

**South Carolina
Higher Education
Tuition Grants Commission**

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MEMORANDUM

TO: South Carolina Tuition Grants Commission Members
FROM: Earl Mayo, Director 
DATE: January 12, 2017
SUBJECT: Required Completion of State Ethics Commission's Statement of Economic Interests Form

As a current member of the South Carolina Tuition Grants Commission, you are required by South Carolina State Law and by the State Ethics Commission to complete the 2017 Statement of Economic Interests (SEI) report (instructions are attached). The filing requirement for the Statement of Economic Interests report includes, regardless of compensation, the members of all state boards, commissions or agencies.

A completed report **must be filed** with the State Ethics Commission by each individual Commission member no later than **March 30, 2017**, so that you are not penalized **\$100 or more per day** for failure to do so.

Please note a new requirement this year, per Memo from the State Ethics Commission, is that "all filers must disclose (1) the source and (2) the type (but not the amount) of any private income received in the previous year by the filer or a member of the filer's immediate family under the Income & Benefits section of the 2017 SEI."

Each filer is required to complete their report electronically. After going to the State Ethics Commission's web site, you may review the "Users Guide" section or go directly to the "Electronic Filing" link to proceed. If you do not already have an on-line account with the State Ethics Commission, you must "create a user account." The web site is:

<http://ethics.sc.gov>

If you have any questions about the required completion of the SEI form, please contact the State Ethics Commission at (803) 253-4192.

Please be sure that your completed report is completed on-line with the State Ethics Commission by the **March 30, 2017, deadline**.

Thank you.