

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION GUIDELINE NUMBER:  
LIFE & PFS REPORTING FA01-04**

TO: Financial Aid Directors  
Eligible Public and Independent Colleges and Universities  
State Scholarship and Grant Programs

FR: Student Services Division

RE: Military Activation due to Recent Terrorist Attacks

ISSUANCE DATE: November 6, 2001

EFFECTIVE DATE: Academic Year 2001-2002

EXPIRATION DATE: Indefinitely

**Purpose**

To advise institutions regarding State refund policies and renewal criteria for students who participate in the LIFE and Palmetto Fellows Scholarship and/or State Need-based Grant Programs and are members of the National Guard or Reserves and have been ordered to active military duty as a result of the recent terrorist attacks.

**Guideline**

Per instructions from the U.S. Department of Education, 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 from school as a result of military activation. If the institution provides a refund, then the school must return funds to the Commission on Higher Education for the LIFE, Palmetto Fellows Scholarship and/or the State Need-based Grant Programs in accordance with Title IV regulations. The term in question would not count against the maximum allowable terms for that program, if the student officially withdraws from the institution during that term. Additionally, the renewal criteria for that student will be based upon the eligibility of the student at the time the student was activated for military duty. The Commission staff recommends that the institutions inform all relevant personnel of these guidelines.

## **Questions**

If you have any questions, concerns or need clarification regarding this directive, please do not hesitate to contact Ms. Bichevia Green, LIFE Scholarship Coordinator, 803-737-2280, Ms. Sherry Hubbard, Need-based Grant and Palmetto Fellows Scholarship Coordinator, 803-737-2262, or Dr. Karen Woodfaulk, Director, Student Services, 803-737-2244.

cc: Mr. Eddie Shannon, Executive Director, S.C. Higher Education Tuition Grants Commission  
Scholarship Coordinators, All Eligible Public and Independent Colleges and Universities  
Dr. Karen Woodfaulk, Director of Student Services  
Ms. Bichevia Green, Coordinator, LIFE Scholarship Program  
Ms. Sherry Hubbard, Coordinator, PFS & NBG Programs  
Mr. John Smalls, Director of Finance