERVICES

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September 18, 2012

**PRESIDENT**

**DATE**

**PURPOSE**

The purpose of this procedure is to outline the process for the administration of the Lottery Tuition Assistance (LTA) Program at the Technical College of the Lowcountry. The Lottery Tuition Assistance Program provides, to the extent that funds are available, resources that supplement, not supplant, existing federal grants and need based grants for educational purposes to students enrolled at the College.

**PROCEDURE**

1. Program Definitions

- A. "Academic year" is defined as the fall, spring, and summer semesters, including mini-terms.
- B. "Cost of in-state, in-service area tuition and academic fees" for the technical colleges shall be as defined in State Board Policy 7-2-101. It does not include other fees, charges, or the cost of textbooks.

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- C. "Degree-seeking undergraduate student" is defined as a person enrolled part-time or full-time in a program that leads to an associate degree, diploma, or certificate at an eligible institution.
- D. "Eligible program" is defined as a program of study leading to 1) an associate degree; 2) a program that is acceptable for full credit towards a bachelor's degree; 3) an educational program that leads to a degree, diploma, or certificate which meets all other Title IV regulations as authorized by the U.S. Department of Education for participation in federally-funded financial aid programs; or a degree, diploma, or 4) certificate program authorized by the State Board for Comprehensive and Technical Education or the Commission on Higher Education.
- E. "Educational program" is defined as an undergraduate program of study which prepares students for gainful employment in a recognized occupation or leads to other recognized credentials (e.g., certificates or diplomas) at a location approved by the U.S. Department of Education for participation in federally-funded financial aid programs and is authorized by either the Commission on Higher Education or the State Board for Technical and Comprehensive Education.
- F. "Field of study" is defined as an area in which a certificate, diploma, or degree is awarded. A certificate or diploma earned that relates to an associate degree constitutes the same field of study.
- G. "Full-time student" shall mean a student who has matriculated into an eligible program leading to an associate degree, diploma, or certificate and who enrolls in a minimum of twelve credit hours (or its equivalent) during the semester.
- H. "Offense" shall mean a violation of any law or rule in any state or Federal criminal justice system.
- I. "Part-time student" shall mean a student who has matriculated into an eligible program leading to an associate degree, diploma, or certificate, and who enrolls in a minimum of six credit hours and a maximum of eleven credit hours (or its equivalent) during the semester.
- J. "Remedial coursework" shall mean sub-collegiate level preparatory courses in English, mathematics, and reading.

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- K. "Satisfactory academic progress" shall mean the minimum academic standard for academic progress established by the institution for the purpose of complying with state regulations.
- L. "South Carolina resident" shall be defined as an individual who satisfies the requirements of residency in accordance with Title 59, Chapter 112 of the South Carolina Code of Laws as amended, in rules and regulations pertaining thereto as promulgated by the Commission on Higher Education and/or in other statutory provisos.

### 2. Student Eligibility

- A. To be eligible for the Lottery Tuition Assistance Program, each academic year, the student must:
  - 1) Complete and submit the Free Application for Federal Student Aid (FAFSA), request that a Student Aid Report (SAR) or its equivalent be sent to the college of attendance, and complete the institution's financial aid process as required;
  - 2) Be a U.S. citizen or a permanent resident that meets the definition of an eligible non-citizen.
  - 3) Qualify for in-state tuition rates pursuant to Chapter 112 of Title 59 of the 1976 Code of Laws;
  - 4) Be a South Carolina resident for a minimum of one year as defined in Chapter 112 of Title 59 of the 1976 Code of Laws unless qualifying for an exemption pursuant to guidelines and regulations promulgated by the Commission on Higher Education.;
  - 5) Be an accepted student at a technical college in South Carolina and enrolled as a part-time or full-time student in an associate degree, diploma, or certificate program, authorized by the Commission on Higher Education or the State Board for Technical and Comprehensive Education and be making **satisfactory** academic progress according to state regulations. A student enrolled less than six hours is not eligible for Lottery Tuition Assistance for the

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semester or session in question but is eligible upon return to part-time or full-time status provided all other eligibility requirements are met;

- 6) Be enrolled for and maintain a minimum of six credit hours (or its equivalent) after the last date to drop or add courses;
  - 7) Not be a recipient of a LIFE Scholarship;
  - 8) Certify that he/she has not been adjudicated delinquent, convicted, or pled guilty or *nolo contendere* to any felonies, alcohol, or drug related offenses under the laws of this or any other state or under the laws of the United States by submitting a signed affidavit each academic year to the institution testifying to the fact, except that a student who has been adjudicated delinquent, convicted, or pled guilty or *nolo contendere* of an alcohol or drug related misdemeanor offense is only ineligible for the next academic year of eligibility after the date of the adjudication, conviction or plea;
  - 9) Any false information provided by the student or any attempt to obtain or expend any Lottery Tuition Assistance Program funds for unlawful purposes or any purposes other than in payment or reimbursement for the cost of tuition at the institution authorized to award the funds will be cause for immediate cancellation of the Lottery Tuition Assistance Program. Any student who has attempted to obtain or who has obtained Lottery Tuition Assistance through the means of a willfully false statement or failure to reveal any material fact, condition, or circumstances affecting eligibility will be subject to applicable civil or criminal penalties, including loss of the Lottery Tuition Assistance;
  - 10) Verify that he/she does not owe a refund or repayment of a State grant, a Pell Grant, or a Supplemental Education Opportunity Grant and is not in default on a loan under the Federal Perkins Loan, Federal Stafford Loan, or William D. Ford programs.
- B. To maintain eligibility for the Lottery Tuition Assistance Program, the following must be met:
1. After attempting twenty-four credit hours, the student must have earned at least a 2.00 grade point average on a 4.00 scale by the end of each academic year.

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2. First time entering freshmen and other students who have not yet attempted twenty-four credit hours must meet the college's minimum grade point average for academic progress.
3. Students shall not be eligible to receive Lottery Tuition Assistance for more than one certificate, diploma, or degree earned within any five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.
  - C. Students enrolled in an eligible program of study may include remedial courses as part of the minimum number of required institutional credit hours for part-time or full-time status, as long as such courses carry institutional credit hours and meet Title IV limitations on remedial coursework.
  - D. Any student deemed ineligible for the Lottery Tuition Assistance Program may appeal the decision by submitting a written request to the institution's Director of Financial Aid. This request will be handled in accord with the institution's financial aid procedures. The institution's decision on the appeal is final.
3. Withdrawal, Suspension, or Dropping Below Part-Time Status
  - A. In the event a student who has been given Lottery Tuition Assistance withdraws or is suspended from the institution, or drops below full-time or part-time status during the time a student is eligible for a refund, institutions must reimburse the Lottery Tuition Assistance program for the semester in question pursuant to the college's refund policy.
  - B. In the event a student withdraws or drops below part-time status after the college's refund period, the student must pay tuition and fees for part-time or full-time enrollment pursuant to the College's refund policy. The College may retain the LTA allocation.
4. Granting Lottery Tuition Assistance
  - A. The amount of the Lottery Tuition Assistance may not exceed the cost of in state, in-service area tuition at the College for the academic year.

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B. Adjustments to the financial aid package will be made to the Lottery Tuition Assistance when federal and need based grants can be applied to the cost of tuition.

C. The College will retain annually appropriate paper or electronic documentation for each grant award to include at a minimum:

- 1) Evidence that the student has completed the FAFSA and a copy of the Student Aid Report or its equivalent;
- 2) Affidavit documenting that the student has never been convicted of any felonies, alcohol or drug related offenses as stated under Sections 62-465A(7) and 62-480D(3) of the Commission on Higher Education's regulations;
- 3) Award notification;
- 4) Institutional credit to students;
- 5) Refunds and repayments;
- 6) Satisfactory academic progress, including a minimum 2.00 grade point average for those who have attempted twenty-four or more credit hours;
- 7) Enrollment and curriculum requirements
- 8) Student disability (if appropriate)
- 9) Student award based upon institutional appeal (if appropriate)
- 10) Student's residency status;

D. The College will provide an award notification to students receiving Lottery Tuition Assistance that will contain the terms and conditions of this program and other financial aid awarded. Students will be notified of adjustments in financial aid due to changes in eligibility.

E. Lottery Tuition Assistance will not be awarded to ineligible students.

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### 5. Students with Disabilities

- A. Students who qualify under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 must meet all eligibility requirements as defined in the "Student Eligibility" section. Students with disabilities who are considered full-time by the institution and approved by the institution to enroll in less than six credit hours are also eligible for the Lottery Tuition Assistance Program. Students must comply with all institutional policies and procedures in accordance with ADA and Section 504 of the Rehabilitation Act of 1973.
- B. The institutional Disability Services Provider must provide written documentation to the Office of Financial Aid each academic year verifying that the student is approved to be enrolled in less than part-time status.

### 6. Enrollment in Internships, Cooperative Work Programs, Travel Study Programs, or National or International Student Exchange Programs

A Student enrolled in an internship, cooperative work program, travel study program, or National or International Student Exchange Program approved by the College, and enrolled in fewer than six credit hours, shall not be eligible for the Lottery Tuition Assistance during the period in which the student is enrolled in such programs or courses.