



SC Higher Education Tuition Grants Commission

Providing Opportunity. Promoting Choice.

111 Executive Center Drive
Suite 242
Columbia, SC 29212
(803) 896-1120
info@sctuitiongrants.org

Katherine H. Harrison
Executive Director

MEMORANDUM

TO: South Carolina Tuition Grants Commission Members
FROM: Katie Harrison, Executive Director
DATE: January 23, 2024
**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 Statement of Economic Interests (SEI) report for the 2024 calendar year. 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, 2024**, so that you are not penalized \$100 or more per day for failure to do so.

Each filer is required to complete their report electronically. After going to the State Ethics Commission's web site, you may review the User Guides section or go directly to the Electronic Filing link to proceed. If you do not already have an online account with the State Ethics Commission, you must create a user account after clicking the Electronic Filing link. The main web site is:

<https://ethics.sc.gov>

PLEASE NOTE: The Ethics Commission website, including the SEI filing system, was completely redesigned recently. If you have filed the SEI form in previous years and have an existing online account, you may need to *migrate your existing account* before proceeding.

For detailed instructions, including how to migrate an existing account, please visit <https://ethicsfiling.sc.gov/filing/help>.

REMINDER: Per State Ethics Commission requirements, all filers must disclose (1) the source and (2) the type 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 2024 SEI. The dollar amount is required ONLY for government income. The dollar amount box will close when you click on "private" if the source of the income is a non-governmental employer.

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

Please be sure that your completed report is completed online with the State Ethics Commission by the **March 30 deadline**.

Thank you for your prompt attention to this matter.