

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 20, 2016
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 2016 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, 2016**, so that you are not penalized as much as **\$100 per day** for failure to do so. **PLEASE NOTE THE DEADLINE IS EARLIER AGAIN THIS YEAR THAN IN PAST YEARS!**

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, 2016, deadline**.

Thank you.