



Maryland Higher Education Commission
Office of Student Financial Assistance

2022-2023

Financial Aid Officer (FAO)
State Financial Aid Manual

Contents

What’s New in the FAO Manual?	6
Office of Student Financial Assistance Annual Program Updates.....	8
General Policies	10
Institutional Student Information Record (ISIR) Reporting Requirements.....	22
Credit Completion Requirements.....	24
Credit Completion Roster	28
Online reporting	28
Credit Completion Roster Upload Process	30
Awarding Adjustments	35
Code of Maryland Regulations (COMAR) Resources	36
Maryland State Financial Aid Application (MSFAA)	36
NEED BASED SCHOLARSHIP PROGRAMS	37
Guaranteed Access (GA) Grant	40
Next Generation Scholars.....	40
Educational Assistance (EA) Grant.....	44
Campus Based- Educational Assistance Grant (CBEAG).....	46
Reporting Deadlines for the Howard P. Rawlings Educational Excellence Awards (EEA) Programs	55
2 + 2 Transfer Scholarship Program.....	56
Part-Time Grant Program	59
Graduate and Professional Scholarship Program.....	60
Maryland Community College Promise Scholarship.....	62
Incomplete for Certification (Verification of Eligibility by the Institution-Promise Flag)	64
Awarding/Enrollment.....	68
Accepted/Incomplete for Certification	68
Student Notifications	68
Reporting Deadline Dates.....	69
Credit Completion Roster Reporting	69
Credit Roster Upload Process	72
Promise Roster File Layout	78
File Transfer Results	80
Less than 12 Credit Appeals	80
Important Reminders when working the Promise Roster	80
Near Completer Grant Program	83

LEGISLATIVE SCHOLARSHIPS	89
Senatorial Scholarship Program.....	90
Delegate Scholarship Program.....	93
CAREER & OCCUPATION BASED GRANTS & SCHOLARSHIPS	96
Richard W. Collins III Leadership with Honor Scholarship.....	97
Teaching Fellows for Maryland Scholarship	99
Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship Program	102
Cybersecurity Public Service Scholarship Program	104
Tuition Reduction for Non-Resident Nursing Students	107
Tuition Reduction Roster	107
NRN Template	113
Workforce Shortage Student Assistance Grant Program	115
Workforce Development Sequence Scholarship Program.....	118
Resolving Partial Matches	120
File Upload Process	120
File Transfer Results	121
WDSS Roster	122
File Layout	123
Maryland Police Officers Scholarship Program.....	124
Overview	124
Application Process	124
Eligibility Requirements	124
Required Documentation	124
Service Obligation Requirement	124
Eligible Law Enforcement Agencies	125
Award Amount	125
Institutional Responsibility	125
UNIQUE POPULATIONS.....	126
Tolbert Grant.....	127
Edward T. and Mary A. Conroy and Program.....	Jean B. Cryor Memorial Scholarship 133
Veterans of the Afghanistan and Iraq Conflicts Scholarship	137
Tuition Waiver for Foster Care Recipients.....	139
.....	141
Appendix A: Award Types & Award Maximums for the 2022-2023	141
Appendix B: State Scholarship Tips and Frequently Asked Questions.....	143
Appendix C: Program/Document Deadlines.....	147

Appendix D: Reporting Deadlines for Howard P Rawlings Educational Excellence Awards Programs148
Appendix E: Deadlines by Program149
Appendix F: Additional Templates150

Overview

The Maryland Higher Education Commission (MHEC) is Maryland's higher education coordinating board and is responsible for establishing statewide policies for Maryland private career schools, public and private colleges and universities, and for-profit career institutions. MHEC also administers financial assistance programs that positively impact students on a statewide basis.

The Office of Student Financial Assistance (OSFA) is the office within the Maryland Higher Education Commission (MHEC), which is responsible for the administration of more than twenty-five State financial assistance programs. These programs are designed to improve access to higher education for students who demonstrate need, while encouraging students to major in areas that meet the current workforce demands in the state, such as teaching and nursing. Maryland students use the financial assistance from these programs at community colleges, independent colleges and universities, private career institutions, and the state's public four-year postsecondary institutions. OSFA's FY23 annual appropriation of approximately \$160 million in State financial aid provides awards to eligible students. Most awards are granted through Maryland's need-based grant programs that provide assistance to low- and moderate-income families.

OSFA is also responsible for maintaining the integrity of State grant and scholarship awarding and distribution at Maryland colleges and universities to students. Institutions are required to certify eligibility of State grant recipients, as outlined in this manual, prior to making awards. To ensure the accuracy of this process, an annual independent audit known as the *MHEC Independent Audit* is conducted at each institution related to awards granted to students who participate in the Howard P. Rawlings Educational Excellence Awards (EEA) Program.

This manual is for informational purposes only; it is not intended as legal advice and does not have the force of law. MHEC has endeavored to make the information contained in this manual accurate and up to date, but if there is any variance between this information and applicable statutes and regulations, the statutes and regulations shall prevail.

What's New in the FAO Manual?

The 2022-2023 Financial Aid Officer (FAO) Manual includes the following new updates:

Teaching Fellows for Maryland Scholarship:

Beginning with the 2022-2023 academic year and thereafter, applicants residing off-campus or with parents will receive their full housing allowance included in their award.

Police Officer Scholarship

Beginning with the 2022-2023 academic year, the *new* Maryland Police Office Scholarship program will be available to students who are aspiring to be or are current police officers enrolled in an academic program that furthers their career in law enforcement. Recipients must pledge to work as a police officer in the state upon completion of their studies.

Non Resident Nursing Tuition Reduction Program

Beginning with the 2022-2023 year, institutions will be required to report the tuition differential awarded to eligible students of the Non Resident Nursing Tuition Reduction Program through the Maryland College Aid Processing System (MDCAPS). Each semester, the school will report the award amounts for eligible students through an electronic upload process through MDCAPS. Further instructions will be sent to institutions regarding the new reporting process.

Jack F. Tolbert Program

Beginning with the 2022-2023 Tolbert Grant awarding cycle, we will process applications online using google sheets. This process will allow you to upload documents into google sheets instead of emailing them to the Office of Student Financial Assistance (OSFA).

Maryland Community College Promise Scholarship

Beginning with the 2022-2023 academic year an initial applicant who graduated from high school five or more years before applying for the scholarship is exempt from submitting a high school transcript to document the GPA requirement. Applicants must complete and submit the Promise Affidavit Form online through their MDCAPS account. Click here to access the [Promise Affidavit Form](#). Refer to page

Guaranteed Access Grant Renewal Program Changes

Beginning with the 2022-2023 academic year, a GA Grant recipient who is currently ineligible due to exceeding the renewal income requirement will be eligible for their full award as long as they are eligible to receive a federal Pell Grant award.

Office of Student Financial Assistance Annual Program Updates

This section contains annual 2022-2023 award year updates that include the total State aid award amounts, maximum award amounts for all applicable programs, and certification deadline dates.

2022-2023 Maximum State Aid Award Amount

The total State award amount per student for the 2022-2023 award year cannot exceed **\$30,800**. This means that a student may not receive more than **\$30,800** in combined State scholarship and/or grants in a single academic year. Should the institution identify a student(s) with an award more than the **\$30,800** maximum, the institution is required to contact OSFA and submit an *Overaward Request Form* (See *Overaward* section on page 41).

2022-2023 Max Award Amounts by Program

Programs	Max Award Amounts
Guaranteed Access Grant	\$ 20,000
Veterans of Afghanistan & Iraq Conflicts	
<i>With Parents</i>	\$ 4,745
<i>On Campus</i>	\$ 8,068
<i>Off Campus</i>	\$ 5,315
Legislative Programs	\$ 12,617
Charles Riley Scholarship (<i>award amount is 100% of tuition & fees</i>)	\$ 12,617
Conroy/Cryor	\$ 12,617

Certification Deadline Dates

Each institution **must** certify and request **final payments** annually for all award recipients in the Howard P. Rawlings Educational Excellence Awards Program, composed of the ***Educational Assistance Grant, Campus Based Educational Assistance Grant, and Guaranteed Access Grant programs*** on a semester basis, on or before the following dates:

- Fall Semester- December 15
- Spring Semester – May 15

2022 Legislative Updates

The following table lists the House and Senate bills that were passed during the 2022 Maryland General Assembly Legislative Session. The table includes the effective date of each program.

Number / Cross File	Title	Effective Date	Applicable Award Year
HB 024/ SB 004	Cybersecurity Scholarship Program - Alterations	July 1, 2022	2023-2024
SB 0079	– Senatorial and Delegate Scholarship Programs	Emergency Bill	2022-2023
HB 0734	Student Financial Assistance – Alterations and Appropriation	July 1, 2022	2022-2023

Legislation Descriptions

HB024 Cybersecurity Scholarship Program - Alterations

This bill expands the Cybersecurity Public Service Scholarship Program by (1) allowing part-time students to apply under specified conditions; (2) increasing the number of years an individual may hold an award; and (3) expanding the positions that fulfill the program’s work and teaching obligations. The Maryland State Department of Education must provide information on the scholarship to certain high school students. The bill also makes a technical change to clarify the conditions under which a student must repay the Maryland Higher Education Commission (MHEC) scholarship funds. **The bill took effect July 1, 2022.**

SB 79 Senatorial & Delegate Scholarships

This emergency bill allows a senatorial or delegate scholarship to be used at an out-of-state institution when an academic area is not offered at an accredited program in the State. Specifically, the program must be accredited by a national accrediting association approved by the U.S. Department of Education.

HB 734 Student Financial Assistance – Alterations and Appropriation (Maryland Investment Act)

This bill (1) changes eligibility for the Guaranteed Access (GA) Grant under the Delegate Howard P. Rawlings Educational Excellence Awards (EEA) Program and extends eligibility for services through a related program; (2) authorizes a private career school to award scholarships under the Edward T. and Mary A. Conroy Memorial Scholarship Program and the Jean B. Cryor Memorial Scholarship Program; (3) expands the eligibility requirements for the Veterans of the Afghanistan and Iraq Conflicts Scholarship to include the stepchildren of specified qualified individuals; (4) expands the focus of the near completer communication campaign; and (5) makes a technical change to the 2+2 Scholarship Program. Beginning in fiscal 2024, the bill establishes minimum mandated appropriations for three programs and increases an existing mandated appropriation for another program. **The bill took effect July 1, 2022.**

General Policies

The policies in this section apply to all Maryland Higher Education Commission (MHEC) programs administered by the Office of Student Financial Assistance (OSFA). The individual program sections of this manual explain the specific policies that apply to each program.

The Financial Aid Office (FAO) at each institution is responsible for enforcing both the general policies and the individual program requirements in accordance with Title 18 of the Education Article, Annotated Code of Maryland, as well as each program’s guidelines and/or regulations.

All institutions must follow the procedures outlined in the Maryland College Aid Processing System (MDCAPS) Financial Aid Officer’s User Manual, which is available from the “Help” link in MDCAPS.

Degree Program Requirements

The majority of MHEC aid programs require recipients to enroll as degree-seeking students at particular grade levels. The institution must accurately report each recipient’s degree program status to MHEC and must confirm that each student’s status is consistent with each student’s MHEC award requirements.

If a student’s status at the institution is different than the student’s status in MDCAPS, the institution is required to update the student’s MDCAPS record to reflect the correct status using either:

- The Certification Roster and report the correct status in the roster’s “Degree or Certificate” field.

- Certify students individually in MDCAPS, by updating the “Degree Program” field for each term. These fields are in the “Academic Period Information” section. All institutions must report the correct Certification Code based upon the guidance in the MDCAPS FAO User Manual.

Pledge to Remain Drug Free

In accordance with §18-111 of the Education Article of the Annotated Code of Maryland, as a condition of receiving student financial assistance awarded by MHEC, each recipient shall sign a statement pledging to remain drug free.

For all of the State’s decentralized programs, each State aid recipient completes a statement pledging to remain drug free through MDCAPS. This same requirement must be implemented in all state aid **decentralized programs**, and therefore the institution is required to include the following statement in its application process and have the student’s written agreement:

“I pledge, as a condition of receiving student financial assistance, to remain drug free for the full term of the award. Unlawful use of drugs and alcohol may endanger my enrollment in a Maryland College as well as my Maryland financial aid award.”

Institutions are required to obtain the pledge to remain drug free from an awarded student only one (1) time. Institutions are also required to maintain the record of the pledge as well.

Satisfactory Academic Progress (SAP)

Students must maintain institutional Satisfactory Academic Progress (SAP) requirements in order to receive or renew Maryland grants or scholarships, unless otherwise noted. This includes any students who have appealed and have been granted financial aid on a probationary basis per the requirements outlined in federal regulation.

GPA Requirements

Maryland law requires that students maintain a minimum annual or cumulative GPA for certain programs. For further information, please see the GPA information in the “Award Rosters” section of this manual or refer to each individual program requirements.

Enrollment Status

Each semester, students must meet each program’s enrollment status requirements to receive their MHEC awards. See the individual program requirements in this manual for explanations of the minimum required credits for each program.

Enrollment status must be defined based upon the number of credits for which each recipient is billed on the institution’s official census date for the semester.

OSFA Enrollment Status Definitions

STATUS	CODE	DEGREE PROGRAM TYPES	MINIMUM CREDITS/HOURS
Full-time	F	UNDERGRADUATES	12 CREDITS PER SEMESTER
		GRADUATES	9 CREDITS PER SEMESTER
		PRIVATE CAREER STUDENTS	18 CLOCK HOURS
Part-time	P	UNDERGRADUATES	6 CREDITS PER SEMESTER
		GRADUATES	5 CREDITS PER SEMESTER
		PRIVATE CAREER STUDENTS	9 CLOCK HOURS

- For-credit remedial courses can count toward total credits earned.
- Audited courses **cannot** be counted toward total credits.
- Accelerated Sessions and Enrollment Status:
 - Enrollment in an accelerated session that is contained within a regular semester may be included in the calculation of the student's enrollment status for state financial assistance. *For example: If the fall semester begins in September and ends in December, and the mini-semester begins in October and ends in December.*
 - If an institution offers a winter accelerated session, the institution may add the winter accelerated session credits to the fall or spring semester credits when calculating the student's total Fall-Winter or Winter-Spring credits for MHEC assistance. Institutions must always attach the Winter credits to the same semester (always to fall or always to spring) and must process MHEC assistance based upon the same Winter accelerated session aid rules they apply when disbursing Federal Title IV financial aid.

Drops and Withdraws

If students drop classes before the census date, then they are considered to **not** have been enrolled in that class. If their enrollment does **not** meet the minimum number of required credits for their award without that class, then they are ineligible for that award. Below is additional guidance pertaining to student eligibility in state assistance given withdrawal(s) from coursework, as follows:

- If a student withdraws from a class after the institution's census date, and is charged tuition for that class, then the student **may** keep the award if the student meets all other credit and program requirements.

- If a student withdraws from all classes after the census date but is still charged full-time tuition (or the tuition required to receive the funds), then the student may keep the award.
- Institutions should not include State awards in R2T4 calculations.
- If a student withdraws from all classes and the student is no longer charged full-time tuition (or tuition required to receive the funds), then the student is no longer eligible for the MHEC award.

Foreign Study/Study Abroad/Domestic Student Exchange Programs

Students who are enrolled for sufficient credits in approved foreign study programs sponsored by a Maryland institution may be eligible to receive State financial assistance. However, students who are enrolled in foreign study programs who are **not** approved by a Maryland institution and are billed through other institutions are ineligible to receive State assistance, even if the institution plans to grant transfer credit at the conclusion of the study experience.

Consortia Agreements

MHEC recognizes that under certain circumstances students may attend two different institutions during a given semester to complete a required program of study. In these cases, MHEC allows consortium agreements between the two institutions.

MHEC will make the full payment of the award to the institution designated in the consortium agreement as being responsible for confirming the student’s eligibility in MDCAPS (i.e., “home” institution).

Trimester/Quarter Hour Calendars

MHEC awards and disburses scholarships on a semester basis. Therefore, if an institution follows a trimester/quarter calendar, it must determine the appropriate distribution of awards according to the established Billing Roster cycles.

Holding Multiple State Grants and Scholarships

Students may receive multiple state grants or scholarships issued under Title 18 of the Education Article with any other issued award under this title with the **exception** of combining awards under the Howard P. Rawlings Educational Excellence Program (*GA, EA, CBEAG*), or combining the *GA, EA* or *CBEAG* Grant with a Part-Time Grant as long as:

- Eligibility requirements are met for each scholarship and/or grant received.
- The total of all scholarships and grants does not exceed either:
 - The student’s total federal cost of attendance as certified by the institution the student is attending.
 - The equivalent annual expenses (cost of attendance) of a full-time resident undergraduate at the four-year public institution of higher education within the University System of Maryland, other than the University of Maryland Global Campus and the University of Maryland, Baltimore Campus with the highest annual expenses for a full-time resident undergraduate.

Adjustments to Award Amounts

If a State aid recipient withdraws from your institution after certification on the Billing Roster but during the refund period, the award **may** be refunded to the student under limited circumstances. State aid awards may not be reduced because of the amount of any federal or institutional financial aid students receive.

When institutions must reduce aid to comply with federal or state overaward regulations, loans should always be reduced first, and then followed by institutional aid until the overaward is resolved. State aid should always be reduced or canceled last.

All overaward adjustments must be submitted to MHEC in the required format (overaward adjustment template) prior to the institution making any adjustments.

The Award Adjustment template below is to be used when requesting Award Adjustments, and overawards. The template should be submitted in .xls or .csv format attached to an email to faohelp.mhec@maryland.gov

MHEC ID #	
COA	
Pell	
SEOG	
Sen	
Del	
Private	
Scholarship	
Conroy	
GA	
EA	
Tuition	
Waiver	
Teach Grant	
Waiver	
WSSAG	
VAIC	
Total FA	0
Remaining	
Need	0

Aggregate Award Limits – Howard P. Rawlings Educational Excellence Awards

Eligible students may receive the Howard P. Rawlings Educational Excellence Awards for four (4) years, or eight (8) semesters of enrollment, meeting all other program(s) requirements. In certain circumstances, a student may receive the award for a 5th year, if approved for the 5th year appeal.

Home School Eligibility

For certain state financial assistance programs, home-school students are eligible as long as:

- The entity that supervises the home instruction and establishes the curriculum holds a Certificate of Approval or is registered to supervise home instruction by the Maryland State Department of Education and the local county board of education.
- The curriculum is clearly identified with grades on an official transcript.

The home-schooled student may not currently be enrolled in high school; as high school students are ineligible for state financial assistance.

However, a student who is currently enrolled in a home school program may apply for state financial assistance programs that begin after the student completes the high school diploma, except for the **Part-Time Grant Program**.

High School Diploma by Examination (GED)

For the Guaranteed Access Grant program, a student receiving a GED is eligible as long as the individual:

- Has scored a passing score of at least 165 per module.
- Begins college within one year of achieving the score, or provides evidence satisfactory to the state of extenuating circumstances.
- Is younger than age 26 at the time of receiving the first award.
- Enrolls in college as a full-time student; and has an annual family income below a poverty index determined by the Maryland Higher Education Commission (MHEC).

For the Maryland Community College Promise Scholarship program, a student receiving a GED is eligible as long as the individual earned the GED in Maryland.

Service Obligation

Students holding more than one scholarship requiring performance of a specific service must work their service obligations in consecutive years.

Funding

Funding for all state scholarships and grants is determined based upon the State budget allocations issued to the Commission and regulated through Annotated Code of Maryland.

All awards are contingent upon the availability of such funding. Awards are not guaranteed even if an individual meets all minimum eligibility requirements.

In-state Tuition Requirements

Qualified children of undocumented immigrants who are eligible for in-state tuition under [§15–106.8.of the MD Education Article](#) are eligible to apply for certain state financial aid grants and scholarships.

An undocumented student who has been determined to meet the in-state tuition requirement is eligible to apply for the following Maryland scholarship and grant programs:

- Educational Assistance Grant
- Guaranteed Access Grant
- Campus Based Educational Assistance Grant
- Part Time Grant
- Maryland Community College Promise Scholarship
- Richard W. Collins III Leadership with Honor Scholarship
- Near Completer Grant
- Cybersecurity Public Service Scholarship Award
- Legislative Scholarship Programs (*Delegate & Senatorial*)

Maryland State Financial Aid Application (MSFAA)

The Maryland State Financial Aid Application (MSFAA) has been created and is available online to applicants (*undocumented immigrants*) who are ineligible to receive federal aid using the Free Application for Federal Student Aid (FAFSA). The MSFAA allows qualified children of undocumented immigrants, who qualify for in-state tuition under [§15–106.8.of the MD Education Article](#), to apply and be considered for certain types of state need-based financial aid.

Applicants should **not** complete the MSFAA if they are U.S. citizens or eligible noncitizens with an Alien Registration number. These students should complete the FAFSA at <https://studentaid.ed.gov/sa/fafsa>. International students who are studying in the U.S. on a student visa are NOT eligible for state or federal financial aid programs and should NOT complete the MSFAA. To learn more about non-U.S. citizen and federal financial aid eligibility, visit <http://studentaid.ed.gov/sa/eligibility/non-us-citizens>.

Required Period of Residency

This policy applies to all OSFA scholarship and grant programs that require Maryland residency as a condition of receiving financial assistance unless otherwise noted. A student must be a Maryland resident to be eligible for all state financial assistance programs, with the exception of Non-Resident Nursing Scholarship recipients. Students who do not meet the definition of Maryland residency will not be eligible to receive state funds. Institutions are required to confirm a student's Maryland residency prior to disbursement of scholarship funds.

Except as provided elsewhere in this section, applicants shall establish that they have been residents of the state of Maryland for the required timeframe as specified below. The required timeframes are based upon the type of institution the student will be attending and are for the period immediately preceding the first day of class for the first session in which the student would receive a State award.

Below you will find the residency requirements based upon the type of institutions:

- Students enrolling in **public four-year institutions** must have established Maryland residency for a period of 12 months preceding the first day of class for the first session in which the student would receive a state award.
- Students enrolling in **public two-year institutions** must have established Maryland residency for a period of 3 months prior to the first day of class for the first session in which the student would receive a state award.
- Students enrolling in **private independent institutions** must have established Maryland residency for a period of 12 months prior to the first day of class for the first session in which the student would receive a state award.
- Students enrolling in **private career institutions** must have established Maryland residency for a period of 3 months prior to the first day of class for the first session in which the student would receive a state award.
- Students enrolling in **out-of-state institutions** shall establish residency for a period of time equal to the required timeframe for a comparable institution of postsecondary education within the state.

This policy is not intended to displace, supersede, or affect in any manner other definitions of residency used by any institution or agency for any other purpose and applies only to OSFA programs.

General Criteria (Residency)

Except as provided elsewhere in this section, recipients of state awards will be considered as Maryland residents if one of the following criteria is met:

- The student is dependent upon a parent(s) or spouse who has maintained a permanent residence in Maryland for the required period of residency described in this section.
- The student is independent and has maintained a permanent residence in Maryland for the required period of residency described in this section.
- The student is a full-time active member of the Armed Forces of the United States who is stationed in the state of Maryland or whose home of residency is Maryland.
- The student is a dependent spouse or dependent child of a full-time active member of the Armed Forces of the United States who is stationed in the state of Maryland or whose home of residency is Maryland.

Permanent Residence

Except as provided elsewhere in this section, in determining if permanent residency has been established in Maryland, the following criteria shall be taken into consideration. The applicable criteria must be met for the required period of residency as described in this section. The criteria are as follows:

- Owns or rents and occupies living quarters in Maryland.
- Maintains within Maryland substantially all personal property.
- Pays Maryland income tax on all earned taxable income including all taxable income earned outside the state.
- Registers all owned motor vehicles in Maryland in accordance with Maryland law.
- Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law.
- Is registered to vote in Maryland, if registered to vote.
- Receives no public assistance from a state other than Maryland or from a city, county, or municipal agency other than one in Maryland.

Extenuating Circumstances

Students who move to Maryland as a result of the Base Realignment and Closure (BRAC) for one of the reasons listed below will be considered Maryland residents for the purposes of State financial assistance programs:

- **Civilian Personnel:** The timeframe required to meet Maryland residency requirements shall be waived in the case of civilian employees of the U.S. Armed Forces whose positions are transferred from other states to Maryland as the result of the decision of the BRAC for the term of their continuous employment by the U.S. Armed Forces. This waiver shall also apply to the spouses and dependent children of the affected employees. Such employees shall be required to submit adequate supporting documentation of a BRAC-related transfer from the Department of Defense or the employee's military unit, such as a copy of the DD Form 1614 and proof of Maryland residence, verifying their eligibility for this waiver.
- **Defense Contractors:** The timeframe required to meet Maryland residency requirements shall be waived in the case of employees of defense contractors whose positions are transferred from other states to Maryland as the result of the decision of the BRAC for the term of their continuous employment by their employer. This waiver shall also apply to the spouses and dependent children of the affected employees. Such employees shall be required to submit adequate supporting documentation of a BRAC-related transfer from their defense contractor employers establishing that the transfer was BRAC-related and proof of Maryland residence, verifying their eligibility of this waiver.

Exemptions for Nonresidents

Certain students who live in Maryland may be eligible for exemptions from paying nonresident tuition. Those exemptions for nonresident tuition are:

- **Exemption from paying nonresident tuition for certain military personnel, spouses, and dependents: Maryland Education Article 15-106.4**
<http://mgaleg.maryland.gov/mgaweb site/Laws/StatuteText?article=ged§ion=15-106.4&enactments=False&archived=False>
- **Members of the National Guard: Maryland Education Article 15-106.3**
<http://mgaleg.maryland.gov/mgaweb site/Laws/StatuteText?article=ged§ion=15-106.3&enactments=False&archived=False>
- **Exemption for nonresident tuition for children of State or local public safety employees: Maryland Education Article 15-106.7**
<http://mgaleg.maryland.gov/mgaweb site/Laws/StatuteText?article=ged§ion=15-106.7&enactments=False&archived=False>
- **Exemption for nonresident tuition for qualified children of undocumented immigrants: Maryland Education Article 15-106.8**
<http://mgaleg.maryland.gov/mgaweb site/Laws/StatuteText?article=ged§ion=15-106.8&enactments=False&archived=False>
- **Nonresidents enrolled in courses or programs leading to licensure as licensed registered or practical nurse: Maryland Education Article 18-110**
<http://mgaleg.maryland.gov/mgaweb site/Laws/StatuteText?article=ged§ion=18-110&enactments=False&archived=False>

Change of Status

Maryland residency status is lost when an independent student or the parent or spouse through whom a dependent student has attained Maryland residency status establishes a domicile outside the state.

The student shall be considered an out-of-state student in the first academic term, trimester, or semester after the student moves out of state.

Certification of Residency by Institution

A student's residency status shall be certified **each** term by the Maryland institution at which the student is enrolled.

If the institution determines that the student is not a Maryland resident, then the student's State award shall be cancelled.

A student may appeal a denial of Maryland residency under the appeal mechanism defined later in this section.

Appeals for Residency

Appeals to decisions of ineligibility due to Maryland residency status are made to the Director of the Office of Student Financial Assistance.

All appeals must:

- Be in writing.
- Be submitted within thirty (30) days of notice of ineligibility or cancellation of award.
- Detail the reason and/or circumstances that would justify reversal of the original decision.

The Director will review each case and issue a decision no later than sixty (60) days after receiving the appeal. All decisions of the Director are final.

Appeal Process (All Programs)

The recipient must complete an [appeal](#) provided by OSFA. When completing the online appeal form, the student must document the conditions upon which the appeal is based. Upon receipt of the appeal the documentation will be reviewed and a decision will be rendered. The student will be notified of the outcome of an appeal by email.

Full-time Equivalency

If a student is enrolled in a specific course or activity (such as an internship or practicum) that is required by the institution to complete their academic program, resulting in the student being enrolled for less than 12 credit hours, the student may appeal for consideration for an award.

In addition to the appeal form, the student must submit documentation, which includes a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved.

The documentation shall also list the number of clock hours required for each activity.

Academic Requirements

Depending on the program, the following circumstances may be considered acceptable as grounds for an appeal:

- Serious illness or injury of the student.
- Serious illness of a member of the student's immediate family.
- Serious personal emotional difficulties of the student.
- The death of a member of the student's immediate family.
- Other serious personal circumstances.

Special Financial Circumstance

Documentation must include:

- An appeal form.
- A letter outlining the appeal reason.
- A death certificate, separation agreement or divorce decree, notice of job termination or layoff, copies of Federal IRS tax return transcript and/or W-2 forms, and/or copies of termination notices or unemployment benefits from relevant agencies. (as applicable)

Delayed College Entrance Appeal

Documentation must include:

- An appeal form.
- A letter from the student explaining why the student did not begin college within a year of high school graduation and why the student now chooses to begin higher education.
- A letter of reference from an employer, teacher, or organization with which the applicant is affiliated describing the applicant's commitment to attending college and earning a degree.

Appeal Award Adjustments

The following appeal award adjustments will be made for appeals that are granted by MHEC:

- If an appeal is granted prior to awards being made for the upcoming year, the student's eligibility for an award will be based on the new information.
- If the student has not been awarded and submits the appeal after awards have been made for the upcoming year, and the appeal is granted, the student will be placed on the waitlist for an award.
- If the student has already been awarded and submits an appeal which is granted, the student will be placed on a waitlist for the award about which they are appealing.

IMPORTANT!

All appeals are reviewed and processed by MHEC except for the Dependency Override Appeal request. Students must meet the criteria as noted in MHEC regulations to be reconsidered for state financial assistance.

Should an institution perform a Dependency Override on a student based upon Professional Judgement (in accordance with Title IV federal financial aid regulations), the institution should

notify MHEC of the change in the student's dependency status. The student's revised ISIR information (e.g. the Student Aid Report) showing the change to Dependency status must also be provided to MHEC by the institution

Students interested in appealing for reconsideration of state financial assistance based upon the reasons noted under the *Appeal Process* section of this manual may do so online only by clicking [here](#).

Institutional Student Information Record (ISIR) Reporting Requirements

ISIR Request and Updates

MHEC has elected to not draw down current ISIR information on students after July 15. After July 15, institutions will be responsible for reporting subsequent ISIR transactions for both selected and non-selected students in MDCAPS.

Method of Reporting ISIRs

Generally, institutions shall report ISIR information to MHEC via MDCAPS under the “Institution Line” located under the FAFSA Information and Verification Status section of each student records as shown below:

The screenshot shows a web interface for reporting ISIR information. At the top, there is a 'Comments' section. Below it is a header for 'FAFSA/MSFAA Information and Verification Status' with a 'Receipt Date: n/a'. Underneath, it says 'MSFAA Application Receipt Date: n/a'. The main part of the form is a table with the following columns: 'ISIR Institution', 'Dependency', 'ISIR Transaction No.', 'EFC', 'Verification Status', and 'Comment'. The 'ISIR Institution' column has a blue arrow pointing to it from the left. The 'Verification Status' column has a sub-column labeled 'Verified:'. The 'Comment' column has a small icon in the bottom right corner.

An institution will **not** be able to update the Institutional Line on MDCAPS until the student has accepted the EA award. Once the institution enters the ISIR Transaction number for the applicable student(s), MHEC will automatically import the updated FAFSA into MDCAPS within five to seven business days.

ISIR Institutional Reporting Requirements

MHEC Selected for Verification Students

If a student has been selected for verification and is a recipient of the Educational Assistance (EA) Grant Program and Maryland Community College Program Scholarship Program, institutions must update the Institutional Line in MDCAPS for all selected recipients.

*Please reference the *Changes to 2021-2022 State Verification Requirements* section (on page 7) for more information on institutional reporting requirements.

Students Not Selected for Verification

Institutions must report ISIR information to MHEC for students **not** selected for verification under the following circumstances:

- If an on-time EA applicant has an EFC that differs in MDCAPS versus what is reported at the institution.
- If an on-time, initial recipient of an EA award exceeds the EFC cutoff noted by MHEC during the academic year.

- If the institution has performed a Dependency Override to an EA applicant who submitted the FAFSA by March 1.

ISIR Corrections Not Required

MHEC does not require ISIR changes for the following:

- Students who are **not** on the verification roster if you have performed a Professional Judgement (with the exception of a Dependency Override) which results in an EFC change to the FAFSA. Remember, students **must** appeal through OSFA for reconsideration of State assistance due to extenuating financial circumstance regardless of the institution performing a Professional Judgement.
- EA Grant recipients' with no change in EFC on the new ISIR transaction. On-time applicants who are not receiving an EA award and who are still not eligible on the new transaction.

Guaranteed Access (GA) Grant Institutional Student Information Record (ISIR) Conflicting Information

GA eligibility is determined by internal verification performed by OSFA. If the institution determines that the income data provided in MDCAPS conflicts with FAFSA data that has been verified at the institution, and the applicants' income verified by the institution exceeds the GA income requirements for the given academic year, the institution **must** notify MHEC by email at faohelp.mhec@maryland.gov. When notifying OSFA the institution must provide the ISIR transaction information or a copy of the applicant's SAR.

Credit Completion Requirements

All recipients of the Howard P. Rawlings Educational Excellence Award (EEA) Program who received an award from either the Guaranteed Access (GA) Grant, Educational Assistance (EA) Grant or Campus-Based Educational Assistance (CBEAG) Grant for at least two years must meet the credit completion requirements to renew their awards in the subsequent academic award years. Institutions can access and report students' credits via an online roster or file upload process in MDCAPS.

Beginning in the third academic year of receiving the EEA award and each receiving year thereafter, the student's renewal award amount will be contingent upon the number of credits earned in the prior year and calculated as noted below.

3rd Year Reporting EA and CBEAG Recipients:

- If the student failed to complete at least 24 credits at the end of the second academic year of receiving the award and thereafter, the student is ineligible for the Educational Assistance Grant and Campus Based Educational Assistance award for the subsequent academic year that he/she is enrolled.
- If the student's prorated award amount is less than \$400 the student is ineligible for the Educational Assistance Grant.

$$\begin{aligned} & \text{Award student would have received} \times \left(\frac{\text{Total Credits Earned in Prior Year}}{30} \right) \\ & = \text{Prorated Award} \end{aligned}$$

- If the student failed to complete at least 24 credits at the end of the second academic year of receiving the award and thereafter, the student is ineligible for the EA or CBEAG award for the subsequent academic year that he/she is enrolled.
- If the student's prorated award amount is less than \$400, the student is ineligible for the EA or CBEAG award.

3rd Year Reporting GA Recipients:

If the student successfully completed at least 30 credits in the prior academic year, the award amount shall be equal to 100 percent of the student's financial need as determined by OSFA.

- If the student successfully completed at least 24 but less than 30 credits in the prior academic year, the award amount shall be prorated as follows:

$$\begin{aligned} & 100\% \text{ of Award amount determined} \times \left(\frac{\text{Total Credits Earned in Prior Year}}{30} \right) \\ & = \text{Prorated Award} \end{aligned}$$

- If the student failed to complete at least 24 credits at the end of the second academic year of receiving the award and thereafter, the student is ineligible for the Guaranteed Access Grant award.

- If the student’s prorated award amount is less than \$400, the student is ineligible for the Guaranteed Access Grant.

Reporting Requirements and Deadlines

Fall Semester: Institutions are required to report the number of credits successfully completed in the fall semester by **February 1** each year. *Note: Credits successfully completed in the winter session should be included during the fall or spring term in accordance with the institution’s policy.*

Spring Semester: Institutions are required to report the number of credits successfully completed in the spring semester by **September 1** each year (*See Summer Semester Trailer).

Summer Semesters: Institutions whose summer session(s) serves as the first semester of the academic year or “**Header**” should include all summer credits successfully completed by the student in the total number of credits reported in the fall term in MDCAPS no later than February 1 of each year.

Institutions whose summer session(s) serves as the ending semester of the academic year or “**Trailer**” should include all summer credits successfully completed by the student in the total number of credits reported in the spring semester no later than **September 1** of each year.

Credit Reporting

Institutions are able to report credits earned in each student record at the time that the Credit Roster is made available by MHEC in the beginning of each semester. It is **crucial** that institutions abide by the above deadlines. Failure to adhere to the respective deadlines will directly impact the student’s ability to receive a renewal award during the upcoming academic year.

If you have a student who has earned 30 or more credits in the fall and spring semesters, report the credits earned in MDCAPS. The institution should not delay reporting if the student is enrolled in additional courses in the summer term but already has 30 credits for the year.

You may only report up to 30 credits in MDCAPS per term. If you have a student who earned at least 30 credits for the year, report the credits earned in the corresponding terms in MDCAPS so that the student may be considered for an award in the upcoming award year. There is no need to report the additional credits earned in MDCAPS as the student is deemed qualified in MDCAPS once a minimum of 30 credits are entered.

Renewal Process

Students receiving an EEA award for the third year and thereafter will **not** be awarded until the institution reports the number of credits the student successfully completed from the prior year. Students will not be able to view their awards until the credits are entered by the institution. Until the credits are entered by the institution, the student’s award will be in a *Qualified Pending* status.

Students in a *Qualified Pending* status will be included on the *Qualified/Pending Roster* in MDCAPS for institutions to access. This roster is informational and provides a complete list of students who are qualified to receive the EA and/or GA award that are pending entry of credit information by the institution.

If a student fails to meet the credit completion requirement at the end of their second academic year of receiving the award, they can regain their eligibility if they meet the credit completion requirement at the end of their third year and thereafter. Students may only regain their eligibility under these circumstances if the student was deemed ineligible only due to the credit completion requirements. If the student is deemed ineligible due to earning fewer than 24 credits as reported by the institution, the student will receive an “Ineligible due to Credit Requirements” notice from MHEC. Notices will indicate that the student may be considered for the award in the following year if the student successfully earns 24 or more credits.

Reporting Transfer Credits

Institutions are required to verify the number of credits that the student successfully completed if the student transfers from either an in-state or out-of-state institution. Institutions are only required to report credit information for transfer students who received an EEA award for at least two years beginning with the 2015-2016 award year at the prior institution. Transfer students who received an EEA award for at least two years will be identified on the *Credit Completion Roster* in MDCAPS.

Things to Remember:

- If a student transfers at the end of the academic year and is a recipient of an EEA award, the institution **from which the** student transfers will report the number of credits successfully completed.
- If a student transfers during the academic year, the annual number of credits successfully completed between the transferring institution and new institution must be used to determine whether the student meets the credit completion requirement.
- If a student is an EEA award recipient in their third year of enrollment and thereafter and transfers during the academic year, the institution shall review the student’s transcript to ensure they met the credit completion requirements, as well as review the student’s disbursement history in MDCAPS.
- The Disbursement History informs the institution whether the student received an award in a prior year.

Credit Completion Appeals

In some cases, a student who has received an EEA award for at least two academic years and fails to complete at least 24 credits in the prior academic year may appeal for reconsideration of an award in the subsequent year.

The student may appeal for reconsideration if:

- The student completed at least 18 credit hours in the prior academic year.
- The student participated in a specific course or activity, such as an internship, practicum, or study abroad program that is required by the institution to complete the student’s academic program.
- The student completed at least 18 credit hours and has a documented disability.

The student may appeal by submitting to OSFA the appeal form and documentation from the student's department chair that describes and confirms the program requirements for that semester, along with a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.

If the student is appealing due to a documented disability, the student must appeal by submitting the online appeal form and documentation from the student's doctor that confirms the disability.

Annual Reconciliation


Each year, institutions are required to review their student rosters for any outstanding certifications, billing, GPA, verifications, enrollment and/or credits to be completed or updated for **all** MHEC programs.

You will be able to access the following by selecting under Students > Rosters. Then, select by one program or all programs, and the applicable term.

Review to see if any students are listed on the following Rosters:

- Accepted/Not Certified Roster (ALL Institutions)
- GPA Roster (ONLY In-state Institutions)
- Verification Roster (ONLY In-state Institutions)
- Enrollment Documentation Roster (ONLY In-state Institutions)
- Incomplete for Certification – this Roster will tell you any students who have OSFA verification, Institutional Verification, Enrollment Verification, or GPA Rosters. If you run the roster as a .CSV, you will see why the student is in this status. If it is not OSFA, please complete the outstanding items. (ONLY Maryland Institutions)

Also, all institutions should review the Paid Roster to compare records. They should also verify that all students on the Credit Roster for each term, if applicable, have been reviewed and required credit information reported in MDCAPS.

For a description of each roster and how to report the student information in accordance with state requirements, see [FAO Processing Manual in MDCAPS](#) 

Once you have reviewed the rosters noted above and resolved any outstanding items, you will need to make sure to request payment by going back to *Home > Payments > Request Payment*.

For institutions to view all reports that are accessible in MDCAPS, please select *Reports > Standard Reports*.

Below are standard reports frequently used by institutions to assist with the reconciliation process.

End of Year Disbursement Summary

This report provides summary award and disbursement data at your institution for each program for the selected academic year. Report by Year returns annual award and disbursement amounts. Report by Term returns award and disbursement amounts for each term.

Financial Summary by Institution

This report provides a summary by status. You will be able to see the number and amount for Awarded, Certified, Payment Pending, Refund Pending and Disbursed. You can select by year or term. There are no students listed but you could see what programs still have outstanding items.

Award Disbursement Report Student Detail

This report provides details for students whose payments were processed during a date range you select. This is the date the payment was processed on MDCAPS. The date is printed in the 'Invoice Number' section of your check stub. You can also go to Financial History and expand the Disbursements region to view processed payment dates and amounts.

Credit Completion Roster

The Credit Completion Roster includes all students who have received a state **award for two years or longer** beginning in the 2015-2016 academic year. The ability to report student credits in MDCAPS (for the current year) is contingent upon whether there is an existing MDCAPS record for the student in the subsequent year. For example, in order to update credits successfully completed for the 2017-2018 academic year, there must be an existing 2018-2019 record in MDCAPS for the student.

Student records are automatically updated by MHEC for the subsequent year in the following circumstances:

- MHEC renews the award program for the subsequent year (i.e. 2018-2019) if the student has at minimum, an "Awarded and Accepted status" from the preceding year. In other words, if a student has a "CB-EAG", "EA-R" or "GA-R" program type assigned in their record for the subsequent year (i.e. 2018-2019), they were subject to the "renewal process" completed by MHEC.'
- FAFSA for the subsequent year (i.e. 2018-2019 academic year) has been updated and received by MHEC.
- If an institution completes a Campus-Based EAG roster upload of the student's data from the **preceding year (i.e. 2016-2017)**.

Financial Aid Officers (FAOs) have the ability to report credits successfully completed in each student record and for each term using two options:

1. Online Reporting
2. Credit Completion Roster Upload Process

Online reporting

1. To update a student's credit information individually, select the "Rosters" link located on the homepage of MDCAPs once logged in.

Students

2. Select the Program and Term for which credit reporting is required. Please note that selecting a specific program under the “Program” field will yield the same result: a total list of all students whose credits are required for reporting. In other words, if you select “EA” as the program for the Fall term, the list of students that will appear on your roster will not be exclusive to EA recipients but rather be a total list of all students across programs whose credits must be reported. Therefore, you may simply select “All Programs” and the Term associated with the credits being entered (i.e. Fall or Spring).

3. Selecting the “Online” link for the Credit roster will provide a list of students for whom credit is required.

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Accepted/Not Certified (Billing Roster) Includes only students who have accepted awards.	PDF	Online	Download
GPA Roster	PDF	Online	Download
Verification Roster	PDF	Online	Download
Enrollment Documentation	Not Applicable	Not Applicable	Download
Credit Roster	Not Applicable	Online	Download

4. Institutions may select “Expand all,” update the “Credits” field of each student and click save to report the credits completed.

Previous Page 1 Next (expand all) (contract all)

AASTUDENT, AAFIRSTNAME	University of Maryland University College (UMUC)	(view)
Credits: <input type="text"/>		Save
AASTUDENT, AAFIRSTNAME	Coppin State University	(view)
Credits: <input type="text"/>		Save
AASTUDENT, AAFIRSTNAME	Coppin State University	(view)
Credits: <input type="text"/>		Save

5. Once credits have been reported for each student online the total number of credits will prepopulate and appear in each student’s MDCAPS record as shown below.

Academic Year	Fall Credits	Spring Credits	Total Academic Year Credits
2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/> Save
2017-2018	10	<input type="text"/>	<input type="text"/> Save

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2017-2018

Credit Completion Roster Upload Process

Below are the steps for automating the credit completion requirements through the roster upload process:

1. Download the credit completion roster from MDCAPS by first selecting “All Programs” under the Program field and the semester in which you are reporting credits under the “Term” field. Please note that selecting a specific program under the “Program” field will yield the same result, a total list of all students whose credits are required for reporting.

In other words, if you select “EA” as the program for the fall term, the list of students that will appear on your roster will not be exclusive to EA recipients but rather be a total list of all students across programs whose credits must be reported.

2017-2018 Academic Year. There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: All Programs
Term: Fall Term 1

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Accepted/Not Certified (Billing Roster) Certify eligibility of students who have accepted awards at your institution	PDF	Online	Download
GPA Roster Submit Grade Point Average information for students on the roster	PDF	Online	Download
Verification Roster Submit Verification data for students on the roster	PDF	Online	Download
Enrollment Documentation Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
Credit Roster	Not Applicable	Online	Download

2017-2018 Informational Rosters

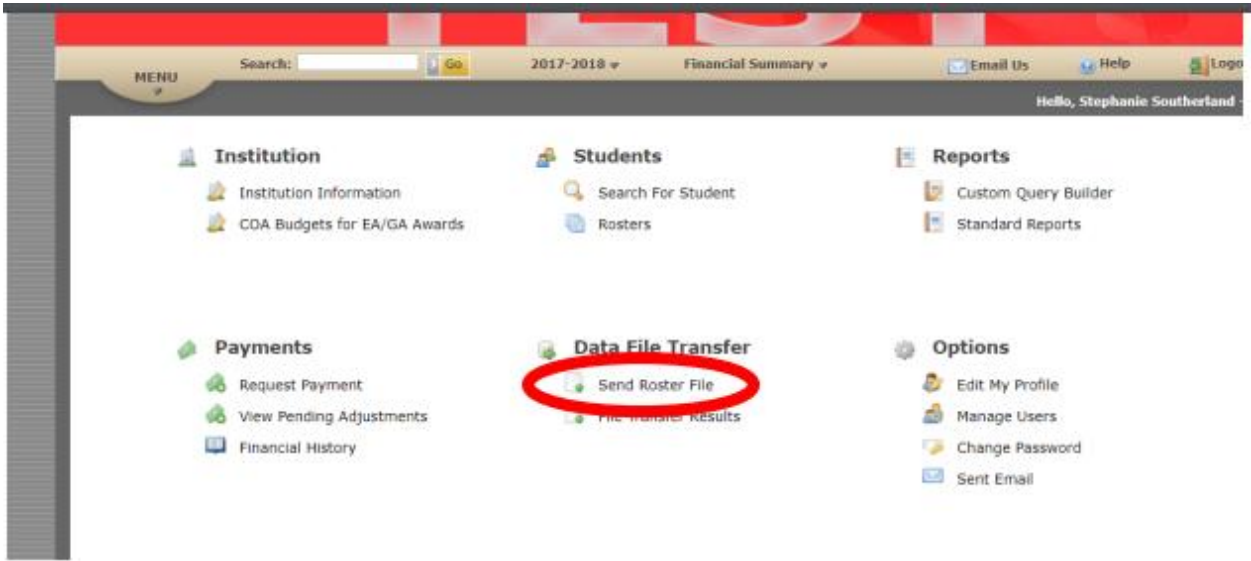
2. Update the “Credits” field of the number of credits earned by the student during the applicable semester in the .CSV file that has been downloaded. All remaining student data prepopulated on the roster may remain in the document. To ensure that the roster is uploaded successfully the order and field names in the column header should not be modified.

	A	B	C	D	E	F	G	H	I	J
1	Academic Year	MHEC ID	School Name	Last Name	First Name	Middle Ini	SSN	Term	Credits	
2	2017-2018	11111	University of****	Doe	John	Y	xxxxxxxxxx	Fall Term 1		
3	2017-2018	22222	University of****	Doe	Jane	A	xxxxxxxxxx	Fall Term 1		
4										

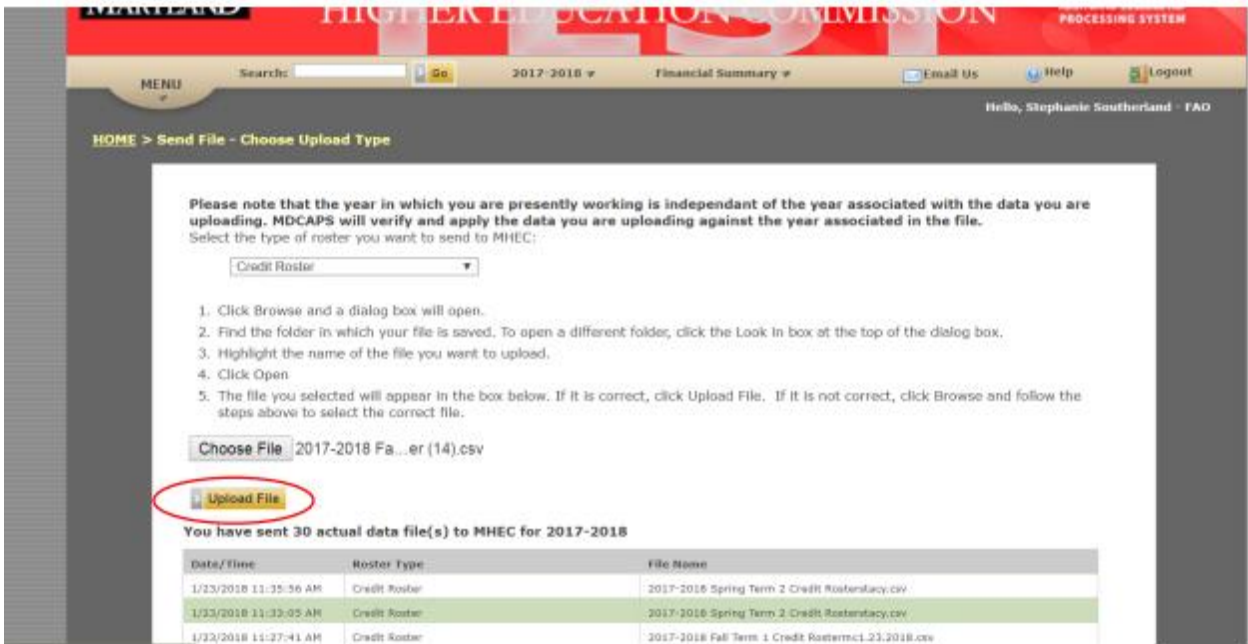
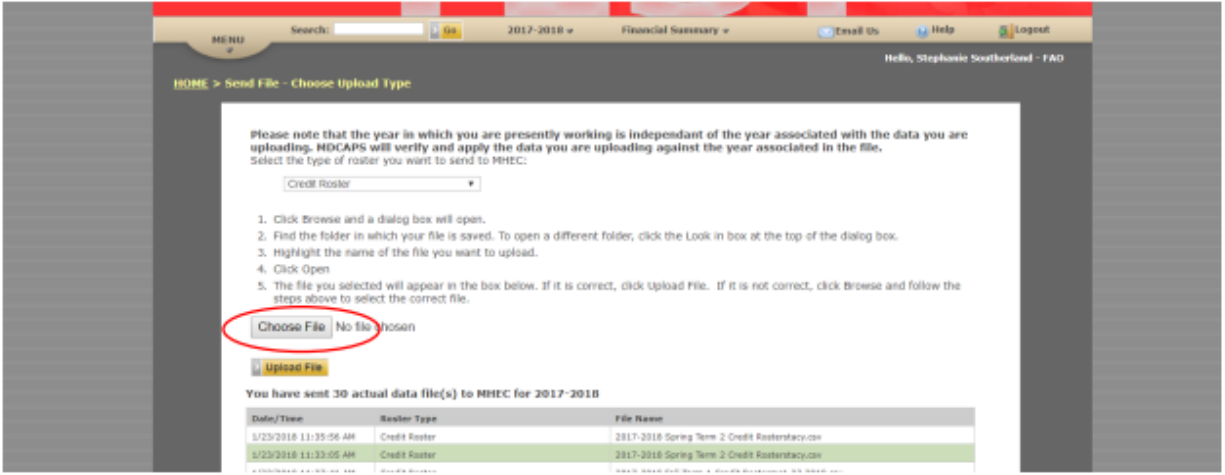
NOTE: You may only report up to **30 credits** in MDCAPS per term particularly if you are utilizing the online credit roster. If you have a student who earned more than 30 credits, there is no need to provide the additional credits earned to MHEC as the student will receive their full eligibility based on the 30 credits reported.

3. Save the file in .CSV format for all students whose credits have been updated on the spreadsheet. Note: Remove any students on the spreadsheet whose credits have not been entered prior to saving and uploading the file.

4. To upload a file, select Send Roster File from the Data File Transfer Section of the main menu. Select the Credit Completion roster as the type of file that you are sending from the Drop Down.



5. After selecting the file type you will be prompted to locate and select your file by clicking “Choose File.” Once you have selected your saved file click “Upload File.”



6. If there are no file format errors, the first 25 records in the file are displayed on the screen for you to verify that you have selected the correct file. If the records displayed are the ones you expected to see, click the Confirm File Format and Process button. If you did not select the correct file, click the Cancel File button and begin the process again.

[HOME](#) > [Send File - Choose Upload Type](#) > [Send File - Confirm File Format](#)

Roster Type: **Credit Roster**
 File Info: **2017-2018 Fall Term 1 Credit Roster (14).csv - 25 Records**

Does the file format look correct?

As a precaution, you are required to **confirm the file format** of the file you just uploaded. Only the first 25 records will be displayed.

Academic Year	MHEC ID	School Name	Last Name	First Name	Middle Initial	SSN	Term	Credits
2017-2018	1112076						Fall Term 1	10
2017-2018	1203815						Fall Term 1	12
2017-2018	1132043						Fall Term 1	15
2017-2018	266808						Fall Term 1	17

7. Once you click the “Confirm File Format & Process” button you should receive a confirmation page indicating that the file has been sent to MDCAPS for processing.

[HOME](#) > [Send File - Choose Upload Type](#) > [Send File - Confirm File Format](#) > [Send File - Processing](#)

File Sent for Processing

Your file has been sent to MD CAPS for processing. Your result files should be available for download within 24 hours.

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2017-2018

Soon after receiving this confirmation the student’s record will be updated with the credits entered.

MHEC ID: 1112076

General Information DOB: 12/30/1994

Academic Period Information

Annual Award Summary

Program	Major	Annual Award	Certified to Date	Paid to Date
EA - R		\$1,400.00	\$0.00	\$0.00

Fall Term 1 of 2017-2018 Academic Year

Spring Term 2 of 2017-2018 Academic Year

Comments

FAFSA Information and Verification Status Receipt Date: 11/4/2016

Disbursement History

Credits

Academic Year	Fall Credits	Spring Credits	Total Academic Year Credits
2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/> Save
2017-2018	30	<input type="text"/>	<input type="text"/> Save

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Awarding Adjustments

- If the student is awarded and the institution later makes adjustments to the number of credits earned, the award will automatically adjust in MDCAPS accordingly.
- If credits re-entered by the school are below 24, the award is cancelled and student is then sent “Ineligible due to Credit Requirements” notice.
- If 24-29 credits are entered, the award will be prorated to the correct amount based on credits earned and student will receive a notice from MHEC indicating that a change has been made to their award.
- If credits are originally entered between 24-29 credits and then later changed to 30 or more credits, the award will automatically adjust to the full amount and student will receive a notice indicating that a change has been made to their award.
- If the student is originally “ineligible”, due to credits originally reported below 24, and then later entered being above 24 or more credits, the student’s status will change from “Ineligible” to “Qualified” at which time MHEC will award the student within three to five business days of this change in status.

Code of Maryland Regulations (COMAR) Resources

Regulations for State scholarships, grants, and career-based programs are available online at <http://mhec.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx>

Regulatory Statutes Title 13B, program regulations, for the following programs may be reviewed at http://www.dsd.state.md.us/COMAR/subtitle_chapters/13B_Chapters.aspx#Subtitle08 or click the links below for the respective program.

[2 + 2 Transfer Scholarship Program](#)

[Janet L. Hoffman Loan Assistance Repayment Program](#)

[Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program](#)

[Senatorial Scholarship Program](#)

[Delegate Scholarship Program](#)

[Jack F. Tolbert Memorial Student Grant Program](#)

[Near Completer Grant Program](#)

[Graduate and Professional Scholarship Program](#)

[Edward T. and Mary A. Conroy Memorial Scholarship Program and Jean B. Cryor Memorial Scholarship Program](#)

[Workforce Shortage Student Assistance Grant Program](#)

[Delegate Howard P. Rawlings Educational Excellence Awards Program](#)

[Workforce Development Sequence Scholarship Program](#)

[Cybersecurity Public Service Scholarship Program](#)

[Maryland Community College Promise Scholarship Program](#)

[Richard W. Collins III Leadership with Honor Scholarship Program](#)

[Institutional Audit Requirements for Educational Excellence Awards](#)

Maryland State Financial Aid Application (MSFAA)

Institutions may access the Maryland State Financial Aid Application (MSFAA) User Guide by clicking [here](#).

NEED BASED SCHOLARSHIP PROGRAMS

HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS (EEA)

Guaranteed Access Grant Educational Assistance Grant Campus Based Educational Assistance Grant

Overview

The Howard P. Rawlings Program of Educational Excellence Awards (EEA) is Maryland's largest need-based aid program designed to provide financial assistance to students who have demonstrated need.

The EEA program is composed of three grant programs:

- The Guaranteed Access Grant, which is awarded to students with the greatest demonstrated need in the state to assist in meeting 100 percent of their financial need as defined by OSFA.
- The Educational Assistance Grant, which is awarded to low- and moderate-income students to assist in paying educational costs.
- The Campus Based Educational Assistance Grant, which is awarded to low- and moderate-income students who completed the FAFSA or MSFAA on or after March 2 in order to assist in paying educational costs.

Full-time Program Eligibility

For the EEA program, eligible applicants must enroll full-time (at least 12 credits) in a regular undergraduate program leading to a degree or diploma from an eligible institution, or in a two-year associate degree program in which the coursework is acceptable for transfer credit to an accredited baccalaureate program at an eligible institution. A semester hour or equivalent that does not lead towards a degree or diploma in a student's educational program must **not** be counted for purposes of determining whether the student is full-time.

Application Deadlines

- Guaranteed Access Grant - FAFSA or MSFAA due by March 1 each year
*All required documents are due by April 1**
- Educational Assistance Grant- FAFSA or MSFAA due by March 1 each year
- Campus Based Educational Assistance Grant FAFSA or MSFAA received on or after March 2

Eligibility Overview

The chart below shows participant qualifications of each EEA program that is to be verified by the institution when certifying the Guaranteed Access (GA) Grant, the Educational Assistance (EA) Grant and the Campus-Based Educational Assistance (CBEAG) Grant student award eligibility.

Participant qualifications to be verified	Program		
	EA	GA	CBEAG
Eligible for in-state tuition	X	X	X
Student enrolled full-time (12 credits per semester)	X	X	X
Complete a minimum of 24 credits in 2 nd year and each year thereafter for renewal of award	X	X	X
Satisfactory Academic Progress (SAP)	X	X	X
Not in default on student loan	X	X	X
Enrolled in a regular undergraduate program or a two-year associate degree program	X	X	X
Student filed FAFSA	X	X	X
If an undocumented student completed the MSFAA	X	X	X
Student Housing Requirements	X	X	X
Student Verification	X	X	X
Reporting ISIRs in MDCAPS	X	N/A	N/A

Guaranteed Access (GA) Grant

Overview

The **Howard P. Rawlings Guaranteed Access (GA) Grant** provides postsecondary financial assistance to eligible in-state students currently enrolled as high school seniors who will complete a college preparatory program or a student who has obtained a General Educational Development Diploma (GED) and is under the age of 26.

Eligibility Requirements

The student must:

- Be accepted for admission in a regular undergraduate program leading to a degree or diploma at a Maryland degree-granting institution.
- Be under the age of 22 at the time of the initial award.
- Meet the in-state tuition requirements in accordance with Education Article, Title 15, Annotated Code.
- Complete the FAFSA application annually from October 1 - March 1.
- Complete the MSFAA between October 1 – March 1 online through MDCAPS if ineligible to file a FAFSA application but eligible for in-state tuition.
- Be a current high school senior who enrolled in a college preparatory program and has an unweighted high school grade point average (GPA) of at least a 2.5.
- Begin college within one year of completing high school (except in extenuating circumstances- *See the Appeals Section*).
- Obtain a GED with a passing score of 165 per module and be under the age of 26 at the time of initial award.
- Meet annual income requirements (*updated annually on the MHEC website*).
- Have demonstrated need as determined by MHEC.
- Enroll for at least 12 credits per semester and complete a minimum of 24 credits as of the second year of receiving the award and thereafter.
- If selected for the MHEC verification process, submit all required verification documents by April 1 for priority consideration. The final deadline to submit all required documentation is May 15.

Next Generation Scholars

A Next Generation Scholar (NGS) is an applicant that pre-qualified for the Guaranteed Access Grant award while enrolled in grades 7, 8, 9, or 10.

An applicant awarded the Next Generation Scholars-Guaranteed Access Grant award must meet the same eligibility requirements (*i.e., full-time enrollment; SAP; renewal income limits; credit completion requirements; etc.*) as a traditional Guaranteed Access Grant applicant to remain eligible for the award.

The NGS applicant will appear on the Billing Roster in MDCAPS each term for the institution to complete the certification process.

Award Timeline

MHEC identifies potentially eligible GA students beginning in November, prior to the upcoming academic year, and will perform initial awarding by April 1 annually. GA Grant recipients (initial and renewal students) who submit all required documentation by March 15th for priority consideration will be verified and eligibility of the award will be determined prior to April 1. The final deadline to submit all required documentation is May 1 and applicants will be awarded based on the availability of funds.

Any student who fails to submit all required documentation by the May 1 deadline will have their status set to *Incomplete* in MDCAPS prior to awarding being performed, and the student will be notified regarding ineligibility for the award.

Appeals for reconsideration of the GA Grant due to the student missing the deadline will **not** be accepted.

Award Amount

The amount of aid for which GA Grant recipients are eligible for depends on the student's OSFA Adjusted need, rounded to the nearest hundred. The minimum award amount is \$400 and the maximum award amount cannot exceed the programs maximum annual award amount. For the 2022-2023 academic year the maximum award amount is \$20,000.

Eligible Charges

The GA Grant can be used for tuition, mandatory fees, and room and board charges.

Maximum Lifetime Eligibility

The GA Grant is available for a total of four years (8 semesters) of full-time, degree seeking undergraduate study.

In certain cases, a student can receive the GA Grant for an additional academic year (10 semesters) through the 5th Year Award appeal process as noted under the *Appeal Section* of this manual.

Financial Need Formula

MHEC uses the following formula to determine the student's annual award amount:

$$\begin{aligned} & \text{OSFA Cost of Attendance} \\ & - \text{EFC + or - Regional Cost of Living Adjustment} \\ & \quad - \text{Certain State scholarship awards (if awarded)} \\ & - \text{Federal Pell Grant (if eligible)} \\ & = \text{Financial Need} \\ & \text{OSFA Adjusted Need} \times 100\% = \text{Student's Annual Award} \end{aligned}$$

Renewal Requirements

The GA Grant award is renewable if the student continues to meet all eligibility requirements and the following criteria:

- Submits the FAFSA or MSFAA by March 1.
- Maintains Satisfactory Academic Progress (SAP).
- Demonstrates financial need required by program.
- Adheres to GA verification requirements if applicable and submits all required documentation by April 1 for priority consideration. The final deadline to submit required documentation is May 15.
- Completes a minimum of 24 credits as of the second year of receiving the award and thereafter.
- Remains eligible for in-state tuition.

Income Eligibility Requirements

The Office of Student Financial Assistance (OSFA) identifies potentially eligible GA Grant students based upon their FAFSA/MSFAA information. Eligible recipients of the GA Grant must meet the following requirements, as well as meet the household size requirements utilized for initial and renewal GA applicants:

- **Initial Recipients** must have an annual total family income at or below 130%.
- **Renewal Recipients** must have an annual total family income at or below 150%.

2022-2023 GA Income Limits		
Household size	130% of Poverty Level (New)	150% of Poverty Level (Renewal)
1	\$16,588	\$19,140
2	\$22,412	\$25,860
3	\$28,236	\$32,580
4	\$34,060	\$39,300
5	\$39,884	\$46,020
6	\$45,708	\$52,740
7	\$51,532	\$59,460
8	\$57,356	\$66,180
<i>For each additional person add</i>	\$5,824	\$6,720

Institutional Responsibility

Award certifications should begin right after the institution's Census Date each semester. The MDCAPS portal will be available for institutions to begin certifying awards August 1.

Tip: *If the institution has a rolling registration, or “mini-mesters” during the full term, it is highly encouraged to update full time students after drop/add for each “mini-mester” to prevent delays in awarding and cancellations.*

Given that awarding can take place throughout the academic year, the Accepted/Not Certified Roster should be reviewed periodically to reduce delay in processing and payment to institutions.

As a part of the certification process, institutions must verify each of the following fields for award recipients in accordance with the program statutory requirements and regulations:

- Residency/In-state Eligibility Requirements
- Degree Program
- Enrollment Status
- SAP Status
- Housing Status
- Verification, if applicable

Also, institutions must update the Institutional Student Information Record (ISIR) or Student Aid Report (SAR) to reflect the transaction on which the student was **paid** for the state award. Student awards should be reviewed at this time for any adjustments necessary. All award adjustments should be forwarded to faohelp.mhec@maryland.gov using the Overaward template for update.

Once the institution has completed the certification of eligibility for each award recipient, the institution must request payment (See MDCAPS FAO User Manual). It is important that institutions request payment on certified awards in a timely manner and by the term deadlines set forth by MHEC.

Educational Assistance (EA) Grant

Overview

The **Educational Assistance Grant (EA)** is a need-based grant offered in the state of Maryland for a maximum of \$3,000 per academic year. The EA Grant may be awarded to students who are not eligible for the Guaranteed Assistance Grant. These funds are awarded until funds are depleted each year.

Eligibility Requirements

A student must:

- Be eligible for in-state tuition.
- Be accepted for admission in a regular undergraduate program leading to a degree or diploma at a Maryland degree-granting institution.
- Enroll at a two-year or four-year Maryland college or university as a full-time (12+ credits per semester), degree seeking, undergraduate student.
- File the FAFSA or MSFAA (as applicable) by March 1.
- Demonstrate financial need. All applicants are ranked by Expected Family Contribution (EFC). *(Students with the lowest EFC are awarded first)*

Award Timeline

MHEC identifies potentially eligible EA students beginning in November, prior to the upcoming academic year, until March 1 and will perform initial awarding by May 1 annually.

Award Amount

The amount of aid for which EA Grant recipients are eligible for depends upon the student's OSFA Adjusted Need, rounded to the nearest hundred. The minimum award amount is \$400 and the maximum award amount of \$3,000.

Financial Need Formula

MHEC uses the following formula to determine the student's annual award amount: OSFA Cost of Attendance

- EFC + or – Regional Cost of Living Adjustment
- Certain State scholarship awards (if awarded)
- Federal Pell Grant (if eligible)
- =Financial Need

**OSFA Adjusted Need x 40% (4-year institution) or 60% (community colleges) =
Student's Annual Award**

Maximum Lifetime Eligibility

The EA Grant is only available for a total of four years (8 semesters) of full-time, degree seeking, and undergraduate study. However, in certain cases a student may receive the EA Grant for a total of five years (10 semesters) through the 5th Year Award appeal process as noted under the *Appeal Section* of this manual.

Institutional Responsibility

Institutions may begin updating verification information in MDCAPS in August of each year prior to the award year. The Verification roster is available in MDCAPS that includes students to be verified. Award certifications should begin right after the Census date for each semester.

As a part of the certification process, institutions must verify each of the following fields for award recipients in accordance with the program statutory requirements and regulations:

- Residency
- Degree Program
- Enrollment Status
- SAP Status
- Housing Status
- Verification performed, if applicable

Update the Institutional Student Information Record (ISIR) or Student Aid Report (SAR) to reflect the transaction upon which the student was paid for the state award if applicable.

Student awards should be reviewed at this time for any necessary adjustments. All award adjustments should be forwarded to faohelp.mhec@maryland.gov using the Overaward template for update.

Once the institution has completed the certification of eligibility for each award recipient, the institution must request payment (See MDCAPS FAO User Manual). It is important that institutions request payment on certified awards in a timely manner and by the term deadlines set forth by MHEC.

Campus Based- Educational Assistance Grant (CBEAG)

Overview

The **Campus-Based Educational Assistance Grant Award** program allows MHEC to allocate funds to institutions of higher education in the state of Maryland, to permit awards to be made to students who filed their FAFSA or MSFAA **after the March 1st deadline**.

Students who submit their FAFSA or MSFAA application after March 1st may be eligible for the CBEAG grant. These awards are administered by the College or University Financial Aid Office.

The institution is responsible for determining and awarding eligible applicants of the CBEAG program based upon CBEAG program eligibility requirements.

Eligibility Requirements

- Students and their parents (if the student is a dependent student) must be Maryland residents.
- Students must enroll at a two-year or four-year Maryland college or university as a full-time (12+ credits per semester), degree seeking, undergraduate student.
- Students must have filed the FAFSA after the March 1st deadline and be eligible to receive the federal Pell Grant.

Audited courses cannot be used to reach the minimum credit hours required for full-time status.

Award Amount

Students attending four-year institutions will be awarded a CBEAG award equal to 40 per cent of OSFA adjusted financial need. Students attending community colleges will be awarded a CBEAG award equal to 60 per cent of OSFA adjusted need. The minimum annual award amount is \$400 and the maximum award is \$3,000.

Should the student be offered and accept certain State scholarship awards, the CBEAG award will be recalculated. The student may hold the CBEAG with all State awards except the Guaranteed Access Grant, Part-Time Grant, and Educational Assistance Grant.

The total dollar amount of all state awards may not exceed the student's cost of attendance as determined by the institution's financial aid office or \$29,600, whichever is less. All financial aid received, including State aid, may not exceed the cost of attendance.

Students awarded the last amount of an institution's CBEAG allocation may receive an award for less than the minimum annual award amount.

Credit Completion Requirement

Any recipient who received a CBEAG award for at least two years must meet the credit

completion requirements prior to the institution awarding the applicable student(s) CBEAG for the given year. The institution is responsible for calculating and determining each CBEAG recipient's award eligibility based upon the credits earned from the prior year.

As shown below, institutions have the ability to see the number of times and corresponding years that a student has received a Howard P. Rawlings Educational Excellence Award in MDCAPS under the Disbursement History section of the student record. This should be of assistance when determining previous institutions attended by the student and/or whether the student is subject to the credit completion requirements.

Disbursement History					
Enrollment-based awards:					
Institution Name	Program	Date	Amount	Year	Term
Towson University	EA	10/23/2017	\$1,500.00	2017-2018	Fall Term 1
Towson University	EA	03/15/2017	\$1,500.00	2016-2017	Spring Term 2
Towson University	EA	11/21/2016	\$1,500.00	2016-2017	Fall Term 1
Towson University	EA	03/14/2016	\$1,500.00	2015-2016	Spring Term 2
Towson University	EA	01/19/2016	\$1,500.00	2015-2016	Fall Term 1
*****	EA	10/21/2013	\$600.00	2013-2014	Fall Term 1

Campus-Based EA Awards					
Institution Name	Program	Amount	Year	Term	
*****	CB - EAG	\$700.00	2012-2013	Spring Term 2	
*****	CB - EAG	\$700.00	2012-2013	Fall Term 1	

Each institution must award and upload CBEAG recipient information and complete the End Year report in MDCAPS by the deadlines set forth by MHEC as noted in the *Appendix* of this manual.

Financial Need Formula

MHEC uses the following formula to determine the student's annual award amount:

- OSFA Cost of Attendance
- EFC + or - Regional Cost of Living Adjustment
- State scholarship awards (if awarded)
- Federal Pell Grant (if eligible)
- = Financial Need

OSFA Adjusted Need x 100% = Student's Annual Award

Institutional Responsibility

Once the institution has determined the eligible students, they will need to be added to a .csv spreadsheet for upload into MDCAPS. A sample CBEAG template is located in *Appendix F* of this manual, also see CBEAG layout of the MDCAPS user manual.

This spreadsheet must follow the prescribed format so that it will be properly loaded into MDCAPS. Once the upload process is completed, you should review the exceptions, if any. If there are exceptions or the spreadsheet did not load, please first review the formatting of the file.

The exceptions report is located on the home page under File Transfer Results. Perform the

following steps:

1. Select the file recently uploaded into MDCAPS.
2. Look for the list of four options: *Exceptions, All Processed, Ineligible and Eligible.*
3. Select the exceptions report for a list of students that did not update and the reason why.
4. Use this information to make corrections to the report (either content or formatting).
5. Use the “All Students Listed who listed Your Institution” Roster to review your list showing eligibility codes by semester.

Cost of Attendance (COA)

The COA is to be used when calculating a Campus Based EAG award and should not be adjusted to reflect recent adjustments in tuition and fees.

EFC: The student’s expected family contribution, as determined by the FAFSA.

COLA adjustment derived by: $EFC \times \text{Adjustment Factor} = COLA$. The result is added to the calculation, as listed above. When/if the COLA percent is below 1.00 (e.g.: 0.96), you would subtract the COLA adjustment from the calculation.

For the 2022-2023 academic year, all COLAs are above **1.00**.

- a. when the first three digits of the zip code is one of the following, or within the range of one of the following categories, the Baltimore adjustment that is used is **1.06**:

COLA Adjustment Factor for Baltimore
210-212
214
216

- b. when the first three digits of the zip code is one of the following, or within the range of one of the following categories, the Washington adjustment that is used is **1.16**:

COLA Adjustment Factor for Washington
200-209
217
220-227
254
569

- c. when the first three digits of the zip code is one of the following, or within the range of one of the following categories, the adjustment that is used is **1.02**:

COLA Adjustment Factor for All Other Zip Codes
080-083
086
180
189-195
197-198
219

- The Zip Code to be used for COLA adjustment is the one the *student listed on the FAFSA or MSFAA*.

When calculating the portion of the student's need that involves the COLA, you should do the following:

- Multiply EFC x Adjustment factor. The EFC should then be subtracted from the result. **That is the COLA figure that will be used in the calculation of need.** For example, an EFC of 852 x 1.06 factor would result in a figure of 903 (rounded up from 903.12). The difference between the new figure and the EFC is 51. This is your COLA figure. Therefore, when calculating the student's need you would do the following:

COA	10,000
-EFC	- 852
+/-COLA Adjustment Figure	+ 51
-Pell Grant	- 6045
<u>-WSSAG (if awarded)</u>	<u>- 500 (WSSAG scholarship)</u>
= OSFA Adjusted Need	2654

- Multiply 2654 by 60%, and the student would get an award of \$1,600 rounded up from \$1,592). Adding in the \$51 COLA, results in an increase in the students' need.
- **Pell:** The Pell Award that the student is receiving. The student **MUST BE RECEIVING** a Pell Grant award to be considered for a Campus Based EAG. In the case of a MSFAA applicant the student **MUST BE** within the EFC range as required for the Pell Grant.
- **Workforce Shortage Student Assistance Grant (WSSAG):** When calculating a Campus Based EAG award, the WSSAG award must be deducted from the student's COA when determining the student's adjusted need. You only need to subtract this award. You would not deduct SEOG, FWS, Perkins, or other State funds when determining a student's eligibility for Campus Based EAG.
- **OSFA Adjusted Need:** This is the amount of need that you will use when determining a student's Campus Based EAG award.
- **Percent of Need:** The type of institution the student attends will determine the percent of need. The percent of need for two-year and four-year independent and four-year public institutions is 40 per cent. The percent of need for two-year public institutions (community colleges) is 60 per cent.

Reporting Requirements

Institutions must submit three reports of CBEAG recipient data in MDCAPS:

- **Initial Report** – Upload a list of all eligible recipients awarded to date (**Note:** Institutions must award all eligible applicants until their full CBEAG allocations have been spent. Funding may not be held to make an award to students at a later date).
- **Subsequent Report** – Upload a list of all eligible recipients to date, being sure to include any necessary awards adjustments made to students initially awarded.
- **End of Year Report** - Upload a list of all eligible recipients to date, being sure to include any necessary awards adjustments made to students awarded in the initial and subsequent reports. In addition, institutions must report statistical data for CBEAG recipients in MDCAPS located

under the “Institutional Information.” The statistical data must be reported in the white fields located under “Decentralized Program Data” for the CBEAG program as shown below:

Decentralized Program Data

Campus-Based EAG

Award Expenditures

Number of Recipients	Total Awarded	Average Awarded
<input style="width: 90%;" type="text" value="0"/>	<input style="width: 90%;" type="text" value="\$ 0"/>	<input style="width: 90%;" type="text" value="\$ 0.00"/>

Award Recipient Demographic Information

Year in School	Number of Recipients
First Year	<input style="width: 90%;" type="text" value="0"/>
Second Year	<input style="width: 90%;" type="text" value="0"/>
Third Year	<input style="width: 90%;" type="text" value="0"/>
Fourth Year	<input style="width: 90%;" type="text" value="0"/>
Income	Number of Recipients
\$0 - \$19,999	<input style="width: 90%;" type="text" value="0"/>
\$20,000 - \$39,999	<input style="width: 90%;" type="text" value="0"/>
\$40,000 and over	<input style="width: 90%;" type="text" value="0"/>
Age	Number of Recipients
18 - 21	<input style="width: 90%;" type="text" value="0"/>
22 - 25	<input style="width: 90%;" type="text" value="0"/>
26 and over	<input style="width: 90%;" type="text" value="0"/>
Gender	Number of Recipients
Female	<input style="width: 90%;" type="text" value="0"/>
Male	<input style="width: 90%;" type="text" value="0"/>
Dependency Status	Number of Recipients
Dependent	<input style="width: 90%;" type="text" value="0"/>
Independent	<input style="width: 90%;" type="text" value="0"/>
Next Year Status	Number of Recipients
Registered for Next Year	<input style="width: 90%;" type="text" value="0"/>
Transferring Next Year	<input style="width: 90%;" type="text" value="0"/>
Graduated This Year	<input style="width: 90%;" type="text" value="0"/>
Unknown / Not Registered	<input style="width: 90%;" type="text" value="0"/>

Award Allocation and Reconciliation

Original	<input style="width: 90%;" type="text" value="\$ 209,300"/>
Supplemental	<input style="width: 90%;" type="text" value="\$ 0"/>
Total Allocation	<input style="width: 90%;" type="text" value="\$ 209,300.00"/>
Total Awarded	<input style="width: 90%;" type="text" value="\$ 0"/>
Difference	<input style="width: 90%;" type="text" value="\$ 209,300"/>

At the end of the year if the difference is greater than \$0, funds must be returned to MHEC.

Other Information

Number of eligible students

Note: The green fields noted above will automatically update when the institution uploads the roster of eligible CBEAG recipients in MDCAPS. **All fields in the End of Year Report must be complete for your institution to participate in the Campus Based Educational Assistance program in the subsequent academic year.**

Award Adjustment Requirements

Institutions are required to review each student's award to ensure their award does not exceed the institutional COA or the total dollar amount allowable in state financial aid. Requests for award adjustments should be sent through faohelp.mhec@maryland.gov with the corresponding award adjustment excel spreadsheet. Institutions should not submit award adjustments in the body of the email.

EEA Categories of Appeal

The recipient must complete an appeal form [online](#) with OSFA. In completing the appeal form, the student must document the conditions on which the appeal is based, as specified below. Upon receipt of the appeal, the documentation will be reviewed, and a decision will be rendered. The student will be notified of the outcome of an appeal.

EA and GA Grant applicants and recipients can appeal their eligibility of an award for the following criteria:

- **Be enrolled as a full-time student (or the equivalent):** Students enrolled for fewer than 12 credits can still be considered eligible for the EEA program if they are participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program. To be considered full-time, the actual time spent in the classroom, lab, supervised activity, or clinic must equal 180 clock hours or more in a regular semester. Also, the student must be enrolled for a minimum of 6 credit hours.
 - **The student must submit an online** appeal form, documentation that includes a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.
 - **Academic requirements:** The following circumstances are considered acceptable as grounds for an appeal:
 - Serious illness or injury of the student
 - Serious illness of a member of the student's immediate family
 - Serious personal emotional difficulties of the student
 - The death of a member of the student's immediate family
 - Other serious personal circumstances
- **Fifth year award:** Students may hold an award for a fifth year if, according to the institution, the student is enrolled in an academic program that requires five years to complete or if the student provides OSFA with evidence of extenuating financial, academic, or other circumstances that prevent the student from completing their academic program in four years.
 - The documentation must be an appeal form accompanied by a statement from an attending physician, psychologist, mental health professional, guidance counselor, social worker, a death certificate, or if the above do not apply, a statement from the Dean of Students or another officer at the student's institution.
- **Special financial circumstances:** OSFA recognizes that the financial circumstances of students can change dramatically after their applications for need-based scholarships have

been filed. To assist these students, OSFA will adjust with adequate documentation to the family contribution as follows:

- The student's parent(s) or spouse dies after January 2021: OSFA will adjust FAFSA income information to exclude the income of the parent(s) or spouse affected.
- The student or the student's parent's divorce or separate after January 2021: OSFA will adjust FAFSA income information to exclude the income of the parent(s) or spouse affected.
- The student, student's parent (if dependent) or student's spouse, if married and independent, becomes involuntarily unemployed for at least ten consecutive weeks after January 2021: OSFA will calculate student's family contribution and total family income using an estimated income for the current calendar year.
- The student or the student's parent(s) loses, as a result of the student reaching the age of majority, benefits from Social Security or child support: OSFA will calculate the student's family contribution and total family income using an estimated income for the current calendar year.

Documentation must include 1) an appeal form, 2) copy of the deceased's death certificate/separation agreement/ or divorce decree, notice of job termination or layoff, copies of Federal tax returns and/or W-2 forms, and/or copies of termination notices or unemployment benefits from relevant agencies.

GA Categories of Appeal

2.5 Cumulative GPA Appeal: Applicants who fail to meet the 2.5 cumulative required grade point average in high school because of extenuating circumstances may appeal. The applicant must submit the online appeal form and documentation of extenuating circumstances as well as a letter of recommendation from the high school principal.

Delayed College Entrance Appeal: Applicants who fail to begin college within one year of their high school graduation may appeal for consideration of the award. The applicant must submit the online appeal form, documentation indicating why the applicant did not begin college within one year of high school graduation, and include a letter of reference indicating their commitment to attending college and obtaining a degree from a teacher, organization, or employer if applicable.

Appeals of Credit Completion Requirement

A student who has received an EEA Grant for at least two (2) academic years and fails to complete at least 24 credits in the prior academic year may appeal an eligibility decision on one of the two following situations:

- The student completed at least 18 credit hours in the prior academic year and participated in a specific course or activity, such as an internship, practicum, or study abroad program that is required by the institution to complete the student's academic program and that, when combined with the 18 credit hours, is the equivalent of 24 credit hours in OSFA's determination.
- The student is an individual with disabilities who completed less than 24 credit hours due to a disability.

A student must file an online appeal and supporting documentation on one of the two following situations:

- A letter from the student's department chair must be included in the appeal that describes and confirms the program requirements for the applicable semester and describes the number of clock hours required for each activity, along with a catalog description of the program and classes involved.
- Documentation from the student's medical doctor that confirms that the student is an individual with disabilities and that the student completed fewer than 24 credits due to disability.

General EEA Program Reminders

Students are identified for eligibility in the Howard P. Rawlings Educational Excellence Program, specifically the GA and EA Grants based on the completed and submitted FAFSA or MSFAA application each year, beginning October 1.

Potential students are identified with the following criteria:

- The student must list at least one (1) Maryland university or college on the FAFSA or MSFAA.
- The student's FAFSA or MSFAA application must be received no later than March 1.
- The students must meet the annual income requirements to be considered (for the GA program only).

Students identified as potentially eligible for **initial awards** in the GA program are contacted via the email address that they provide on their FAFSA or MSFAA application, detailing the program requirements and documentation needed at the time they complete the FAFSA or MSFAA and meet the income requirements. The documents that are required by OSFA must be submitted no later than April 1.

Renewal students must also submit a FAFSA or MSFAA by March 1, and if selected for verification, submit all documents to OSFA by April 1.

OSFA sends weekly notifications to students after receipt of the FAFSA or MSFAA application listing the documents needed as well as the deadline for submission. It is the student's responsibility to follow up and make sure the MDCAPS file is completed on time and ready for processing.

Awarding must occur prior to May 1 every year for the upcoming academic year. For the GA program, OSFA will only award students who submit all completed and required documentation by the deadline if required.

Renewal students who meet the credit completion renewal requirements, and earn between 24-30 credits as reported by the institution, are awarded weekly by OSFA, beginning in June. All credits completed from the prior academic year must be reported before an award can be made. Students who fail to meet the credit requirement, as noted by the institution, are sent ineligibility notifications through MDCAPS at the time the credit information is reported by the institution.

Remember a student's credits should not be updated until all their credits are final. This includes incompletes, pending grade changes, and trailer summer courses.

Reporting Deadlines for the Howard P. Rawlings Educational Excellence Awards (EEA) Programs

Process	Deadline
Verification Roster	November 30
Award Certification Roster	Census Date and established deadline provided by MHEC
Enrollment Verification Documents-EA	October 31 (Fall term) February 28 (Spring term)
Credit Completion Roster	February 1 (Fall/*Summer header terms) September 15 (Spring/*Summer trailer terms)
Request Payment	December 15 (Fall term) May 15 (Spring term)
CBEAG Initial Roster	October 15
Subsequent CBEAG Roster	January 15
CBEAG End of Year Report	June 15

2 + 2 Transfer Scholarship Program

Overview

The **2 + 2 Transfer Scholarship Program** is a State-funded assistance program to assist and encourage students earning a two-year degree and transferring to attend a four-year institution pursuing a bachelor's degree within the state of Maryland.

Eligibility Requirements

Students must be Maryland residents and currently enrolled at a community college in Maryland and maintain a minimum cumulative 2.5 grade point average on a 4.0 scale. Students must also have earned an associate degree by the end of the semester in which they plan to transfer. Students must be accepted for admission to a degree program at a public four-year higher education institution or a private nonprofit four-year institution of higher education in Maryland and intend to enroll to complete a bachelor's program.

- a. when the first three digits of the zip code is one of the following, or within the range of one of the following categories, the Baltimore adjustment that is used is **1.06**:

COLA Adjustment Factor for Baltimore
210-212
214
216

- b. when the first three digits of the zip code is one of the following, or within the range of one of the following categories, the Washington adjustment that is used is **1.16**:

COLA Adjustment Factor for Washington
200-209
217
220-227
254
569

- c. when the first three digits of the zip code is one of the following, or within the range of one of the following categories, the adjustment that is used is **1.02**:

COLA Adjustment Factor for All Other Zip Codes
080-083
086
180
189-195
197-198
219

Each student must agree to provide any information or documentation requested for the purpose of administering this program and, if requested, sign an authorization for the release of that information for the purpose of administering this program. The failure or refusal to provide requested information or a signed release may result in a determination of ineligibility or the cancellation of an award.

Financial Need

Students must have demonstrated financial need, defined as a federally calculated expected family contribution (EFC) of \$10,000 or less as reported on the student's FAFSA.

Application Information

Students applying for the scholarship must provide:

- A completed online application form.
- A completed FAFSA application by March 1.
- Required documents by May 1.
- An official transcript from a community college in the state reflecting that an associate degree has been conferred.
- Proof of registration for selective service (if applicable).

Minimum/Maximum Award **The annual award amount is:**

- \$2,000 for a science, teaching, engineering, computer science, mathematics, or nursing major.
- \$1,000 for all other majors.

Institutional Responsibility to the Program

Institutions must:

- Verify students selected for the verification process, and provide the transaction number of ISIR used.
- Provide updated and verified data to OSFA by the date established each year.
- Verify all information, which will be used to update OSFA records. Awards for students with corrections and errors will be recalculated and adjusted accordingly.
- Certify, each semester, on billing rosters provided by the Office of Student Financial Assistance that the recipient is:
 - A Maryland resident.
 - Enrolled for 12 or more hours as a degree seeking undergraduate student.
 - Maintaining satisfactory academic progress towards a degree.

Certification of Grade Point Average

Following the spring semester, OSFA will request the postsecondary institution to provide a certified cumulative grade point average for the academic year for the 2+2 Transfer Scholarship recipients attending that institution. The grade point average will be computed using the procedures in use by the institution.

Students must maintain a cumulative 2.5 grade point average on a 4.0 scale each academic year the recipient is enrolled at a public senior higher education institution or a private nonprofit

institution of higher education in the state. If not, the student may appeal by providing evidence of extenuating circumstance that prevented the student from meeting the GPA requirements.

OSFA may ask the institution to verify the recipient's grade point average by submitting an official transcript.

The institution's calculation of the grade point average is final.

If the institution cannot compute a cumulative grade point average for the academic year, it must submit a grade point average for each semester the student was enrolled during the academic year. If either semester average is below a 2.5, the institution must report the number of hours attempted and the number of hours completed for the semesters in which the student is enrolled.

If the reported calculation is below a 2.5 grade point average, the recipient's 2+2 Transfer Scholarship will not be renewed.

A recipient whose award has been canceled may request reinstatement of the scholarship if the student's academic performance in summer institution courses, taken immediately following that academic year, raises the cumulative grade point average to 2.5 or above.

Appeal Criteria

A 2+2 Transfer Scholarship recipient may appeal their eligibility for an award on the basis of the following criteria:

- Failure to maintain full-time enrollment.
- Failure to maintain a 2.5 cumulative grade point average.
- Changed financial circumstances.

Appeal Based on Full-Time Enrollment

“Full-time” means enrollment for at least 12 semester hours of courses each semester or its equivalent. To be considered full-time, the actual time spent in the classroom, lab, supervised activity or clinic must equal 180 clock hours or more in a regular semester.

Students enrolled for at least 6 credit hours, but less than 12 credits, can appeal to receive the 2+2 Transfer Scholarship if they are participating in specific courses or activities (such as an internship or a practicum) that is required by the institution to complete their academic program. The student may appeal by submitting documentation, in addition to the appeal form, from the student's department chair that describes and confirms the program requirements for that semester, along with a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for each activity.

Part-Time Grant Program

Overview

The **Part-Time Grant Program** provides funds to Maryland public and independent colleges and universities so they may provide grants to eligible part-time students.

Eligibility Criteria

Students and their parents (if they are dependent students) must be eligible for in-state tuition. Students must enroll at a two-year or four-year Maryland college or university as a part-time (6-11 credits per semester), degree-seeking undergraduate student. Students must demonstrate financial need. Recipients are selected by the institution.

Financial Need

Eligibility for a Part-Time Grant is based upon financial need, as determined by the FAFSA or MSFAA.

Award Amounts

The minimum annual award is \$200, and the maximum annual award is \$2,000. Recipients may hold this award for a maximum of eight (8) years provided all eligibility requirements continue to be met.

Institutional Responsibility

An End-of-Year Report should be completed by the institution in MDCAPS under Institutional Information > Decentralized Program Data.

ALL fields in the End of Year Report must be completed for your institution to participate in the Part-Time Grant Program in the subsequent academic year.

A student's award must be cancelled if the recipient does not continue to meet the eligibility requirements.

Eligible Institution

An eligible institution shall be a public or independent college or university in Maryland that possesses a certificate of approval from MHEC to offer a two-year or four-year undergraduate degree.

Eligible institutions may choose not to participate in this program. Institutions choosing to participate must apply annually by June 15 to MHEC.

Eligible institutions will be allocated a share of the total funds appropriated for the Part-Time Grant Program in proportion to their share of estimated Maryland undergraduate part-time Federal Pell Grant recipients.

Deadlines

Students must submit their FAFSA or MSFAA on time. Other deadlines are at the discretion of the school.

Graduate and Professional Scholarship Program

Overview

The **Graduate and Professional Scholarship Program** is designed to provide funds so that selected Maryland institutions may offer financial assistance to students in the fields of medicine, dentistry, law, pharmacy, social work, nursing, and veterinary medicine if the applicant has demonstrated financial need.

Eligibility Requirements

The student must be a Maryland resident, demonstrate financial need, and must be enrolled as a degree-seeking student, either part-time or full-time, and attend one of the following schools:

- University of Maryland, Baltimore (UMB) School of Medicine, Dentistry, Law, Pharmacy, or Social Work
- University of Baltimore School of Law
- The Johns Hopkins University School of Medicine
- The Virginia-Maryland Regional College of Veterinary Medicine

Certain Maryland institutions offering master's degrees in nursing or social work, or first professional degrees in pharmacy are also eligible.

Financial Need

Applicants are ranked on the basis of need as demonstrated on the FAFSA.

Award Amounts

The minimum award is \$1,000 per academic year and the maximum is \$5,000 per academic year. Recipients may hold this award for a maximum of eight semesters, provided all eligibility requirements continue to be met.

Institutional Responsibility

Institutions must report the total number of recipients and total awarded by program as shown below:

Foster Care Tuition Waiver Program			
Graduate and Professional Scholarship			
Award Expenditures			
Program	Number of Recipients	Total Awarded	Average Awarded
Medicine	0	\$ 0	\$
Dentistry	0	\$ 0	\$
Law	0	\$ 0	\$
Social Work	0	\$ 0	\$
Pharmacy	0	\$ 0	\$
Nursing	0	\$ 0	\$
Veterinary Medicine	0	\$ 0	\$
Total	0	\$ 0.00	\$ 0.00
Award Allocation and Reconciliation			

- The End-of-Year Report (noted above) should be completed by June 15th in MDCAPS under Institutional Information > Decentralized Program Data.
- Eligible institutions will be allocated a share of the total funds appropriated for the Graduate and Professional Scholarship Program and will make their own awards.
- The *Graduate and Professional Scholarship* will be cancelled if a student does not meet the other requirements of the program and fails to demonstrate financial need according to the criteria established by the Commission.

Deadlines

Students must submit the FAFSA on time. Other deadlines are at the discretion of the institution.

Maryland Community College Promise Scholarship

Overview

The **Maryland Community College Promise Scholarship** creates opportunities for students to attend one of Maryland's public community colleges by providing tuition assistance for any student eligible for in-state tuition.

Eligibility Criteria

A student may apply for a Promise Scholarship if the individual:

- Is enrolled in a public community college as a candidate in a credit-bearing vocational certificate, a credit-bearing certificate, or an associate degree program within two years after graduating from a high school or successfully completing a GED in the state.
- Is eligible for in-state tuition, as determined by the community college in accordance with Education Article, Title 15, Annotated Code.
- Earned an unweighted cumulative GPA of at least 2.3 either at the end of their senior year or at the end of the first semester of the senior year, **OR** earned a cumulative GPA of at least 2.5 while currently or previously enrolled at a community college.
- Had an annual adjusted gross income of not more than:
 - \$100,000 if the applicant is single or resides in a single-parent household; or
 - \$150,000 if the applicant is married or resides in a two-parent household for the respective tax year as defined by MHEC.
- Has not earned a bachelor's degree or an associate degree.
- Has not been awarded another educational grant or scholarship that covers the applicant's full cost of attendance at the community college.

Exceptions to submitting high school transcript

Beginning with the 2022-2023 academic year an initial applicant who graduated from high school five or more years before applying for the scholarship is exempt from submitting a high school transcript to document the GPA requirement. Applicants must complete and submit the Promise Affidavit Form online through their MDCAPS account. Click here to access the [Promise Affidavit Form](#).

Enrollment Requirements

All eligible applicants **must** attend the community college located in their county, or in the case of a regional community college, the region in which they live. Regional community colleges are: Wor-Wic Community College; College of Southern Maryland; and Chesapeake College. However, if the community college located where the student lives **does not** offer the degree or program in which they enrolled, the student may attend any other Maryland community college that offers that program.

Eligible applicants may use the scholarship to attend a community college outside of their district that has on-campus residential facilities for students.

Applicants who plan to enroll as candidates in credit-bearing vocational certificates, credit-bearing certificates, or associate degrees **must** enroll in at least 12 credits per semester at a community college.

Applicants who plan to enroll in a sequence of credit or non-credit courses that leads to licensure or certification must enroll in the next available courses offered at the community college for their sequence.

Renewal Eligibility Criteria

The Promise Scholarship is renewable for up to two years if the student remains qualified by:

- Completing the FAFSA or MSFAA by March 1.
- Remaining eligible for in-state tuition.
- Enrolling in and completing either:
 - A sequence of credit or non-credit courses that leads to licensure or certification; or
 - 12 credits at the end of each semester in credit bearing programs.
- Maintaining at least a 2.5 cumulative college GPA if enrolled in a credit bearing program.
- Making satisfactory progress toward a vocational certificate, a certificate, or an associate degree.
- Participating in a registered apprenticeship program.
- Meeting the income requirements.

Award Amount

- The Promise Scholarship is a **last dollar award** which is calculated for eligible recipients **AFTER** all federal and state financial aid has been applied to the student.
- A recipient selected for federal verification must submit all required documents and complete the verification process before MHEC can determine the student's award eligibility for the Promise Scholarship. (Refer to *Changes to 2021-2022 State Verification Requirements* on page 7)
- Eligible recipients may receive an award of up to \$5,000 per year to cover any remaining tuition and mandatory fee expenses at the community college after all federal and state financial aid has been applied.
- Initial awards will be provided to recipients based upon greatest demonstrated financial need as determined by MHEC.

For example: If a recipient's tuition and mandatory fee expenses at the community college is \$5,000 annually (\$2,500 per semester), and the recipient is receiving a Federal Pell Grant award in the amount of \$6,495 (\$3,247.50 per semester), the recipient's annual tuition and mandatory fee expenses are covered by the federal Pell Grant award, so the recipient is **ineligible** for the Promise scholarship because they have no unmet tuition and mandatory fee expenses.

How "Tuition" is Defined

In accordance with the provisions of Education Article [Title 36, §18-3601](#), Annotated Code of Maryland, tuition means the basic instructional charge for courses offered at a community college and includes fees for:

- Registration

- Application
- Administration
- Laboratory work
- Other mandatory fees

When a community college reports an applicant's Tuition and Fee amount on the roster, the community college must include, as applicable for each applicant, any of the fees noted above.

Institutional Responsibilities

Institutions are required to confirm and update the following:

- Verify the student's eligibility for in-state tuition.
- Complete the federal verification process for applicants selected for V1 and V5 federal verification (Refer to *Changes to 2021-2022 State Verification Requirements* on page 7)
- Report, by roster, Federal FSEOG and tuition and mandatory fee information for each applicant.
- Certify the student's award eligibility to include the name, tuition and mandatory fees, FSEOG, verification, and meets all requirements to request payment by the established deadlines.
- Annually report the cumulative GPA of each renewal recipient by the established deadline.
- Report, on a semester basis by roster in MDCAPS, the number of credits each recipient completed by the established deadline.
- Report all subsequent ISIR transactions that change a recipient's eligibility.

Incomplete for Certification (Verification of Eligibility by the Institution-Promise Flag)

A Promise recipient will appear on the "Incomplete for Certification" roster in MDCAPS with an outstanding required task of "**Verification of Eligibility by the Institution-Promise**". The required task of **Verification of Eligibility by the Institution-Promise** will remain incomplete until the college has completed and uploaded the Promise roster to reflect the recipient's FSEOG award amount if applicable and tuition and mandatory fee information.

Once the college has uploaded the Promise roster, the outstanding task for the recipients listed on the roster will be reviewed and marked as "complete" by MHEC.

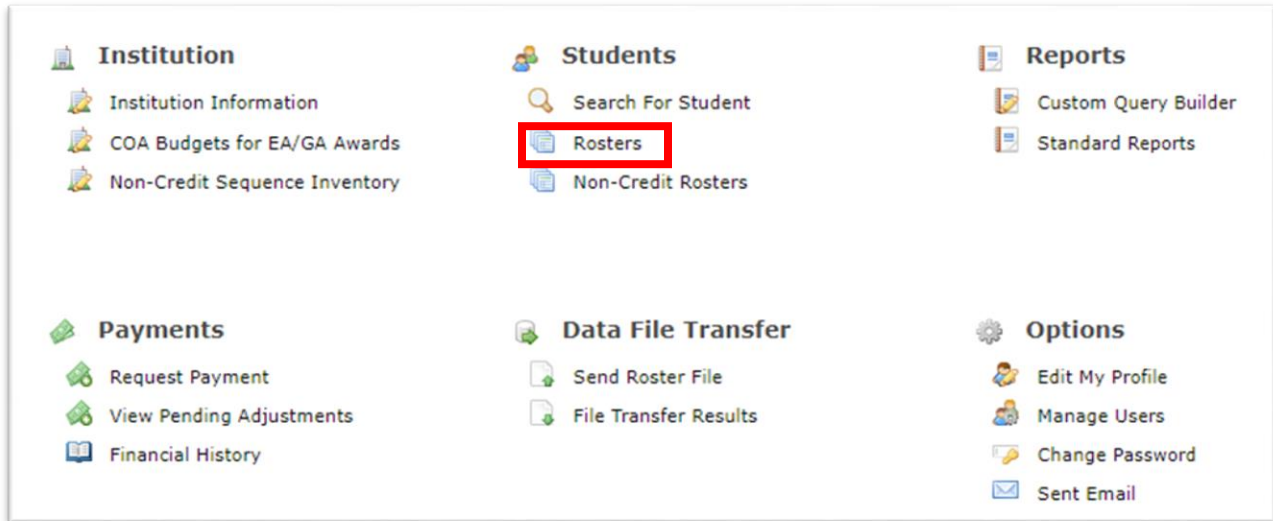
MHEC runs the process periodically throughout the week to clear the required task "**Verification of Eligibility by the Institution-Promise**". Once the required task has been marked "complete" the Promise recipient will appear on the Billing Roster for the college to complete the certification process.

Institutional Reporting Requirements for the Promise Roster

The Promise Roster will be used by the community colleges after awards are made.

To download the Promise Roster for your community college to fill out and upload into MDCAPS, complete the following steps:

1. Log in to MDCAPS
2. Select Rosters










3. To download the Roster for your Community College:
 - a. Select **Promise Scholarship** in the Program dropdown
 - b. Select **Fall Term 1** in the Term dropdown.
 - i. NOTE: Term is not relevant for the Promise Roster, however it is required by the system. Selecting Fall Term 1 or Spring Term 2 will provide the same output.
 - c. Click on **Download** in the Download File (CSV) for the **Promise Roster** row
 - d. Allow up to five (5) minutes for your CSV file to download. If you receive an error code when downloading the CSV, provide the Error Code number to MHEC for assistance.

Note: Promise initial applicants will not appear on the Promise Roster until they have “Accepted” their award.

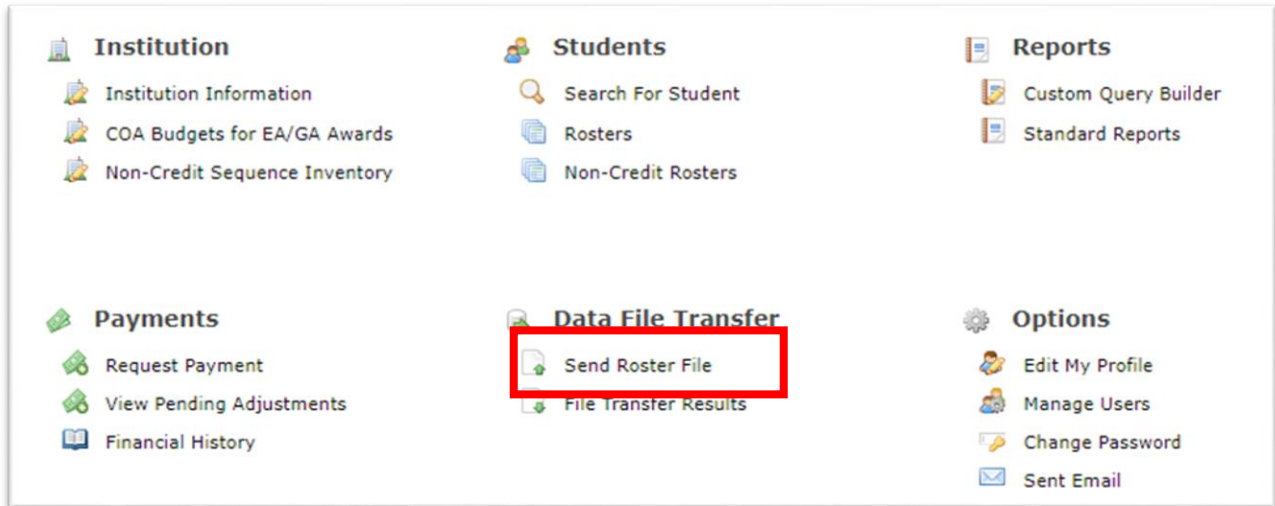
Program: ▼
 Term: ▼

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Accepted/Not Certified (Billing Roster) Certify eligibility of students who have accepted awards at your institution	PDF	Online	Download
	GPA Roster Submit Grade Point Average information for students on the roster	PDF	Online	Download
	Verification Roster Submit Verification data for students on the roster	PDF	Online	Download
	Enrollment Documentation Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
	Credit Roster	Not Applicable	Online	Download
	Promise Roster	PDF	Not Applicable	Download
	Near Completer Roster	Not Applicable	Not Applicable	Download

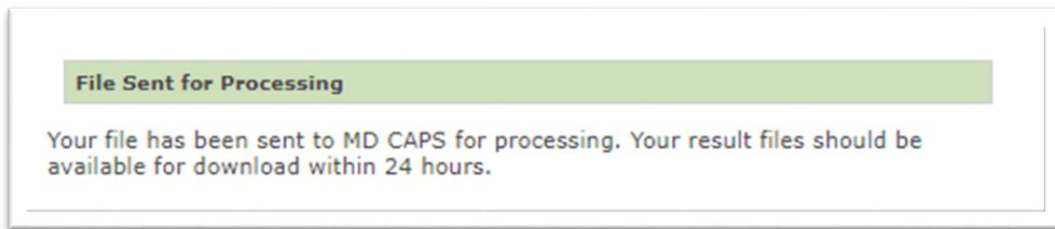
4. To complete the Promise Roster the following columns **must** be completed by the Community College:
 - a. Column P – Fall FSEOG – Fall Term SEOG award amount if applicable
 - b. Column Q – Spring FSEOG – Spring Term FSEOG award amount if applicable
 - c. Column R - Fall Term Tuition and Mandatory Fee Charge – Total Cost of Attendance for the Spring Term
 - d. Column S - Spring Term Tuition and Mandatory Fee Charge – Total Cost of Attendance for the Spring Term
 - e. NOTE 1: The only other column that may be edited is column K – Transaction Number - ISIR transaction used for awarding – Only edit this column if it differs.
 - f. **IMPORTANT NOTE 2: The most recent uploaded Promise roster will overwrite any previously uploaded rosters for the Academic Year. This means for Spring awarding, the Fall amounts (Columns P & R) must also be reuploaded, or else the student's records will be overwritten with NULL values that will impact the Student's record and award amounts in MDCAPS.**
5. Preparing your Promise Roster for upload:
 - a. After filling in your Promise Roster, **delete** Row A that contains the header column names. Only student records should be uploaded
 - b. Save the file as a CSV file type.
6. Uploading your Promise Roster
7. Select Send Roster File on the MDCAPS homepage

8.



- a. Select **Promise Roster** in the dropdown for type of roster you want to send
- b. Click Choose File and select the .CSV file that was completed in Steps 4-5
- c. On the Confirm File Format screen ensure there are no errors
 - i. If there are errors, you must go back to steps 4 & 5 to resolve the errors
 - ii. If there are no errors, click on Confirm File Format & Process

9. Upon submission you will see the Send File – Processing screen



Institutional Reporting Requirements for the Promise Credit Roster

Community colleges must report the number of credits a recipient completed/earned at the end of each term (fall and spring) in MDCAPS.

Coursework that counts toward the credit completion includes:

- Remedial courses or the course equivalent are counted towards the credit completion requirement.
- Courses the student passes for credit are considered completed and therefore count toward credit completion.
- Courses completed/earned with a grade of “F” are counted for completion.

Incomplete classes will not count until a grade has been issued.

Awarding/Enrollment

Fall Term Award

In the initial year of the Promise Scholarship, the fall term award is based upon the recipient meeting the eligibility requirements for the program. The award amount of the scholarship is determined based upon the recipient's unmet need, up to \$5,000 per year.

Spring Term Award

The recipient's spring term award cannot be certified until the college has reported the number of credits completed/earned by the recipient at the end of the fall term. If the recipient fails to complete at least 12 credits at the end of the fall term, the recipient is "Ineligible" for the spring award.

A recipient **not** enrolled full-time for the fall term and ineligible for the Promise award will not appear on the Promise Credit Roster. This is because the student did not receive the Promise award in the fall term because they were not enrolled full-time.


This type of recipient is eligible for the Promise award in the spring term, regardless of the number of credits the applicant completed when not receiving the award. However, at the end of the spring term the recipient must complete at least 12 credits, to remain eligible for the Promise award in the subsequent year.

Accepted/Incomplete for Certification

Financial Aid Officers (FAOs)

A recipient whose credits have not been entered for the fall term will display as

"Accepted/Incomplete for Certification" for the spring term as shown:  .

The Incomplete for Certification icon will disappear once the institution has entered the total credits that the recipient completed at the end of the fall term. Recipients who are ineligible to receive an award in the spring term will have the "Ineligible" icon appear as shown: .

Student Notifications

Pending Credits - Promise

In November, MHEC will release a notification to current Promise recipients informing them that the college must report the number of credits they completed/earned at the end of the fall term to determine their eligibility for the spring term.

Ineligible Due to Credit -Promise

If an institution reports that a recipient has completed/earned fewer than 12 credits, MHEC will automatically send a notification to the recipient known as the *Ineligible Due to Credit-Promise* notification. This notification informs the recipient of their ineligibility in the award given the number of credits earned.

Reporting Deadline Dates

Fall Term – Institutions are required to report the number of credits completed/earned for the fall term by February 28 of each year. Credits completed/earned in the winter session should be included during the fall or spring term in accordance to the institution’s policy.

Spring Term – Institutions are required to report the number of credits completed/earned at the end of the spring term on June 1 of each year. Institutions will be able to report credits earned in each student record at the time that the roster is made available by MHEC. It is **crucial** that institutions abide by the above deadlines. Not doing so directly impacts the student.

Credit Completion Roster Reporting

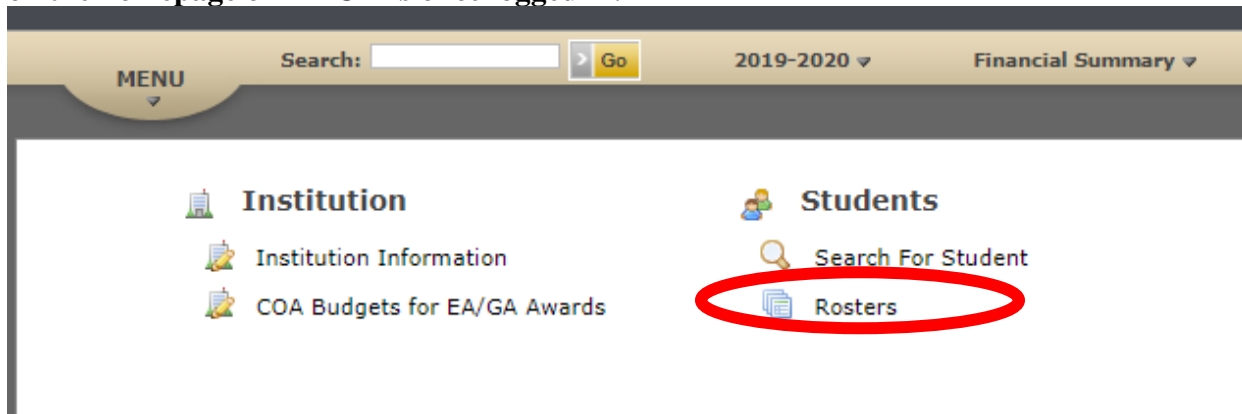
The credit roster includes all students who received a Promise award in the fall term. A student not awarded the Promise scholarship or who became ineligible for the award, due to not enrolling as a full-time student in the fall will not appear on the Promise Credit Roster.

Financial Aid Officers (FAOs) have the ability to report credits successfully completed in each student record and for each term using two options:

1. **Online Reporting**
2. **Credit Roster Upload Process**

Online reporting

1. **To update a student’s credit information individually, select the “Rosters” link located on the homepage of MDCAPs once logged in.**



2. Select the Program and Term for which credit reporting is required. The college must select “Promise” as the program for the fall term. The list of recipients that will appear on your roster will only include recipients who were awarded the Promise scholarship for the fall term.

MENU Search: Go 2019-2020 Financial Summary Email Us

HOME > Roster Selection

You are currently working with the 2019-2020 Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: **Promise Scholarship** Term: **Fall Term 1**

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Accepted/Not Certified (Billing Roster) Certify eligibility of students who have accepted awards at your institution	PDF	Online	Download
	GPA Roster Submit Grade Point Average information for students on the roster	PDF	Online	Download
	Verification Roster Submit Verification data for students on the roster	PDF	Online	Download
	Enrollment Documentation Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
	Credit Roster	Not Applicable	Online	Download
		Not	Not	Not

3. Selecting the “Online” link for the Credit Roster will allow you to view those who need credit information reported.

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Accepted/Not Certified (Billing Roster) Includes only students who have accepted awards.	PDF	Online	Download
	GPA Roster	PDF	Online	Download
	Verification Roster	PDF	Online	Download
	Enrollment Documentation	Not Applicable	Not Applicable	Download
	Credit Roster	Not Applicable	Online	Download

4. Institutions may select “Expand all,” update the “Credits” field of each recipient and click “Save” to report the credits completed.

HOME > Roster Selection > Certify Roster

Roster: Credit Roster
 Campus: [Redacted]
 Program: Promise Scholarship
 Academic Year: 2019-2020
 Term: Fall Term 1

Previous Page 1 Next (expand all) (contract all)

[Redacted], Joseph (view)
 Credits: Save

[Redacted], Travis (view)
 Credits: Save

[Redacted] KOLAWOLE (view)
 Credits: Save

5. Once credits have been reported for each recipient online, the total number of credits will prepopulate under the “Promise Credits” section and appear in each student’s MDCAPS record as shown below.

EEA Credits			
Academic Year	Fall Credits	Spring Credits	Total Academic Year Credits
2020-2021	<input type="text"/>	<input type="text"/>	<input type="text"/> Save
2019-2020	<input type="text"/>	<input type="text"/>	<input type="text"/> Save

Promise Credits			
Academic Year	Fall Credits	Spring Credits	Total Academic Year Credits
2020-2021	<input type="text"/>	<input type="text"/>	<input type="text"/> Save
2019-2020	9	<input type="text"/>	<input type="text"/> Save

Credit Roster Upload Process

Below are the steps for automating the credit completion requirements through the roster upload process:

1. Download the credit completion roster from MDCAPS by first selecting “Promise” under the Program field and the semester in which you are reporting credits under the “Term” field. Please note that selecting a specific program under the “Program” field will yield the same result: a total list of all students whose credits are required for reporting.

HOME > Roster Selection

You are currently working with the **2019-2020** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: ▼
 Term: ▼

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Accepted/Not Certified (Billing Roster) Certify eligibility of students who have accepted awards at your institution	PDF	Online	Download
GPA Roster Submit Grade Point Average information for students on the roster	PDF	Online	Download
Verification Roster Submit Verification data for students on the roster	PDF	Online	Download
Enrollment Documentation Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
Credit Roster	Not Applicable	Online	Download
Promise Roster	Not Available	Not Available	Not Available
Near Completer Roster	Not Applicable	Not Applicable	Download

Informational Rosters

2. Update the “Credits” field of the number of credits earned by the student during the applicable semester in the .CSV file that has been downloaded. All remaining student data prepopulated on the roster may remain in the document. To ensure that the roster is uploaded successfully, the order and field names in the column header should **not** be modified.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Academic Year	MHEC ID	School Name	Last Name	First Name	Middle Initial	SSN	Term	Credits	Program Group Short Name			
1	2019-2020	1441857	MHEC College	WHITE	SNOW	A	XXXXXXXXXX	Fall Term 1		Promise Scholarship			
2	2019-2020	1523434	MHEC College	SNOW	JOHN	X	XXXXXXXXXX	Fall Term 1		Promise Scholarship			
3	2019-2020	1440315	MHEC College	WONDER	WOMAN	Z	XXXXXXXXXX	Fall Term 1		Promise Scholarship			

3. Save the file in .CSV format for all recipients whose credits have been updated on the spreadsheet. Note: Remove any recipients on the spreadsheet whose credits have not been entered prior to saving and uploading the file.

4. To upload a file, select “Send Roster File” from the Data File Transfer Section of the main menu. Select the “Credit Roster” as the type of file that you are sending from the Drop Down.

2019-2020 Financial Summary Email Us Help Logout

HOME > Send File - Choose Upload Type

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. MDCAPS will verify and apply the data you are uploading against the year associated in the file. Select the type of roster you want to send to MHEC:

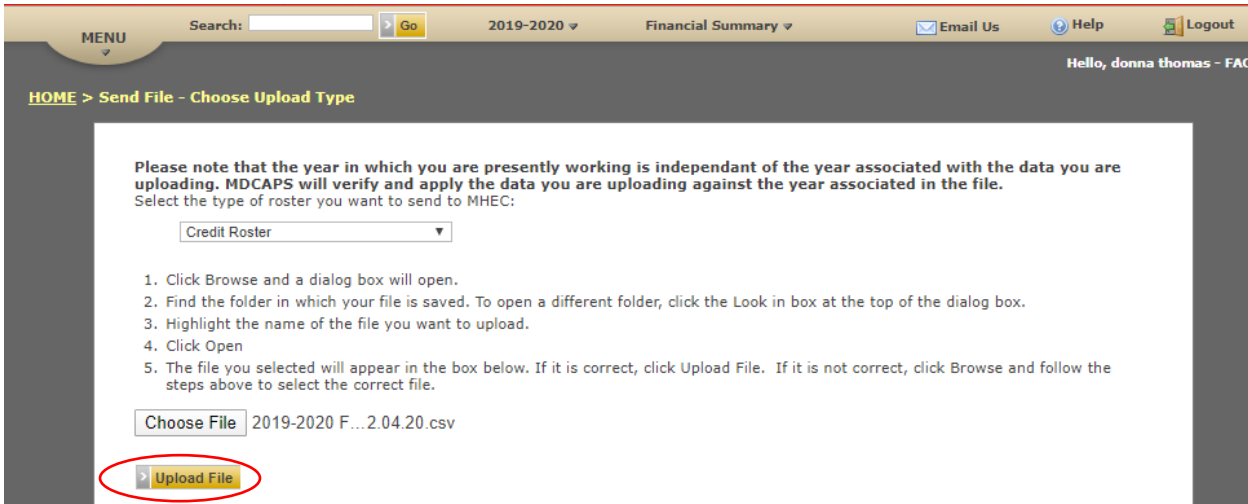
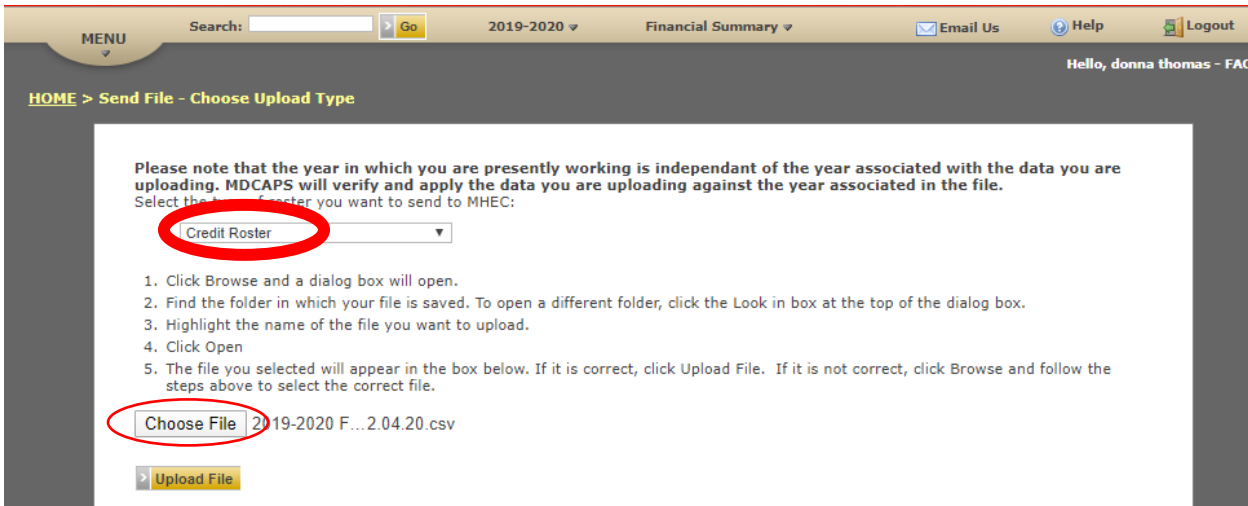
Credit Roster

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

Choose File 2019-2020 F...2.04.20.csv

Upload File

5. After selecting the file type, you will be prompted to locate and select your file by clicking “Choose File.” Once you have selected your saved file, click “Upload File.”



Soon after receiving this confirmation, the student's record will be updated of credits entered.

MHEC ID: [REDACTED]

General Information DOB: 3/20/2001

Academic Period Information

Annual Award Summary

Program	Major	Annual Award	Certified to Date	Paid to Date	Institutional Award
EA - I		\$0.00	\$0.00	\$0.00	\$0.00
Promise Scholarship - I		\$2,088.00	\$2,088.00	\$2,088.00	\$0.00
TOTAL Awards		\$2,088.00	\$2,088.00	\$2,088.00	\$0.00

Fall Term 1 of 2019-2020 Academic Year

Spring Term 2 of 2019-2020 Academic Year

Comments

FAFSA/MSFAA Information and Verification Status Receipt Date: 10/14/2018

Disbursement History

Credits

Academic Year	EEA Credits		
	Fall Credits	Spring Credits	Total Academic Year Credits
2020-2021			
2019-2020			
2018-2019			

Academic Year	Fall Credits	Promise Credits	Total Academic Year Credits
		Spring Credits	
2020-2021			
2019-2020	10		
2018-2019			

Credit Roster File Layout

Credit Roster upload files must be in Comma Separated Value (.csv) format. The first row in the file is a header row with column (field) names.

Headings in header row on file upload must match the field name exactly or the file will not upload. Fields must be formatted as defined in the below Credit Roster file layout:

Field	Description	FAO Update	Values/Comments
Academic Year	Academic year	N	2021-2022
MHEC ID	ID assigned to student by MDCAPS	N	123456
School Name	Institution name	N	Name as it appears in MDCAPS
Last Name	Student's last name	N	
First Name	Student's first name	N	
Middle Initial	Student's middle initial	N	
SSN	Student's SSN	N	123456789 (no hyphens)
Term	Term description	N	Fall Term 1, Spring Term 2
Credits	Student's credits	Y	2 digits
ProgramGroupIdID	Name of the Program	N	

Promise Roster File Layout

Field	Type	Size	Description	FAO Update	Values/Comments
MHEC ID	Integer	8	ID assigned to student by MDCAPS	N	123456
Academic Year	Integer		Academic year	N	Last 4-digit year in the academic year minus 1900. e.g., academic year 2009-2010 = 110 (2010 minus 1900)
SSN	String	char(9)	Student's SSN	N	123456789 (no hyphens)
School Code	String	char(6)	6-digit Federal School Code	N	002000
School Name	String		Name of School	N	
Last Name	String	varchar(30)	Student's last name	N	
First Name	String	varchar(30)	Student's first name	N	
Middle Initial	String	varchar(1)	Student's middle initial	N	
EFC	Integer		Current EFC	N	99999
Date of Birth	DateTime		Student's birth date	N	*3/14/2001 MM/DD/YYYY
ISIR Transaction	String		ISIR transaction used for awarding	Y	999999999AB01 Only If it differs
IsMSfaa	String	char(1)	A Y or N indicating if a student is a MSFAA filer or not	N	
Dependency Status	String	Char(1)	I - Independent D - Dependent	N	

Field	Type	Size	Description	FAO Update	Values/Comments
Pell Fall Term Award Amount	Integer		Award amount for Pell Grant	N	
Pell Spring Term Award Amount	Integer		Award amount for Pell Grant	N	
FSEOG Fall Term Award Amount	Integer		Award amount for Federal Supplemental Educational Opportunity Grant (FSEOG)	Y	
FSEOG Spring Term Award Amount	Integer		Award amount for Federal Supplemental Educational Opportunity Grant (FSEOG)	Y	
Fall Term Tuition and Mandatory Fee Charge	Integer		Total cost of attendance	Y	Must be filled out
Spring Term Tuition and Mandatory Fee Charge	Integer		Total cost of attendance	Y	Must be filled out
Last Date Record Uploaded	Date		Last date where this student's promise roster data was uploaded and processed	N	Will be empty if the data has never been processed this year

File Transfer Results

After uploading the roster, download your result files. To do this, select “File Transfer Results” in the Data File Transfer section of the main menu. Expand the bar for the file results you want to download by clicking the bar or the plus sign.

There will be four result file types for each sent file:

- **Eligible Applicants Records** - processed successfully and applicants are eligible based upon data in MDCAPS. If new ISIR and EFC information was reported on the uploaded file, eligibility may change later, after the new ISIR is loaded.
- **Ineligible Applicants Records** - processed successfully but applicants are not eligible.
- **All Applicants All Records** - processed successfully (eligible and ineligible)
- **Exceptions Records** - that did not process. The reason the record did not process will display in the last column of the file.

Less than 12 Credit Appeals

For Promise recipients that were approved to enroll in less than 12 credits for the respective term, the college must report the full-time tuition and fee cost on the Promise Roster. The recipients’ award will adjust automatically after the Promise Roster is uploaded in MDCAPS based on the students’ enrollment status of either half-time or three quarter time.

If the college reports the tuition and fee information on the Promise Roster at the half-time or three quarter time rates the recipients award will be prorated in MDCAPS.

Important Reminders when working the Promise Roster

When reporting the Tuition and Fee Amount, institutions must use the actual or estimated (*as applicable*) fall semester charges. The community college must later update the Promise Roster with the actual tuition and fee charges.

If the applicant is a recipient of a tuition/fee waiver (i.e., disability waiver, foster care waiver, etc.) the institution must **not** include the amount of the waiver on the roster.

Community colleges are responsible for establishing their own internal business process concerning the frequency in which they will review the Promise Roster and report changes to MHEC. Community colleges are required to update the Promise Roster by reporting changes to a recipient’s tuition and fee amounts to MHEC.

When reporting the Spring Term FSEOG Award Amounts if applicable and Tuition and Fee Amounts, the institution must also include the Fall Term award amounts. This is necessary to ensure the award is applied correctly to both terms in MDCAPS.

Institutions can track changes reported on the Promise Roster by referring to the “**Last Date Record Uploaded**” column. This column displays the last date in which the applicant(s) record was uploaded.

Summer Enrollment

A recipient who fails to maintain the cumulative GPA of at least 2.5 at the end of the spring semester may enroll in the summer semester to meet the GPA requirement, if the recipient meets the cumulative GPA requirement at the end of the summer semester, the recipient may be awarded the scholarship. Recipients who enroll in the summer semester may not utilize the scholarship award for the summer semester.

Appeals

Students may submit an appeal to OSFA for reconsideration of the Promise Scholarship for the following reasons:

GPA: A recipient who fails to maintain a cumulative GPA of at least 2.5 may submit an appeal for extenuating circumstances that prevented the student from meeting the GPA requirement. A recipient may only appeal the GPA requirement once. Extenuating circumstances include, but are not limited to, the following events or conditions, to the extent that the event or condition prevented the recipient from fulfilling the scholarship requirement:

- Disability
- Serious illness or injury of the student
- Pregnancy or adoption
- Extreme financial hardship of the students or students' immediate family
- Fulfillment of military service
- Serious illness or death of an immediate family member.

Enrollment: A recipient who enrolled in at least 6 credits but fewer than 12 credits per semester may submit an appeal on the following basis:

- The recipient is participating in a specific course or activity (such as an internship or practicum) that is required by the institution to complete the academic program.
- The recipient has a documented disability that prevents full-time enrollment.

A student appealing based on enrollment must submit an appeal on a semester basis and provide the following:

- Documentation from the recipient's department chair at the community college that describes and confirms the program requirements for the applicable semester, along with a catalog description of the program and courses and activities involved.
- Documentation that confirms the student is an individual with disabilities who is unable to enroll full-time due to the disability.

Allowable Interruptions of Study Appeal: A recipient receiving the Promise Scholarship who failed to maintain continuous enrollment at the community college due to extenuating circumstances. Extenuating circumstances include, but are not limited to, the following events or conditions, to the extent that the event or condition prevent the recipient from fulfilling the scholarship requirement:

- Disability
- Serious illness or injury of the student
- Pregnancy or adoption

- Extreme financial hardship of the students or student's immediate family
- Fulfillment of military service
- Serious illness or death of an immediate family member.

Students may appeal online by visiting

https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_appeals.aspx

x. When an appeal is submitted, OSFA will review the appeal and render a decision within 30 days.

Near Completer Grant Program

Overview

A **Near Completer Grant** refers to an individual who has attended a two-year or four-year educational institution and has completed college credits but does not have a college degree and is no longer attending an institution of higher education.

This program is open to Maryland community colleges and public institutions of higher education. MHEC will post a list of participating institutions on its website. Please continue to monitor the MHEC webpage for updates on participating institutions.

Eligibility Requirements

To be considered for the award the student must have:

- Been accepted into college for the upcoming academic year.
- Earned at least 45 credit hours attending a community college.
- Earned at least 90 credit hours attending a public four-year educational institution.
- Earned a minimum grade point average of 2.0 on a scale of 4.0 while attending the institution.

Institutional Responsibilities

The institution will certify and request payment for all recipients, on a semester basis, on or before:

- August 1, for header summer semester
- December 15, for the fall semester
- May 15, for the spring semester
- June 15 for trailer summer semester

The institution must also verify the recipient meets the in-state tuition requirements.

An institution that fails to certify and request payment for all recipients on a semester basis may not certify recipients for the subsequent semester.

Awarding

Students who re-enroll at a community college will be eligible for up to one-third of the in-county tuition charge. Students who re-enroll in Public four-year institutions will be eligible for up to one-third of the (in-state) undergraduate tuition charge.

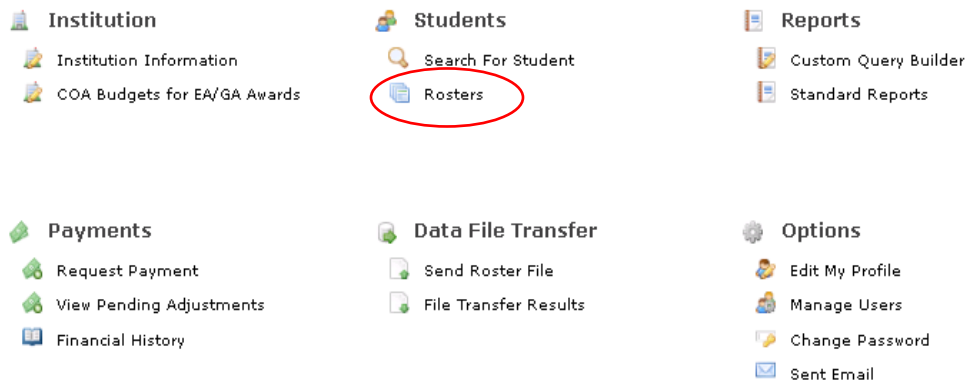
The grant may be used for tuition **only** after all non-loan aid has been applied. Grants will be provided on a first-come, first-served basis.

Near Completer Grant Roster

The **Near Completer Roster** provides a list of qualified Near Completer Grant applicants. The institution must report the total dollar amount the applicant receives in institutional, federal, or any other non-loan aid and tuition charges.

MANDATORY FEE CHARGES MUST BE EXCLUDED WHEN REPORTING TUITION CHARGES on the Roster. Eligible applicants will appear on the Near Completer Grant roster once their award eligibility has been determined by OSFA.

Institutions must access the “Near Completer Roster” in MDCAPS by clicking on the “Rosters” tab from the main menu.



Once on the Roster, institutions will see the “Near Completer Roster” roster under the “Certification Rosters” section.

Search: 2019-2020 ▾ Enrl Awards ▾ Non-Enrl Awards ▾ [Help](#)

HOME > Roster Selection

You are currently working with the **2019-2020** Academic Year.

Campus: ▾
 Program: ▾
 Term: ▾

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Accepted/Not Certified (Billing Roster) Includes only students who have accepted awards.	PDF	Online	Download
GPA Roster	PDF	Online	Download
Verification Roster	PDF	Online	Download
Enrollment Documentation	Not Applicable	Not Applicable	Download
Credit Roster	Not Applicable	Online	Download
Promise Roster	PDF	Not Applicable	Download
Near Completer Roster	Not Applicable	Not Applicable	Download

Note the Near Completer Roster can only be Downloaded (Excel)

Updating the Roster

Institutions must select: “Near Completer” as the “Program” and the “Fall Term” for the “Term”.








You are currently working with the **2019-2020** Academic Year.

Campus:

Program:

Term:

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Accepted/Not Certified (Billing Roster) Includes only students who have accepted awards.	PDF	Online	Download
	GPA Roster	PDF	Online	Download
	Verification Roster	PDF	Online	Download
	Enrollment Documentation	Not Applicable	Not Applicable	Download
	Credit Roster	Not Applicable	Online	Download
	Promise Roster	PDF	Not Applicable	Download
	Near Completer Roster	Not Applicable	Not Applicable	Download

Informational Rosters

Once the institution downloads the Near Completer Roster, all applicants identified by MHEC as “Qualified” for the Near Completer Grant will appear on the roster at the respective institution.

For all headers highlighted below in yellow, the information as reported in MDCAPS automatically defaults on the roster as applicable. Institutions can update all fields highlighted in yellow if needed.

The Near Completer Grant Roster includes the following headers:

- MHEC ID
- Academic Year
- School Code
- Program Short Name
- SSN (include SSNs with all zeros)
- Last Name
- First Name
- Middle Name
- EFC
- Date of Birth
- ISIR ID & Transaction Number

- IsMSFAA (a code of Y or N indicating is a student is a MSFAA filer or not)
- Dependency Status
- Pell Award Amount
- EA Award Amount
- GA Award Amount
- VAIC Award Amount
- 2+2 Transfer Scholarship
- Legislative Scholarships Award Amount
- WSSAG Award Amount
- Riley Award Amount
- Institutional Award Amount
- Other Non-loan Award Amount

Annual Tuition Charges

*Last Date Record Uploaded (displays the date in which the applicant’s record was uploaded in MDCAPS)

The institution is responsible for reporting the annual amounts following information on the Roster:

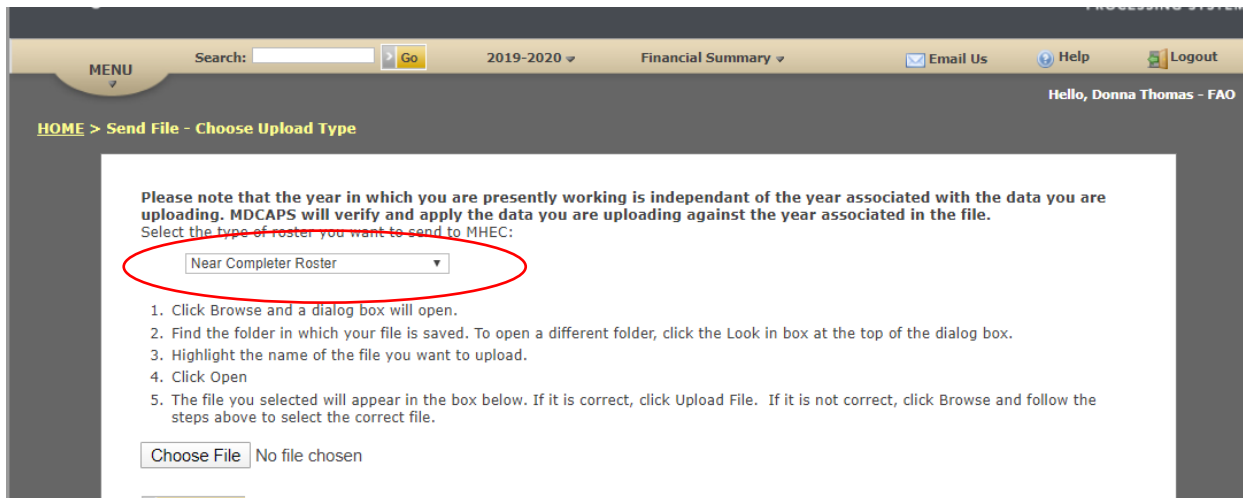
- As applicable, report updated ISIR ID & Transition Number (only if the applicant’s ISIR Transaction number, EFC, and Dependency Status differ from what’s reported in MDCAPS)
- Annual Institutional Financial Aid award amount
- Annual Other Non-loan Aid award amount
- Annual Tuition Amount

Note: An institution may also adjust the student’s Pell award amount that defaults on the Roster to align with the amount the student has been awarded as verified by the institution.

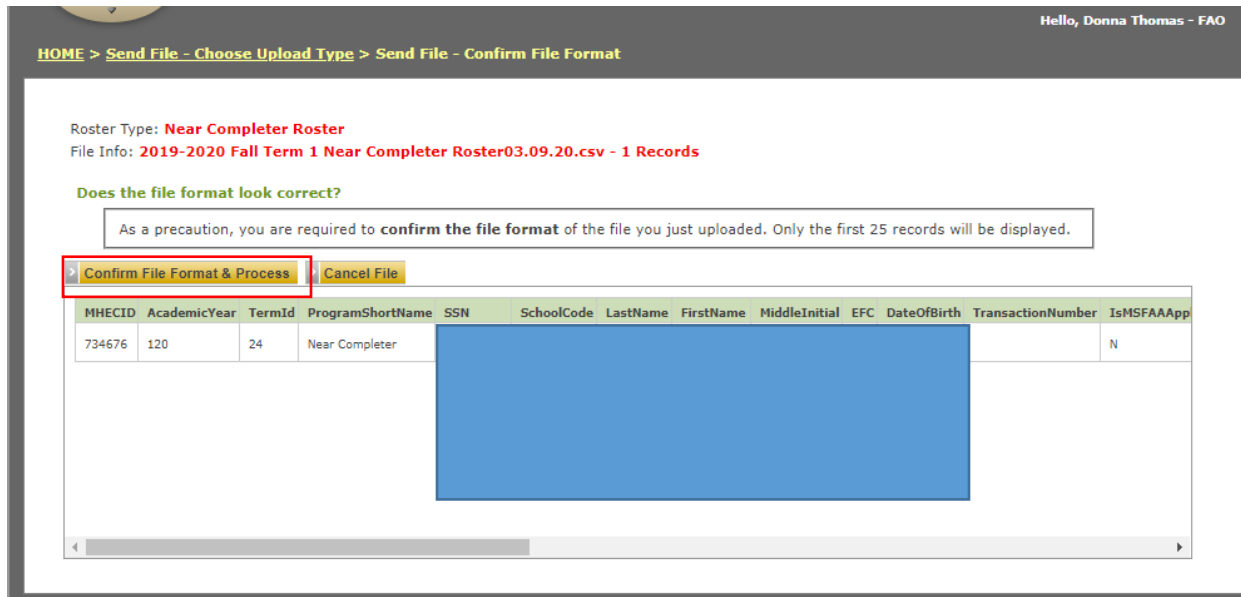
File Upload

To upload the Roster, community colleges must click on “Send Roster File” from the main menu. Once on the “Send Roster File” screen, select “Near Completer Roster”.

Institutions must **Upload** the file in **.csv format** according to the Roster File Layout in the *Appendix* section of this manual. **You must delete the header row before uploading the file.**



Institutions will have to click on “Confirm File Format & Process” to upload the file.



Note: An applicant who is determined to be Qualified for the award will remain on the Roster after the file has been uploaded. This is necessary for the institution to make updates as applicable to an applicant’s record. Therefore, institutions should refer to the “Last Date Record Uploaded” column to identify records that have been previously uploaded into MDCAPS.

File Transfer Results

After uploading the roster, download your result files. To do this, select “File Transfer Results” in the Data File Transfer section of the main menu. Expand the bar for the file results you want to download by clicking the bar or the plus sign.

There will be four result file types for each sent file:

- **Eligible Applicants Records** - processed successfully and applicants are eligible based upon data in MDCAPS. If new ISIR and EFC information was reported on the uploaded file, eligibility may change later, after the new ISIR is loaded.
- **Ineligible Applicants Records** - processed successfully but applicants are not eligible.
- **All Applicants All Records** - processed successfully (eligible and ineligible).
- **Exceptions Records** - that did not process. The reason the record did not process will display in the last column of the file. *Note any record entered as null or with a zero will display on the exception report.*

How can an institution track changes reported on the Near Completer Roster?

Institutions can track changes reported on the Roster by referring to the “**Last Date Record Uploaded**” column. This column displays the last date in which the applicant(s) record was uploaded.

File Layout

The **Near Completer Roster** allows the institution to report the student's aid and tuition on a per term basis, rather than an annual basis. Institutions must upload files in Coma Separated Value (.csv) format. The first row in the file is a header row with column (field) names and must be deleted before uploading the file.

Field	Type	Size	Description	FAO Update	Values/Comments
MHEC ID	Integer	8	ID assigned to student by MDCAPS	N	123456
Academic Year	String	char(9)	Academic year description	N	2009-2010
ProgramShortName	string		The id of the program group		
Term ID	Integer	2	Term description	N	24, 25
SSN	String	char(9)	Student's SSN	N	123456789 (no hyphens)
School Code	String	char(6)	6-digit Federal School Code	N	002000
Last Name	String	varchar(30)	Student's last name	N	
First Name	String	varchar(30)	Student's first name	N	
Middle Initial	String	varchar(1)	Student's middle initial	N	
EFC	Integer		Current EFC	N	99999
Date of Birth	DateTime		Student's birth date	N	*3/14/2001 MM/DD/YYYY
ISIR Transaction	String		ISIR transaction used for awarding	Y	999999999AB01 Only if it differs
IsMSfaa	String	char(1)	A Y or N indicating if a student is a MSFAA filer or not	N	
Dependency Status	String	Char(1)	I - Independent D - Dependent	N	
Pell Award Amount	Integer		Award amount for Pell Grant	N	
EA Award Amount	Integer		Award Amount for EA Grant	N	
GA Award Amount	Integer		Award Amount for GA Grant	N	
VAIC Award Amount	Integer		Award Amount for VAIC Program	N	
2Plus2 Transfer Scholarship	Integer		Award Amount for 2Plus2Program	N	
Legislative Award Amount	Integer		Collective Award Amount for Legislative Scholarships	N	
WSSAG Award Amount	Integer		Collective Award Amount for WSSAG Programs	N	
Riley Award Amount	Integer		Award Amount for Riley Scholarship	N	
Institutional Award Amount	Integer		Award amount provided from the Institution	Y	Must be filled out
Other Nonloan Aid Award Amount	Integer		Total award amount student receives from other nonloan options	Y	Must be filled out
Annual Tuition Charges	Integer		Total cost of attendance	Y	Must be filled out
Last Date Record Uploaded	Date		Last date where this student's promise roster data was uploaded and processed	N	Will be empty if the data has never been processed this year

LEGISLATIVE SCHOLARSHIPS

Senatorial Scholarship Program

Overview

The **Senatorial Scholarship Program** is for Senators of the Maryland General Assembly to provide financial assistance to full-time and part-time students pursuing undergraduate, graduate, or professional education.

Eligibility

A student must:

- Be a Maryland resident (and their parents if the student is dependent).
- Enroll at a two-year or four-year Maryland college or university, as a full-time or part-time, degree-seeking undergraduate or graduate student, or attend private career institutions.
- Enroll in a certificate or license program, course, or sequence of courses at a **community college** that leads to licensure or certification.
- Have demonstrated financial need if awarded by OSFA and must take the SAT 1 or the ACT unless they graduated from high school five or more years ago; must have earned 24 college credit hours; or must be attending a community college or a private career school.

Senatorial applications are accepted beginning in February of each year prior to the start of the award year.

Awards are posted starting in May and students are notified by the Senator's office and OSFA.

Enrollment

Degree-seeking enrollment requirements include, undergraduate, full-time (12+ credits per semester) or part-time (6-11 credits per semester); or graduate, full-time (9+ credits per semester) or part-time (6-8 credits per semester).

Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.

Method of Awarding

Senators have the option of using the actual tuition and fees or making awards at a set amount starting at \$400. Set dollar amounts are not adjustable.

Award Amount

- Award Minimum: \$400
- Award Maximum: \$12,617

Renewal awards

If a student receives a renewable award, the award will be renewed automatically as long as the student maintains satisfactory academic progress. A full-time student may receive a Senatorial Scholarship for a total of four years. A part-time student may receive a Senatorial Scholarship for a total of eight years.

Reimbursement of Specified Expenses

An applicant currently enrolled, or enrolled within in the prior two years, in a certificate or license program, course, or sequence of courses at a community college that leads to certification or licensure may use the scholarship to reimburse specified educational expenses, including tuition, mandatory fees, and room and board.

If the student was enrolled in the prior two years in a certificate or license program, course, or sequence of courses at a community college that leads to certification or licensure as reimbursement for educational expenses, the community college must document the student's expenses from the previous year, to reimburse the student. The college will issue the reimbursement amount in accordance with its institutional policy.

Extension of Awards

A recipient may hold a scholarship for a fifth undergraduate academic year or for a semester after the end of a fourth undergraduate academic year, if the recipient:

- Requests a scholarship from the Senator for a fifth undergraduate academic year or for a semester subsequent to the end of a fourth undergraduate academic year.
- Is a full-time student.
- Continues to be eligible for in-state tuition.
- Continues to be a student at the institution and takes courses leading to a degree.
- Has exhausted all available award funds in the program.

Award Certification

Institutions should certify student eligibility and enrollment right after the census date each semester by using the Accepted/Not Certified (Billing Roster) roster in MDCAPS followed by requesting payment.

Unique Majors

In certain cases, this award may be used at an out-of-state institution, *if* the student's major is not available at any Maryland institution and the Senator agrees. OSFA must verify that the student's major is unique. To be considered for unique major approval, students must submit the curriculum outlined for their intended major and a cover letter that includes date of birth, MHEC ID, name of major, name of institution, degree to be earned, and academic year of entrance.

Students with a hearing impairment may also receive the Senatorial Scholarship at an out-of-state institution if the institution makes special provisions for hearing impaired students and comparable special provisions are not available to that student at a Maryland institution. Documentation of these circumstances must be submitted to MHEC for further consideration. Students who are approved for unique major status and receive a Senatorial Scholarship must have documented confirmation of enrollment in the approved major. This documentation should accompany the billing roster from the institution.

Example documents include a letter from the registrar or financial aid office, a screenshot of student's enrollment status or other appropriate documents. The student's award will be cancelled if verification of the declared major is not received or is not identical to the approved program on file with OSFA.

Institutional Responsibility

Complete the award certification process in MDCAPS by running the Accepted/Not Certified (Billing Roster) Roster certifying the student's eligibility and then requesting payment.

To be eligible for Legislative Scholarships the student must be:

- Enrolled at least part-time (6 credit hours) each term at the undergraduate or graduate level.
- Approved by their Senator to go from full-time to part-time enrollment to remain eligible, as applicable.

A reminder that the FAFSA/MSFAA are not required for the applicant to be eligible for the award.

Legislative Deadlines

Students should begin applying for Legislative Scholarships as early as February. Awards are usually posted to MDCAPS by mid-May, prior to the academic year.

Delegate Scholarship Program

Overview

The **Delegate Scholarship Program** is for Delegates of the Maryland General Assembly to provide financial assistance to full-time and part-time students pursuing undergraduate, graduate, or professional education.

Eligibility

A student must be:

- Eligible for in-state tuition.
- Enrolled at a two-year or four-year Maryland college or university as a full-time (12+ credits per semester) or part-time (6-11 credits per semester) degree-seeking undergraduate or graduate student, or attend private career institutions.

Students currently enrolled or enrolled within the last two years in a certificate or licensure program, course, or sequence of courses at a community college that leads to certification or licensure as reimbursement for educational expenses defined by MHEC include, tuition, mandatory fees, and room and board.

Generally, Delegate applications are accepted as early as the beginning of February of each year prior to the start of the award year. Awards are posted starting in May and students are notified by the individual Delegate's office and OSFA.

Enrollment

A student must enroll each semester as:

- An undergraduate, full-time (12+ credits per semester) or part-time (6-11 credits per semester) student.
- A graduate, full-time (9+ credits per semester) or part-time (6-8 credits per semester) student.

Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.

The scholarship can be used at out-of-state institutions if the applicant is on active duty with the U.S Military and domiciled in the state. A the student who is disabled can use the scholarship at an out-of-state institution if the student is studying at an out-of-state institution that makes special provisions for disabled students that are not available to the applicant at an institution in Maryland.

Method of Awarding

Delegates have the option of using the actual tuition and fees or making awards at a set amount starting at \$200. Note: Set dollar amounts are not adjustable.

Award Amount

- Award Minimum: \$200
- Award Maximum: \$12,617

Renewal Awards

Delegate Scholarships are not automatically renewed. Students must reapply each year for selection.

Reimbursement of Specified Expenses

An applicant currently enrolled, or enrolled within the prior two years in a certificate or license program, course, or sequence of courses at a community college that leads to certification or licensure may use the scholarship to reimburse specified educational expenses, including tuition, mandatory fees, and room and board.

If the student was enrolled within the prior two years in a certificate or license program, course, or sequence of courses at a community college that leads to certification or licensure as reimbursement for educational expenses, the community college must document the student's expenses from the previous year, in order to reimburse the student. The college will issue the reimbursement amount in accordance with their institutional policy.

Award Certification

Institutions should certify student eligibility and enrollment right after the census date each semester by using the Accepted/Not Certified (Billing Roster) roster in MDCAPS followed by requesting payment.

The FAFSA or MSFAA are not required for the institution to certify the applicant's award eligibility.

Unique Majors

In certain cases, this award may be used at an out-of-state institution, if the student's major is **not** available at any Maryland institution and the Delegate agrees. OSFA must verify that the student's major is unique. To be considered for unique major approval, students must submit the curriculum outlined for their intended major and a cover letter that includes date of birth, MHEC ID, name of major, name of institution, degree to be earned, and academic year of entrance.

Students with a hearing impairment may also receive the Delegate Scholarship at an out-of-state institution if the institution makes special provisions for hearing impaired students and comparable special provisions are not available to that student at a Maryland institution. Documentation of these circumstances must be submitted to MHEC for further consideration. Students who are approved for unique major status and receive a Delegate Scholarship must have documented confirmation of enrollment in the approved major. This documentation should accompany the billing roster from the institution.

Example documents include a letter from the registrar or financial aid office, a screen-shot of the student's enrollment status or other appropriate documents. The student's award will be cancelled if verification of his/her declared major is not received or not identical to the approved program on file with OSFA.

Institutional Responsibility to the Program

Complete the award certification in MDCAPS by using the Accepted/Not Certified (Billing Roster) Roster, certify the student's eligibility then request the payment.

Students must be enrolled at least part-time (6 credit hours) each term at undergraduate or graduate level enrollment. Students must get approval from their Delegate to go from full-time to part-time enrollment to remain eligible.

A reminder the FAFSA/MSFAA are not required for the applicant to be eligible for the award.

Legislative Deadlines

Students should begin applying for Legislative scholarships as early as February. Awards are usually posted to MDCAPS by mid-May prior to the academic year.

**CAREER & OCCUPATION BASED
GRANTS & SCHOLARSHIPS**

Richard W. Collins III Leadership with Honor Scholarship

Overview

The **Richard W. Collins III Leadership with Honor Scholarship** Program establishes eligibility criteria for minority individuals who are members of the Reserve Officer Training Corps, and students attending a historically black college or university in Maryland.

Eligibility

To be eligible, an individual must:

- Complete the Richard W. Collins III Leadership with Honor Scholarship application and submit all required documentation through MDCAPS by July 15.
- Be enrolled full-time at the following institutions **only**: *Bowie State University, Coppin State University, Morgan State University, or University of Maryland Eastern Shore.*
- Be a member of a ROTC program.
- Have been identified by the institution as a minority student or a student who is a member of another group historically underrepresented in Reserve Officer Training Corp (ROTC) programs.
- Have been determined to be eligible for in-state tuition by the institution.

Documentation Requirements

The documentation that applicants must submit to OSFA, after completing the application online through MDCAPS, consists of:

- Official documentation that the applicant is a member of the ROTC program.
- The Richard Collins Institutional Certification Form, which is available through the MDCAPS website for the applicant to download.

Acceptable documentation to verify the applicant is a member of the ROTC program at the institution must include a letter from the ROTC Chair **or** institution's registrar on institutional letterhead.

The Institutional Certification Form must be completed by the institution to document that the applicant is a minority student or a student who is a member of another group historically underrepresented in the ROTC program.

Award Amount

An annual scholarship award shall be in the amount prescribed by MHEC, which shall not exceed the recipient's education expenses. The minimum scholarship award amount shall not be less than \$500 per semester and \$1,000 for the academic year.

Renewing an Award

An applicant is eligible to renew a scholarship for a maximum of three (3) renewal years if the applicant:

- Submits the FAFSA or MSFAA by the established deadline.
- Continues to enroll full-time at: *Bowie State University, Coppin State University, Morgan State University, or University of Maryland Eastern Shore.*
- Continues to meet the in-state tuition requirements as determined by the institution.
- Continues to maintain the satisfactory academic progress standards as defined by the institution.

Institutional Responsibility to the Program

The institution must certify and request payment for all recipients, on a semester basis, on or before December 15, for the fall semester and May 15 for the spring semester.

The institution must also:

- Verify that the recipient meets the in-state tuition requirement.
- Verify that the recipient is enrolled full-time (at least 12 credits) each semester.
- Verify that the recipient continues to maintain the satisfactory academic progress standards as defined by the institution.

Teaching Fellows for Maryland Scholarship

Overview

The **Teaching Fellows Scholarship** is for students who pledge to work as public school or public prekindergarten teachers in the state upon completion of their studies at schools that have at least 50 percent of the students in the school eligible for free or reduced-price meals (FRPM).

Eligibility Requirements

Students must:

- Be enrolled or plan to enroll at an eligible institution in an undergraduate or graduate program.
- Be seeking to change careers to pursue a course of study or program in an academic discipline leading to a Maryland professional teacher's certificate.
- Agree to work as public school or public prekindergarten teachers in the state upon completion of their studies at elementary and secondary schools that have at least fifty percent of the students in the school eligible for free or reduced-price meals (FRPM).
- Be a Maryland resident or have graduated from a Maryland high school.
- Enroll full-time or part-time at an eligible institution pursuing a course of study or program leading to a Maryland professional teacher's certificate.
- Be currently enrolled in high school and have an overall GPA of 3.3 on a 4.0 scale or its equivalent after completion of the first semester of the senior year.
- Be currently enrolled as a full-time undergraduate student at an eligible institution and have a cumulative GPA of 3.3 on a 4.0 scale and have made satisfactory progress toward a degree in an academic discipline leading to a Maryland professional teacher's certificate.
- Have achieved a score of 500 on the reading and math portions of the SAT, with a combined score of at least 1,100.
- Have achieved a composite ACT score of 25.
- Have achieved a score of fifty percent on the GRE and have demonstrated an exceptional dedication to or aptitude for teaching.

A recipient of this scholarship may not hold a Maryland professional teacher's certificate.

Renewal Requirements

A recipient is eligible for a renewal award if the recipient.

- Continues to be a resident of the state.
- Continues to be a full-time or part-time undergraduate or graduate student.
- Maintains a GPA of at least 3.3 on a 4.0 scale.
- Continues to make satisfactory progress toward a degree and maintains the standards of the institution.

If a recipient of the Teaching Fellows for Maryland Scholarship is enrolled in a course of study that is determined by the institution to require five years to complete, the recipient may renew the annual award four times.

Award Amount

The annual scholarship award at a public senior higher education institution in the state that has a department, school, or college of education is 100 percent of the equivalent annual tuition, mandatory fees, and room and board of a resident undergraduate student or graduate student, as appropriate. The annual scholarship at the public senior higher education institution or at a private nonprofit institution of higher education in the state that has a department, school, or college of education, an amount equal to the lesser of:

- 100 percent of the equivalent annual tuition and mandatory fees of a resident undergraduate student or graduate student, as appropriate, at the University of Maryland, College Park Campus; or
- 50 percent of the equivalent annual tuition and mandatory fees of a resident undergraduate or graduate student, as appropriate, at the eligible private nonprofit institution of higher education; and
- 100 per cent of the room and board of a resident undergraduate student or graduate student, as appropriate, at the eligible private nonprofit institution of higher education in the state.

A private nonprofit institution of higher education shall provide a matching scholarship award in an amount equal to the award calculated.

Service Obligation Requirement

A recipient of the Teaching Fellows Scholarship must teach in a public school or public prekindergarten program that has at least 50 percent of its students eligible for FRPM for the periods specified below:

- A recipient who receives a scholarship as an undergraduate student, the service obligation is one year for each year in which the recipient receives a scholarship.
- A student who receives a scholarship as a graduate student, the service obligation is two years for each year that in which recipient receives a scholarship.

Eligible Institutions

The Teaching Fellows Scholarship may be used at a Maryland public senior higher education institution that possesses a certificate of approval from the Commission and has a department, school, or college of education, or a Maryland private nonprofit institution of higher education that possesses a certificate of approval from the Commission and has a department, school, or college of education, and agrees to providing a matching grant to an undergraduate or graduate student who receives a Teaching Fellows for Maryland Scholarship. Private non-profit institutions only must annually complete a participation agreement by the established deadline.

Institutional Responsibilities

The institution is responsible for certifying that the applicant meets the requirements below before certifying the award:

- Enrolled full-time
- Enrolled in a program that leads to a Maryland professional teacher's certificate
- Housing status

- Maintains SAP
- Maintains the 3.3 GPA requirement
- Does not hold a Maryland professional teacher's certificate

The institution must also verify that the applicant’s award amount does not exceed their annual cost of attendance.

If the recipient is overawarded in grant and scholarship aid, (*not in loans or work- study*), the institution must submit the overaward adjustment spreadsheet via email at faohelp.mhec@maryland.gov for OSFA to adjust the award.

Below is a copy of the Award Adjustment template that institutions must use when sending overaward adjustments to OSFA.

MHEC ID #	
COA	
Pell	
SEOG	
Sen	
Del	
Private Scholarship	
Conroy	
GA	
EA	
Tuition Waiver	
Teach Grant Waiver	
WSSAG	
VAIC	
Total FA	0
Remaining Need	0

Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship Program

Overview

The **Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program** encourages members of the firefighting, ambulance, and rescue organizations serving Maryland communities to pursue credited courses that lead to a degree in fire service technology, emergency medical technology, fire service management, or public safety administration with a minor or concentration in fire service technology or fire service management.

Eligibility Requirements

To be eligible for consideration, each new and continuing applicant must meet the following criteria:

- Be an actively engaged career or volunteer firefighter, ambulance, or rescue squad member.
 - Actively engaged is defined as either a volunteer member within a county or municipality that operates a Length of Service Award Program (LOSAP), has recorded at least 50 LOSAP points as part of a fire, ambulance, or rescue squad in the tax year prior to the award year, and the points have been earned in at least two different categories; or within a county or municipality that does not operate a LOSAP, has recorded at least 50 points under the point system established by the county or municipality to identify active members as part of a fire, ambulance, or rescue squad in the tax year prior to the award year, and the points have been earned in at least two different categories or a career member who has worked a minimum of 1,000 hours as part of a fire, ambulance, or rescue squad in the tax year prior to the award year.
- Maintain Maryland residency.
- Be enrolled in a degree program for fire service technology, emergency medical technology, fire service management, or public safety administration with a minor or concentration in fire service technology or fire service management.
- Maintain a grade point average of at least 2.5 on a 4.0 scale.

Additional Application Information

The application is available online through the student's MDCAPS account in January of each year and all documentation required for consideration should be submitted by May 1st annually.

Award Amount

The annual award shall be at least 50 per cent of the student's actual annual tuition and mandatory fees at an eligible institution, but may not exceed the annual tuition and mandatory fees of a resident undergraduate student at the four-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and the University of Maryland, Baltimore Campus, with the highest annual expenses for a full-time resident undergraduate for courses credited toward a degree in fire service technology, emergency medical technology, fire service management, or public safety administration with a minor or concentration in fire service technology or fire service management.

The 2022-2023 maximum award for the Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program is **\$12,617. The award covers 100 percent of tuition and fee expenses.**

Service Obligation

A recipient is required to serve for one year as a volunteer or career firefighter or ambulance or rescue squad member, in a full-time or part-time capacity, of an organized fire department or ambulance or rescue squad in the state after completion of an eligible program.

Each applicant offered an award must sign and return a promissory note agreeing to begin fulfillment of the service obligation as a career or volunteer firefighter or ambulance or rescue squad member for which the award was received within one year of completing the degree for which they received assistance. The service obligation begins after completion of the degree program and cannot be fulfilled prior to completion. If a recipient holds this scholarship with any other State award requiring a service obligation, the obligations must be served in consecutive years.

Cybersecurity Public Service Scholarship Program

Overview

The **Cybersecurity Public Service Scholarship Program** supports students who are pursuing an education in programs that have been identified by the Secretary of Higher Education as being directly relevant to cybersecurity.

Application Process

Students must complete the Cybersecurity Application through the Maryland College Aid Processing System (MDCAPS) and send all required documents to OSFA no later than July 1 for consideration of the award.

Students must submit the following required documents:

- A copy of the applicant's official college or university transcript.
- Proof from the eligible institution that the applicant is two years from graduation in a cybersecurity program.
- Certification from the institution verifying that the applicant has not received or applied for a federal Cybercorps Scholarship for Service.

Documentation Requirements

The Institutional Verification form requires an institutional signature. The institution's financial aid office may provide a signature on the form.

The Institutional Verification form also requires the institution to report the CIP code associated with the student's cybersecurity program as reflected on the approved cybersecurity program list provided by MHEC.

Eligibility Criteria

An individual may qualify for this scholarship if the individual is:

- Eligible for in-state tuition.
- Enrolled full-time or part-time at an eligible institution in a cybersecurity program.
- Within two years of graduation from the cybersecurity program.
- Maintaining a cumulative grade point average of at least 3.0 of a 4.0 scale.
- Not receiving a federal CyberCorps Scholarship for Service, regardless of whether the applicant has applied for a federal CyberCorps Scholarship for Service.
- Attending an eligible institution (public or private nonprofit).
- Submitting an application and any required supporting documentation to the Office of Student Financial Assistance by July 1st.

Award Amount

The award amount of the Cybersecurity Public Service Scholarship will be in the amount prescribed by MHEC and may be used to pay for education expenses as defined by MHEC, including:

- Tuition and mandatory fees
- Room and board

Renewing Requirements

An award recipient may renew the award for an additional year if the individual:

- Continues to be eligible for in-state tuition.
- Continues to meet Satisfactory Academic Progress (SAP).
- Maintains a grade point average of at least a 3.0 GPA.
- Continues to enroll as a full-time student.

Service Obligation Requirements


As a precondition of receiving a scholarship, a recipient will provide a promissory note and enter into a written agreement with the Commission in the form and manner prescribed by the OSFA.

Recipients of the Cybersecurity Public Service Scholarship award must sign a agreements to work full-time (at least 35 hours per week) in the field of cybersecurity for the state government or for a public high school in the state, teaching in an education program that is directly relevant to cybersecurity for each year they received the scholarship.

A scholarship shall be used solely for education expenses to attend an eligible institution. The award will convert into a loan payable to the state if the student fails to adhere to the following:

- Earns credit as a full-time student as defined in MHEC regulations.
- Completes the cybersecurity program for which the recipient received the scholarship.
- Performs the service obligation as required.

Eligible Majors and Programs:

To view a list of all eligible programs for consideration of this scholarship,  [click](#) here.

Tuition Reduction for Non-Resident Nursing Students

Overview

The **Tuition Reduction for Non-Resident Nursing (NRN) Students** provides tuition reduction for non-residents of Maryland who attend two-year or four-year public institutions in Maryland and agree to work in a Maryland hospital or related institution after graduation.

Eligibility Requirements

To be eligible for consideration, each new and continuing applicant must meet the following criteria:

- Must be a resident of a state **other than** Maryland.
- Must enroll at a two-year or four-year Maryland public college or university as a full-time (12+ credits per semester) or part-time (6-11 credits per semester), degree-seeking undergraduate student.
- Must be enrolled in an education course or program leading to an occupation as a licensed registered nurse or a licensed practical nurse.

Institutional Responsibility

After OSFA determines the NRN applicant is eligible for the award for the current year, the institution's financial aid office will electronically upload a roster of eligible NRN awards made to each student each semester.

Additional Information

This award is not based on need. Also, audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status and the institution may reduce the student's tuition so that it pays the tuition charged to a Maryland resident.

Awarding

The award amount is the difference between tuition for out-of-state residents and Maryland residents (e.g., out-of-state tuition is \$18,000 and in-state tuition is \$10,000, the award amount would be \$8,000.)

Tuition Reduction Roster

Beginning with the 2022-2023 academic year and thereafter, institutions will use the “NRN Tuition Roster” to review and certify eligible recipients. Institutions will no longer receive the annual excel spreadsheet to report award recipients to MHEC.

To utilize the roster, go to the Rosters section download the Tuition Reduction roster, fill in the award amount, and upload it in the Send Roster File dialog. Please note that the roster is filled out for each term, so the Award Amount listed should be the amount that the tuition was reduced for the single term. Once the roster is uploaded, the students will have the award applied and the students should show up as Awarded and Accepted. Once MHEC acknowledges the award, the students will show as Paid.

Download Tuition Reduction Roster

1. In MDCAPS on the home page under “Student” click “Rosters”



2. Selection
 - A. Click dropdown for Program: NRNURSE
 - B. Click dropdown box for Term: Fall Term 1/Spring Term 2 (roster is completed per term)

HOME > Roster Selection

You are currently working with the **2022-2023** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: <Choose One>
 Term: <Choose One>

Certification Rosters

			View and Print (PDF)	Certify Online	Download File (CSV)
	Acc	Billing Roster)	PDF	Online	Download
	GP	information for students on the	Not Available	Not Available	Not Available
	Ver	students on the roster	Not Available	Not Available	Not Available
	GA Verification Roster	Submit GA Verification data for students on the roster	PDF	Online	Download
	Enrollment Documentation	Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
	Credit Roster		Not Applicable	Not Available	Not Available
	Promise Roster		Not Available	Not Available	Not Available
	Near Completer Roster		Not Applicable	Not Applicable	Download
	Tuition Reduction Roster		Not Applicable	Online	Download

Informational Rosters

		View and Print (PDF)	Certify Online	Download File (CSV)

3. Open Report

2022-2023

2022-2023 Fall Ter....csv

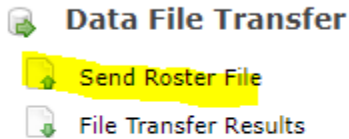
4. Enter the award amount in Column "G" and save your file

2022-2023 Fall Term 1 Tuition Reduction (2) - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	MHEC ID	Academic Term	Desc	Program	S	Last Name	First Name	Award Amount	Checksumid					
2	182957	2022-2023	Fall Term	NRNURSE			2500	13517351						

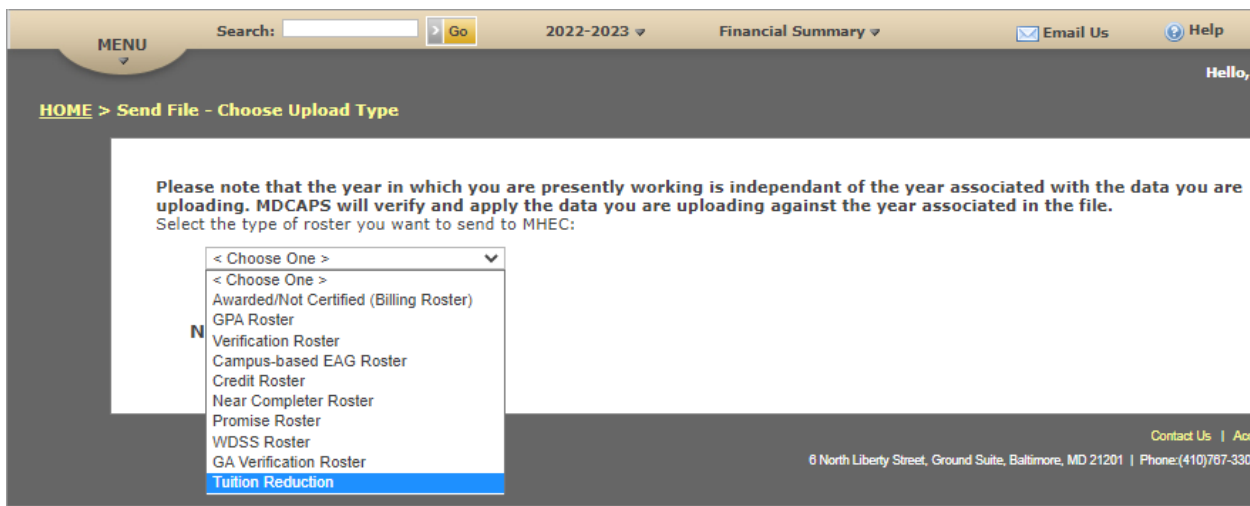
Upload Tuition Reduction Roster

1. In MDCAPS on the home page under “Data File Transfer” click “Send Roster File”



2. Selection

- a. Click the “Choose One” dropdown box and select “Tuition Reduction”



3. Upload Roster

[HOME](#) > [Send File - Choose Upload Type](#)

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. MDCAPS will verify and apply the data you are uploading against the year associated in the file.
Select the type of roster you want to send to MHEC:

Tuition Reduction

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

Choose File 2022-2023 ...n (TEST).csv

Upload File

4. Review Roster upload for accuracy

[HOME](#) > [Send File - Choose Upload Type](#) > [Send File - Confirm File Format](#)

Roster Type: **Tuition Reduction**
File Info: **2022-2023 Fall Term 1 Tuition Reduction (Test 6).csv - 1 Records**

Does the file format look correct?

As a precaution, you are required to **confirm the file format** of the file you just uploaded. Only the first 25 records will be displayed.

Confirm File Format & Process Cancel File

MHEC ID	Academic Year	Term Description	Program Short Name	Last Name	First Name	Award Amount	ChecksumID
[REDACTED]	2022-2023	Fall Term 1	NRNURSE - 2 Year - I	Bess	Erica	10000	13606133

5. Click “Confirm File Format & Process”

Confirm File Format & Process Cancel File

6. Your roster has been successfully submitted

[HOME](#) > [Send File - Choose Upload Type](#) > [Send File - Confirm File Format](#) > [Send File - Processing](#)

File Sent for Processing

Your file has been sent to MD CAPS for processing. Your result files should be available for download within 24 hours.

[HOME](#) > [Send File - Choose Upload Type](#)

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. MDCAPS will verify and apply the data you are uploading against the year associated in the file.
Select the type of roster you want to send to MHEC:

< Choose One >

You have sent 3 actual data file(s) to MHEC for 2022-2023

Date/Time	Roster Type	File Name
6/21/2022 10:58:04 AM	Tuition Reduction Roster	2022-2023 Fall Term 1 Tuition Reduction TEST.csv
6/17/2022 9:57:53 AM	Tuition Reduction Roster	2022-2023 Fall Term 1 Tuition Reduction TEST.csv
2/23/2022 11:15:47 AM	Credit Roster	2020-2021 Manual Credit Roster:02.24.22.csv

Contact Us | Accessibility | Privacy Notice
6 North Liberty Street, Ground Suite, Baltimore, MD 21201 | Phone:(410)767-3300 | Toll Free: (800) 974-0203

7. The award will appear on the student’s account.

Annual Award Summary

Program	Major	Annual Award	Certified to Date	Paid to Date	Institutional Award
EA - R		\$0.00	\$0.00	\$0.00	\$0.00
NRNURSE - 4 Year - I		\$5,000.00	\$5,000.00	\$0.00	\$0.00
TOTAL Awards		\$5,000.00	\$5,000.00	\$0.00	\$0.00

 **Fall Term 1 of 2022-2023 Academic Year**

NRN Template

Field	Type	Size	Description	FAO Update	Values/Comments
MHEC ID	Whole number		ID assigned to student by MDCAPS	N	
Academic Year	Text	9	Academic year being reported, with a dash	N	2009-2010
Term Description	Text	30	The term where the tuition reduction is being applied	N	Fall, Spring
Program Short Name	Text	25	The program the tuition reduction is being applied under	N	
Last Name	Text	30	The last name of the student receiving the reduction	N	
First Name	Text	30	The first name of the student receiving the reduction	N	
Award Amount	Whole number	The amount that the student's tuition is being reduced for this term	Y		
ChecksumID	Text	This value is used by the system to verify the student receiving the award	N		

A	B	C	D	E	F	G	H
MHEC ID	Academic Year	Term Description	Program Short Name	Last Name	First Name	Award Amount	ChecksumID

Service Obligation

A student must sign and return a promissory note agreeing to serve as a full-time nurse in a Maryland hospital or related Maryland institution.

Service is for four years if the student attended a four-year public institution or for two years if the student attended a two-year public institution, regardless of the number of years for which the student received an award, or the student must repay the scholarship with interest.

Students who transfer from a two-year institution to a four-year institution and continue to receive the tuition reduction will be obligated to serve separate service obligations for each institution type.

If the student holds this scholarship with any other award requiring a service obligation, they must perform their service in consecutive years.

Recipients of this tuition reduction have six months from the date of graduation to begin the service.

Workforce Shortage Student Assistance Grant Program

Overview

The **Workforce Shortage Student Assistance Grant (WSSAG) Program** is to provide the state with well-trained and highly skilled workers in shortage areas. Students who perform well academically and agree to use their training in eligible programs as members of Maryland's workforce may qualify for scholarship assistance.

Eligibility Requirements

To be eligible for consideration, each new and continuing applicant must meet the following criteria:

- Be an undergraduate or graduate student at an eligible institution.
- Enroll at an eligible institution on a part-time or full-time basis.
- Earn at least twelve (12) undergraduate or nine (9) graduate credit hours in each academic year.

Institutional Responsibility

During the certification process, institutions must verify that an applicant meets the eligibility requirements for the award. While completing the certification process, institutions must verify that the student's degree program aligns with the Service Area (detailed below) in which they are receiving the grant funding, or the award may be cancelled. Due to the sensitive nature of this process, please contact OSFA with questions regarding eligible majors and service areas.

Additional Information

Eligible majors and employment are defined by the Workforce Advisory Council biennially and are structured to address statewide workforce shortages in each occupational field.

Eligible majors for the academic year are grouped by service area to correspond with service areas listed in the Service Obligation section.

Eligible majors are listed below:

- **Hattie N. Harrison Memorial Child Care Scholarship (Service Area A):**
 - Child Development
 - Early Childhood Education
- **Ida G. and L. Leonard Ruben Scholarship (Service Area B):**
 - Human Services Degree Programs
 - Aging Services
 - Counseling
 - Disability services
 - Mental Health
 - Nursing
 - Occupational therapy
 - Physical Therapy
 - Psychology
 - Rehabilitation

- Special Education
- Supported Employment
- Vocational Rehabilitation
- Any other concentration in the healing arts or programs providing support services to individuals with special needs including child welfare and juvenile justice, and the alcohol and drug workforce.

- **Sharon Christa McAuliffe Memorial Teacher Education Scholarship (Service Area C):**

- Education – Approved teacher education program leading to certification in a critical shortage field, including
 - Chemistry (grades7-12)
 - Chinese (7-12)
 - Computer Science (7-12)
 - Earth/Space Science (7-12)
 - ESOL (preK-12);
 - Family and Consumer Sciences
 - Mathematics (7-12);
 - Physical Science (7-12);
 - Physics (7-12);
 - Spanish (7-12);
 - Special Education
 - Infant/Primary (birth-grade 3)
 - Elementary/Middle (grades 1-8)
 - Secondary/Adult (grades 6-adult)
 - Hearing Impaired
 - Severely & Profoundly Disabled
 - Visually Impaired
 - Technology education

NOTE: Elementary Education is not a critical shortage area & Physical Education is not a health occupation.

- **Parren J. Mitchell Scholarship- Nursing (Service Area D):**

- Nursing

- **Physical and Occupational Therapy (Service Area E):**

- Physical Therapy
- Physical Therapy Assistant
- Occupational Therapy
- Occupational Therapy Assistant

- **William Donald Schaefer Scholarship (Service Area F):**

- Law

- **Ruth M. Kirk Public Social Work– Social Work (Service Area G):**

- Social Work

- **Parren J. Mitchell Scholarship – Other (Service Area H):**

- Majors other than nursing, social work, and law (Designed to prepare individuals for a career in public service)

Awarding

The annual award amounts are:

- **\$2,000** per year if attending a Maryland community college full-time (12+ credits per semester) or **\$1,000** per year if part-time (6-11 credits per semester).
- **\$4,000** per year if attending a Maryland four-year institution full-time (12+ credits per semester for undergraduate; 9+ credits per semester for graduate) or **\$2,000** per year if part-time (6-11 credits per semester for undergraduate; 6-8 credits per semester for graduate).

A student may be enrolled for fewer than part-time credits during a semester if the student earns at least 12 undergraduate or 9 graduate credit hours in each academic year in which the student receives assistance, including summer sessions.

Service Obligation

Students must sign and return a service obligation agreement and promissory note agreeing to begin fulfillment of their service obligation in the employment field for which their award was received within one year of completing their degree.

If a student changes majors, it is ultimately their responsibility to follow up with OSFA to ensure that they retain their program eligibility.

Obligations must be fulfilled at a rate of one year for each year in which the student received the scholarship, even if they were enrolled on a part-time basis for one of the semesters.

If the student works part-time, the obligation must be fulfilled at a rate of two years for each year the scholarship was received, even if the student was enrolled on a part-time basis.

The service obligation begins after completion of their degree program and cannot be fulfilled prior to completion.

If the student holds this scholarship with any other award requiring a service obligation, the student must perform the service in consecutive years.

Deadlines

The MDCAPS application and all documents must be received by July 1.

Workforce Development Sequence Scholarship Program

Overview

The **Workforce Development Sequence Scholarship (WDSS)** is designed to provide financial assistance to students enrolled in a certificate program leading to employment, licensure, or job skill enhancement at a community college.

Application Process

Applicants must apply directly at the community college with the financial aid office.

Eligibility Requirements

The student must be:

- Enrolled at a community college that has entered into a participation agreement with OSFA.
- Enrolled in a Workforce Development Sequence approved by MHEC.
- Enrolled directly in a registered apprenticeship program that partners with a public community college in the state.
- A Maryland resident or a graduate from a Maryland high school, or an Active duty member of the U.S. Military who is stationed in or resides in, or is domiciled in Maryland.

Award Amount

The Workforce Development Sequence Scholarship has a maximum award amount of \$2,000 annually and may be used solely for tuition, mandatory fees, or other associated costs of attendance that have not been met through another grant or scholarship by the state or employer.

Institutional Allocation and Notification

OSFA will allocate funds equally to the community colleges up to 50 percent of the annual dollar amount budgeted for the scholarship. The amount remaining after the allocation shall be allocated proportionately to the participating community colleges based upon the following:

- Most recent FTE enrollment in workforce development sequences, based upon the previous year's Enrollment Report for Credit Courses (CC2 report) and Enrollment Report for Equated Credit Continuing Education Courses (CC3 report). It shall be divided by the total FTE enrollment for all workforce development sequences offered by all participating colleges.
- The percentage derived from the calculation above shall be multiplied by the total number of awards (in \$2,000 increments) not allocated and the result shall be the additional allocation per college.

Renewal Eligibility

Students enrolled in the Workforce Development Sequence may be eligible for renewal for a maximum of two developmental sequences if all other eligibility criteria are met.

Institutional Responsibility

In determining the selection criteria to be applied to award applicants, the community college:

- Will ensure that awards are made only to eligible students.
- Shall not make an award to any student who already has received the award for two workforce development sequences, regardless of the duration, cost, or successful completion of the sequences.
- May determine the prioritization of awards based upon any of the following criteria:
 - The workforce needs of the service area of the institution.
 - The availability to the applicant of other funds.
 - Whether the student has received the award previously.
 - The order in which applications were submitted by applicants.
- Will administer the Workforce Development Sequence Scholarship consistent with state and federal law.
- Will not discriminate against applicants, prospective applicants, or awardees based upon sex, race, ethnicity, religion, disability, sexual orientation, or sexual identity.
- Will report to OSFA annually regarding the selection criteria used by the college.

A community college must report annually to OSFA the following for each award.

By **October 15**, a report of all initial awards for the academic year that includes:

- Name and social security number of each award recipient.
- Cost of attendance for each sequence of courses.
- Amount awarded to each recipient.
- Workforce development sequence in which each recipient is enrolled.
- Any registered apprenticeship in which the recipient participated.
- State and county residency of each award recipient.
- Any recipients who are not residents of the state, the Maryland high school from which the recipient graduated.

By **January 15**, a report of subsequent awards for the academic year that includes:

- Name and social security number of each award recipient.
- Cost of attendance for each sequence of courses.
- Amount awarded to each recipient.
- Workforce development sequence in which each recipient is enrolled.
- Any registered apprenticeship in which the recipient participated.
- State and county residency of each award recipient.
- Any recipients who are not residents of the state, the Maryland high school from which the recipient graduated.

By **June 15**, a final end-of-year report that provides a final cumulative list of recipients that includes:

- Name, social security number, and date of birth of each award recipient.
- Cost of attendance for each sequence of courses.
- Gender, race, and ethnicity of each award recipient.
- Amount awarded to each recipient.
- Workforce development sequence in which each recipient is enrolled.
- Any registered apprenticeship in which the recipient participated; state and county residency of each award recipient.
- Any recipients who are not residents of the state, the Maryland high school from which the recipient graduated.
- The number of current year recipients registering for the following year to continue their

sequence of courses.

- Any additional information required by OSFA pursuant to the participation agreement.

Resolving Partial Matches

If after uploading the WDSS Roster, a student appears in the ‘Exceptions’ folder under the **File Transfers** tab in MDCAPS with the reason:

“Record partially matches an existing student. Please contact MHEC to resolve”.

This means that the student(s) in question have a partial match. The student’s name or SSN on the file differs from the information reported in MDCAPS.

To resolve the Partial Match issue, the institution must double check the student’s information to make sure there are no typographical errors. If no typographical error is found, MHEC must update the record in MDCAPS.

If there are no typographical errors in the file, the institution must send the following information for the applicable student(s) to MHEC using the faohelp.mhec@maryland.gov email account in a password protected excel file that includes the following:

- First Name
- Middle Initial
- Last Name
- SSN
- Date of Birth

Once MHEC receives this, information updates will be made in MDCAPS to clarify the discrepancies. Then the institution will be notified to re-upload the file by email.

File Upload Process

To upload the reporting requirements to OSFA, community colleges must click on “Send Roster File” from the main menu. Once on the “Send Roster File” screen, select “WDSS Roster”. Then choose your file and select “Upload File”.

Community colleges must **Upload** the file in **.csv format** according to the WDSS File Layout in the Appendix section of this manual. **You must delete the header row before uploading the file.**

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. MDCAPS will verify and apply the data you are uploading against the year associated in the file.
Select the type of roster you want to send to MHEC:

WDSS Roster

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

Choose File No file chosen

Upload File

Community colleges will have to click on “Confirm File Format & Process” to upload the file.

Roster Type: **WDSS Roster**

File Info: **Updated WDSS File Layout - Mont. College 10.28.19.csv - 9 Records**

Does the file format look correct?

As a precaution, you are required to **confirm the file format** of the file you just uploaded. Only the first 25 records will be displayed.

Confirm File Format & Process Cancel File

Program ID	Program Group ID	LastName	FirstName	MiddleInitial	SSN	SchoolCode	Sequence Term	Course Sequence Name	MHEC Sequence Number	CostOfAttendance	AwardAmount	RegisteredAp
561	296	Wine		L		6911	1	HVAC	152889-879	4000	100	N
561	296	First		T		6911	1	CDL	214856-782	5000	2000	Y
561	296	Iron		U		6911	2	CDL	014758-791	5000	1000	Y
561	296	Fairy		W		6911	2	Programmer	178965-230	4589	800	Y
561	296	Milk		Q		6911	1	Manual Machining	005879-225	4750	825	Y

File Transfer Results

After uploading a roster, download your result files. Select “File Transfer Results” in the Data File Transfer section of the main menu. Expand the bar for the file results you want to download by clicking the bar or the plus sign.

There will be four result file types for each sent file:

- **Eligible Students** - Records processed successfully; students are eligible based upon data in MDCAPS.
- **Ineligible Students** - Records processed successfully; students are not eligible.
- **All Students All** - Records processed successfully (eligible and ineligible)

- **Exceptions** - Records that did not process. The reason the record did not process is displayed in the last column of the file.

WDSS Roster

After you have uploaded the file, you can view the students on the “Active Award Roster”. To view this roster you must click on “Rosters” from the home screen, then select the Program “WDSS” and the applicable term of either “Sequence 1 or Sequence 2”.

HOME > Roster Selection

You are currently working with the **2019-2020** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program:
 Term:

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Accepted/Not Certified (Billing Roster) Certify eligibility of students who have accepted awards at your institution	PDF	Online	Download
GPA Roster Submit Grade Point Average information for students on the roster	PDF	Online	Download
Verification Roster Submit Verification data for students on the roster	PDF	Online	Download
Enrollment Documentation Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
Credit Roster	Not Applicable	Online	Download
Promise Roster	PDF	Not Applicable	Download

Informational Rosters

	View and Print (PDF)	Certify Online	Download File (CSV)
Active Award Roster Roster of students with active MHEC awards who have listed your institution on their FAFSA or MHEC Application	PDF	Online	Download

For the WDSS program **only**, community colleges are to use the Sequence 1 or Sequence 2 options for the Term field.

Students who enrolled in only one sequence during an academic year should be marked as Sequence 1, and students who enrolled in a second sequence in that same year should be marked as Sequence 2.

For example: Student John Smith enrolls in an HVAC course on October 1, 2021 and completes that sequence on January 4, 2022. Then, John Smith enrolls in another sequence program, such as CDL, on February 5, 2022. John’s CDL courses would be reported under Sequence 2.

File Layout

WDSS files must be in Comma Separated Value (.csv) format. The first row in the file is a header row with column (field) names.

Headings in the header row on the file upload **must** match the field name exactly or the file will not upload. Fields must be formatted as defined in the below WDSS file layout:

WDSS Roster File Layout					
Field	Type	Size	Description	FAO Update	Values/Comments
ProgramID	Integer		WDSS Program ID	Y	561
Program Group ID	Integer		WDSS Program Group ID	Y	296
Last Name	String	varchar(30)	Student's last name	Y	
First Name	String	varchar(30)	Student's first name	Y	
Middle Initial	String	varchar(1)	Student's middle initial	N	Can leave blank if there is no middle name
SSN	String	char(9)	Student's SSN	Y	123456789 (no hyphens)
School Code	String	char(6)	6-digit Federal School Code	Y	002000
Sequence Term	String	char(1)	Sequence number for the student	Y	Either a 1 or a 2
Course Sequence Name	String		Sequence Course Name for the student	Y	
MHEC Sequence Number	String		Sequence Number of Sequence	Y	Valid Format : xxxxxx-xxx
Cost Of Attendance	Integer		Cost of Attendance for the student	Y	99999
Award Amount	Integer		How much the student is awarded for this sequence	Y	
Registered Apprenticeship	String	char(1)	A Y or N indicating if a student is currently under any registered apprenticeships	Y	
State	String	varchar(5)	Which state the student lives in	Y	Please use the two letter state abbreviations (i.e. MD, VA, etc.)
County	String		Which County the student lives in	Y	
High School	varchar(50)		Which High School the student attended	Y	Only if student is not a MD resident
Gender**	String	char(1)	Students gender. Just the letter representation	Y	
Race**	String		Student's race	Y	
Date Of Birth**	Date		Students Date Of Birth	Y	Valid Format : MM/DD/YYYY
Grade Level	String	char(1)	Students grade level in College	Y	Valid input "8"
Degree Of Certification	String	char(1)	Student's Degree of Certification	Y	Valid input "10", "11"
Academic Year	String	varchar(9)	What Academic Year you are uploading the roster for	Y	Valid Format : 20XX-20XX (there should be no spaces between the years and the dash. it will not accept it otherwise.)

** only needs to be reported once

Maryland Police Officers Scholarship Program

Overview

The Maryland Police Officers Scholarship is awarded to current police officers or individuals planning to become a police officer enrolled in an academic program that furthers their career in law enforcement. Recipients must pledge to work as a police officer in the state upon completion of their studies.

Application Process

Applicants of the Maryland Police Officers scholarship must submit the online application through the [Maryland College Aid Processing System \(MDCAPS\)](#). The online application and all required documents must be submitted by **September 15, 2022** for consideration of the award.

Eligibility Requirements

Students who are current police officers or individuals planning to become a police officer after graduation and are:

- Accepted for admission or currently enrolled in an undergraduate or graduate program at a Maryland public senior institution.
- A Maryland resident or have graduated from a Maryland high school.
- Enrolled full-time or part-time pursuing a course of study or program that would further the recipient's career in law enforcement.

Applicants must agree to work as a police officer as defined in [§ 3-201 of the Public Safety Article](#) in the state upon completion of their studies.

Required Documentation

- Documentation confirming the student's current employment as a police officer (if applicable)
- High school transcript (if applicable)
- Institutional Certification Form
- Master Promissory Note (if awarded)
- Service Obligation Agreement (if awarded)

Service Obligation Requirement

An applicant awarded the Maryland Police Officers Scholarship must sign and return a promissory note and service obligation agreement agreeing to begin fulfillment of the service obligation as follows:

- A recipient must work as a police officer as defined in [§ 3–201 of the Public Safety Article](#) in the state no less than five years during the eight-year period after graduation.

Eligible Law Enforcement Agencies

Current police officers applying for the scholarship must be employed at one of the following law enforcement agencies as defined in [§ 3–201 of the Public Safety Article](#) in the state.

Award Amount

An annual scholarship award shall be fifty percent of the equivalent annual tuition and mandatory fees of a resident undergraduate student at the eligible institution.

Institutional Responsibility

UNIQUE POPULATIONS

Jack F. Tolbert Memorial Student Grant Program

Overview

The purpose of the **Jack F. Tolbert Memorial Student Grant Program (Tolbert Grant Program)** is to provide financial assistance to full-time students attending an approved private career school or institution in Maryland.

Eligibility

To be eligible for consideration, each new and continuing applicant must meet the following criteria:

- Maintain Maryland residency, or have a parent maintain Maryland residency (if they are dependent students).
- Be accepted for admission to a private career school, or enrolled in a private career school, or an institution approved by the Maryland Higher Education Commission.
- Demonstrate financial need.
- Be enrolled for 18 or more clock hours per week.

Additional Information

Participating Maryland private career schools or institutions nominate eligible students three times each year. All nominations shall be accompanied by a copy of the student's Federal Student Aid Report (SAR) and a Student Application provided by the institution.

Students will be awarded only once during the fiscal year, with a maximum eligibility of two awards.

Institutional Responsibility


The institution will identify and select eligible students based upon the information provided on the FAFSA application, and the award may be renewed for up to two years.

Deadlines

At the discretion of the institution.

1. Complete the Participation Agreement hit submit

Jack F. Tolbert Memorial Student Grant Program 2022-2023 Institution Participation Agreement

carl.brooks@maryland.gov [Switch account](#) 

Thank you

The Office of Student Financial Assistance with the Maryland Higher Education Commission has received your response.

Your information is under review and the administrator will follow-up with you by email.

If you have any additional questions, you may contact Carl Brooks by email at carl.brooks@maryland.gov

A copy of your responses will be emailed to the address you provided.

[Back](#) [Submit](#) [Clear form](#)

You will receive Participation Agreement thank you page after submission.

Jack F. Tolbert Memorial Student Grant Program 2022-2023 Institution Participation Agreement

Thank you for your participation in the 2022-2023 Tolbert Grant Program. Additional information will be provided shortly.

2. Submit candidates.

Untitled Section

Award Session *

Fall ▼

Enter the number of full-time students reported on Candidate Sheet *

2 _____

Upload your completed Candidate Sheet *

PDF 2022-2023 Jack ... X

↑ Add file

Back

Next

Tolbert Grant Candidate Submission

carl.brooks@maryland.gov [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.


* Required

Student Application and SAR

Upload completed Student Applications (with SAR) *

Student Application document and SAR should be saved and uploaded as one file. If you are unable to upload all documents due to your file size, please upload any additional files below.

 2022-2023 Jack ... 

 2022-2023 Jack ... 

 [Add file](#)

[Back](#)

[Next](#)

Tolbert Grant Candidate Submission

carl.brooks@maryland.gov [Switch account](#)

The name and photo associated with your Google account will be recorded when you submit this form. Your email is not part of your response.

Thank you

The Office of Student Financial Assistance with the Maryland Higher Education Commission has received your response.

Your information is under review and the administrator will follow-up with you by email.

If you have any additional questions, you may contact Carl Brooks by email at carl.brooks@maryland.gov

[Back](#)

[Submit](#)

Tolbert Grant Candidate Submission

Your response has been recorded.

[Submit another response](#)

This form was created inside of State of Maryland. [Report Abuse](#)

Google Forms

Edward T. and Mary A. Conroy and Jean B. Cryor Memorial Scholarship Program

Overview

The **Edward T. and Mary A. Conroy Memorial Scholarship Program** is designed to provide financial assistance to sons and daughters (including stepchildren) of deceased or 100 percent disabled, missing in action or prisoner of war United States Armed Forces personnel from the Vietnam era; sons and daughters (including stepchildren) of deceased public safety personnel; surviving spouses, who have not remarried, of deceased public safety personnel; 100 percent disabled public safety personnel; sons, daughters (including stepchildren) and/or surviving spouses of victims of the September 11, 2001 terrorist attacks attending a Maryland postsecondary institution; and at least 25 percent disabled veterans who have exhausted or have received federal veteran education benefits.

The **Jean B. Cryor Memorial Scholarship Program** is designed to provide financial assistance to the children, stepchildren, and spouses of public institution employees, who died or were 100 per cent disabled in the line of duty, by an act of violence.

Eligibility Requirements

To be eligible for the scholarship, the student must:

- Be accepted for admission or enrolled in the regular undergraduate, graduate or professional program at an eligible institution.
- Be enrolled in a 2-year terminal certificate program in which the coursework is acceptable for transfer credit for an accredited baccalaureate program in an eligible institution.
- Be at least 16 years old.
- Be a resident of Maryland at the time of application or at the time of the disabling or fatal event.
- Be a son, daughter, or stepdaughter of a member of the armed forces who:
 - Died as a result of military service after December 7, 1941.
 - Suffered a service connected 100 per cent disability after December 7, 1941.
 - Was declared to be a prisoner of war or missing in action if that occurred on or after January 1, 1960, as a result of the Vietnam conflict, and if the child was born prior to or while the parent was a prisoner of war or missing in action.
- Be a veteran who:
 - Suffers a service connected disability of 25 percent or greater.
 - Has exhausted or is no longer eligible for federal veteran's educational benefits.
- Be the surviving spouse of a member of the armed forces who suffered a service connected 100 percent permanent disability.
- A son, daughter, stepson, or stepdaughter of a school employee who as a result of an act of violence.
 - Died in the line of duty.
 - Sustained an injury in the line of duty that rendered the school employee 100 percent disabled.
- Be the surviving spouse of a school employee who, as a result of an act of violence:
 - Died in the line of duty.

- Sustained an injury in the line of duty that rendered the school employee 100 percent disabled.

The following students are **not** required to be a Maryland resident at the time of application or at the time of the disabling event:

- A son, daughter, stepson, or stepdaughter of any state or local public safety employee killed in the line of duty.
- The surviving spouse of any state or local public safety employee killed in the line of duty.
- A disabled public safety employee.
- A son, daughter, stepson, or stepdaughter of a disabled public safety employee who sustains an injury in the line of duty that renders the public safety employee 100 percent disabled.
- The surviving spouse of a disabled public safety employee who sustains an injury in the line of duty that renders the public safety employee 100 percent disabled.

Note: To qualify for the scholarship as a stepchild, the applicant must provide copies of their parents' marriage certificate & birth certificates.

Application Process

Students apply for this award through the financial aid office at the institution at which they attend. The deadline to apply for this program is **July 15th**. Students must submit the Conroy and Jean B. Cryor application and all required documents by this date.

Renewal awardees are not required to reapply each year.

Awarding

The amount of the award may not exceed the equivalent annual tuition and mandatory fees of a resident undergraduate student as reported to OSFA on the annual College Cost Survey, of 12,617 for the 2022-2023 academic year.

Award amounts will not be recalculated based on increases in tuition and fees, which occur after submission of the survey. As a result of this policy, award amounts may not reflect actual tuition and fees.

The scholarship may be awarded to eligible students who enroll in the summer, fall, winter and/or spring semesters each year. Students who have received the scholarship for the **summer semester** must be included on the fall report submitted by the institution to OSFA.

Students who have received the scholarship for the **winter semester** must be included on the spring report submitted by the institution to OSFA. The Conroy summer and winter awards must be clearly identified on the report submitted by the institution to OSFA.

Institutional Responsibility

Institutions are required to fund all eligible students and will be reimbursed by the state for funds

expended. Institutions are also required to report recipient information using the Conroy template.

Institutions **MAY NOT HOLD** funds from eligible students while waiting for funds from the State.

Institutional Reporting Requirements

Each October and February, institutions are required to report their Conroy/Cryor Scholarship award recipients to OSFA via MS Excel spreadsheet containing the following information:

- The names of each student award and the corresponding award amount in the Conroy/Cryor scholarship for the respective term.

Institutions must complete the reporting requirements as follows:

- Complete the fall or spring Conroy report that is made available to the institutions through Google Forms. OSFA will send the link to access the Google Form to each institution in September for the fall term and January for the spring term.
- Answer all questions on the Google Form.
- Upload your institution's Conroy Roster for the respective term in the Google Form:
 - Institutions must upload the report in Excel format.
 - The report must contain the following information for each Conroy/Cryor award applicant:
 - Full Name
 - Last 4 digits of SSN
 - Status: Initial or Renewal
 - Award amount (for applicable semester)
 - Number of credit hours for applicable term
 - Recipient Status (Use the code from the following list)
 - A = Son/daughter/stepson/stepdaughter/surviving spouse of a member of the US Armed who died or is 100 per cent disabled as a result of military service
 - B = A veteran of the US Armed forces who has a service connected disability of 25 per cent or greater and has no remaining VA educational benefit
 - C = Son/daughter/stepson/stepdaughter/surviving spouse of a victim who died as a result of the September 11, 2001 terrorist attacks
 - D = A POW/MIA of the Vietnam Conflict or their son/daughter/stepson/stepdaughter
 - E = Son/daughter/stepson/stepdaughter/surviving spouse of a State or local public safety employee (a career or volunteer member of a fire department, ambulance, or rescue squad or company; law enforcement officer; correctional officer; or member of the Maryland National Guard) who died in the line of duty or was 100 per cent disabled in the line of duty
 - F = A disabled public safety employee
 - G = Son/daughter/stepson/stepdaughter/surviving spouse of a school employee who, as a result of an act of violence either died in the line of duty or sustained an injury in the line of duty that rendered the school employee 100 per cent disabled
 - When reporting the applicant information on the Conroy/Cryor report for the respective semester, do not include the annual award amount. Only include the amount awarded to the applicant for that semester. Please include the total award amount for each individual applicable term (i.e. fall, summer, spring or

winter); include the total award amount for both terms, if applicable (i.e. fall and summer, spring and winter); and the total reimbursement award amount due.

- Institutions will not be reimbursed for the applicants awarded at their institutions if the Conroy/Cryor report submitted to OSFA is not compliant with reporting requirements.

Additional Information

In the instance of a transfer student, institutions must verify the number of years the student has remaining in award eligibility based upon the institution's policy. Institutions must maintain all necessary student records to ensure that award eligibility is properly tracked and maintained.

It is encouraged that institutions include the reporting of all previously received Conroy awards from the student during the application process.

If funds cannot be reimbursed in the fiscal year in which awards are made, priority will be given to reimbursing funds for those awards in the following fiscal year. The affected institutions will be notified when this occurs.

Conroy covers all courses. The courses do NOT have to be specific to the degree program.

Veterans of the Afghanistan and Iraq Conflicts Scholarship

Overview

The **Veterans of the Afghanistan and Iraq Conflicts (VAIC) Scholarship Program** is designed to provide financial assistance to United States armed forces personnel who served in the Afghanistan or Iraqi Conflicts, and their sons, daughters, stepsons, stepdaughters, or spouses attending a Maryland postsecondary institution.

Eligibility Requirements

To be eligible for consideration, each new and continuing applicant must meet the following criteria:

- A member, or spouse or child, or stepchild of a member of the Uniform Services of the United States who served in Afghanistan or contiguous air space as defined in federal regulations, on or after October 24, 2001, and before a terminal date to be prescribed by the United States Secretary of Defense; or in Iraq or contiguous waters or air space as defined in federal regulations, on or after March 19, 2003, and before a terminal date to be prescribed by the United States Secretary of Defense.
- Maintain Maryland residency.
- Annually submits a VAIC application in MDCAPS and all required documents by the annual deadline set forth by the OSFA.
- Be accepted for admission or enrolled in a regular undergraduate program at an eligible Maryland institution, or is accepted for admission or is enrolled in a 2-year terminal certificate program in which the coursework is acceptable for transfer credit for an accredited baccalaureate program at an eligible Maryland institution.
- Enroll as either a full-time (12 or more credits per semester) or part-time (6-11 credits per semester) undergraduate student and are:
 - A veteran (or child or spouse of a member) who served at least 60 days in the Afghanistan or Iraq Conflicts, as defined above.
 - An active-duty member of the Armed Forces (or child or spouse of a member) who served at least 60 days in the Afghanistan or Iraq Conflicts, as defined above.
 - A member of a reserve component of the Armed Forces of the United States or the Maryland National Guard (or child or spouse of a member) who was activated as a result of Afghanistan or Iraq.

If the applicant completes a FAFSA, the FAFSA must be completed by March 1st for consideration. The FAFSA is not required.

Institutional Responsibility

Institutions must verify the student meets the eligibility requirements during the certification process.

Institutions must ensure an applicant's award amount does not exceed their annual cost of attendance. If a VAIC recipient is overawarded in grant and scholarship aid (*not in loans or work-study*), *the institution must submit the overaward adjustment spreadsheet* via email at faohelp.mhec@maryland.gov for OSFA to adjust the award.

Below is a copy of the Award Adjustment template institutions are to use when sending over awards to OSFA.

MHEC ID #	
COA	
Pell	
SEOG	
Sen	
Del	
Private Scholarship	
Conroy	
GA	
EA	
Tuition Waiver	
Teach Grant Waiver	
WSSAG	
VAIC	
Total FA	0
Remaining Need	0

Awarding

The award amount will not exceed fifty percent of the annual tuition and mandatory fees and room & board of a resident undergraduate at the four-year public institution of higher education within the University System of Maryland, other than the University of Maryland Global Campus and the University of Maryland, Baltimore Campus with the highest annual expenses for a full-time resident undergraduate.

For 2022-2023, the award is 30 percent of the annual tuition and mandatory fees.

The 2022-2023 Maximum Award Amounts:

- o on campus: up to \$8068
- o with parents: up to \$4745
- o off campus: up to \$5,315
- Award amounts are tentative and may be adjusted based upon verification of Veterans Educational Benefits received under Chapter 33/Post 9/11 GI Bill.
- Awards are subject to the availability of funds.

Deadlines

All required documents for consideration of the VAIC scholarship must be received by the deadline set forth by OSFA.

Tuition Waiver for Foster Care Recipients

Overview

The **Tuition Exemption for Foster Care Recipients** is available to foster care youth who are enrolled as candidates for vocational certificates, associate degrees, or bachelor's degrees at Maryland public institutions of higher education. The purpose of the tuition exemption for foster care recipients is to provide financial assistance to foster care youth.

Eligibility Requirements

Applicants must be:

- Under the age of 25.
- Placed in an out-of-home placement by the Maryland Department of Human Services (MDHS);
- In an out-of-home placement on the applicant's 18th birthday or at the time the applicant graduated from high school or successfully completed a GED; or
- In an out-of-home placement on or after the 13th birthday for at least one year and placed into guardianship, adopted, or reunited with at least one of their parents; or
- The younger sibling of an individual who met the first two eligibility requirements and were adopted or entered a guardianship concurrently with that sibling with the same adoptive parent or guardian.

All majors are eligible to apply, both credit bearing and non-credit bearing courses.

Additional Information

Students are eligible to receive the tuition exemption for the following semesters:

- fall
- winter
- spring
- summer

The exemption is applied at the institution based upon the student's tuition and fees. The tuition exemption does not apply to room and board and other expenses incurred as part of the overall cost of attendance.

The tuition exemption must be applied to the student's tuition and mandatory fees prior to the payment of any other financial aid designated to the student.

Cancellation

The Tuition Exemption for Foster Care Recipients will be cancelled if the recipient fails to enroll as a candidate for an associate, bachelors, or a vocational certificate at a Maryland public institution of higher education.

Renewal

A student must file the FAFSA or MSFAA each year to receive the waiver for up to an additional nine years or until a bachelor's degree is awarded, whichever occurs first. Satisfactory Academic Progress (SAP) is **not** a condition of award for this program.

Institutional Responsibility

The institution can access the list of eligible foster care recipients provided by the Maryland Department of Human Resources (DHR), through MDCAPS annually in July and January, under the “Reports” tab and download the following reports:

- DHR Report Data: All Students in MDCAPS
- DHR Report Data: All Clients

If for any reason the DHR list does not include the name of a student who has informed you they are eligible for the waiver, the institution should contact either OSFA by email at faohelp.mhec@maryland.gov or the DHR contact Natalie Miller at natalie.miller2@maryland.gov.

Note: *The Maryland Higher Education Commission's Office of Student Financial Assistance does not directly administer the Tuition Waiver for Foster Care Recipients because those programs are administered directly by each institution. Each institution must adhere to all statutory requirements as detailed in § 15-106.1 of the Maryland Education Article. Each institution shall seek guidance from both the MHEC/OSFA and the Department of Human Resources, as applicable, to assist any student eligible for either waiver, or shall continue to submit the required annual reporting to OSFA.*

**Appendix A: Award Types & Award Maximums for the 2022-2023
Aid Year**

Scholarship Program	Award Program Short Name	Annual Award Maximum
Educational Assistance Grant	EAISR; EAISN	\$3,000
Guaranteed Access Grant	GAISR; GAISN	\$20,000
Next Generation Scholar (GA) Program	Next Gen GA	\$20,000
Cybersecurity Scholarship	Cybersecurity	Award amount may not exceed the recipient's education expenses.
Maryland Community College Promise Scholarship	Promise	100% Tuition & Mandatory fees after Federal and State financial aid have been applied not to exceed \$5,000
Senatorial Scholarship	SEN IS; SEN OS; SEN 1YR;SENRENIS; SENRENOS;SENOTHER;SENNEWIS;SENNEW OS	\$12,617
Edward T. and Mary A. Conroy and Jean B. Cryor Grant	CONROY	\$12,617
Delegate Scholarship	DL D ALT;DL E ALT;DL F ALT; DL D ODA;DL E ODA;DL F ODA; DL D OSA; DL E OSA; DL F OSA; DD OSODA; DE OSODA; DF OSODA	\$12,617
Tolbert Memorial Grant Private Career Institutions only	TOLBERT	\$500

Veterans of Iraq and Afghanistan Conflict Scholarship	VAIC	\$8,068
Workforce Shortage Student Assistance Grant	WSS-CC; WSS-EDUC; WSS-HS; WSS-NURS; WSS-PTOT; WSS-WDS; WSS-SWK; WSS-PMO	\$4,000
Workforce Developmental Sequence Scholarship	WDSS	\$2,000 per sequence. With a maximum of 2 sequences.
2+2 Transfer Scholarship	2+2 TRANS	\$2,000 (Majors: Teaching, Science, Engineering, Computer Science, Mathematics, or Nursing); All other majors: \$1,000
Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship	Riley Fire	\$12,617(covers 100% of tuition and fees)

Appendix B: State Scholarship Tips and Frequently Asked Questions

Award Cancellation Rules

State Financial aid awards are canceled if the recipient fails to:

- Respond to the award letter within six weeks - A Cancellation Code of CH is then applied.
- Pass OSFA verification requirements- A Cancellation Code YV is then applied.
- Enroll at an eligible institution in a regular undergraduate program.
- Enroll as a full-time undergraduate.
- Make Satisfactory Academic Progress (SAP).
- Maintain Maryland residency, student, and parents (if a dependent student) (Cancellation Code CR).
- Maintain a non-defaulted status on a Title IV loan and not owe any refunds of Title IV assistance.

When should “YY” code be used?

The “YY” code should be used in very unusual circumstances where OSFA will probably have to contact you for more information. For example, in the unfortunate event that a student passes away, you would use the “YY”.

How to report when a student withdraws from classes?

That depends on the type of withdrawal:

- Withdraws from all classes after census date, but still charged full- time tuition (or the tuition required to receive the funds).
- If the student withdraws from all classes after the census date but is still charged full-time tuition (or whatever the original charge for tuition was), then he/she may keep the award. We do not do an R2T4 calculation for our awards.
- Withdraws from all classes and is no longer charged full-time tuition (or tuition required to receive the funds)/Retroactive withdrawal.
- If a student withdraws from all classes and has his/her tuition amount changed as a result (whether it be due to an R2T4 calculation or not), then the student is no longer eligible for our award.

What if the student drops a class?

- If a student drops a class prior to the census date, then the student is considered to have been not enrolled in that class.
- If the student’s enrollment does not meet the minimum number of required credits without that class, then he/she is ineligible for the award.
- If the student drops a class after the census date, and is charged tuition for that class, then he/she may keep the award if he/she meets all other credit requirements.

ISIR Information

What date does MHEC stop drawing down student ISIRs for corrections to see if MHEC awards will change?

MHEC draws down all on-time (application receipt date March 1 and earlier) ISIRs until July 1 including all ISIR corrections. MHEC awards in mid-April. After we have awarded, we continue to download corrections for on-time FAFSAs. After July 1, the institution must report corrections through MDCAPS or contact us through the faohelp.mhec@maryland email account.

MHEC downloads late ISIRs (application receipt date March 2 and later) for programs other than EAG/GAG in mid-June and early July, including corrections to those late ISIRs. MHEC does not download any other late ISIRs unless the institution asks us to do so, except in the case of GA Grant applicants. MHEC downloads those ISIRs as needed. When MHEC downloads late ISIRs, corrections to the on-time ISIRs are not included.

Do I need to password protect the student information sent in an email?

Yes. All files containing student information (i.e., SSNs) sent to OSFA are required to be password protected.

Why would a student show as Incomplete for Certification?

If a student is on the Incomplete for Certification list and the reason states that MHEC must upload the ISIR. Institutions should first review to ensure the SSN for the student(s) matches both the institution information and MDCAPS.

Enrollment

What happens when an FAO changes the student's enrollment status?

When an FAO changes a student's enrollment status from full-time to less than full-time or not enrolled, MDCAPS will automatically cancel the student's award. This does not occur if the student is eligible for the award at less than full-time enrollment.

If a student is enrolled in coursework which covers more than one semester, or has multiple start dates within the semester, and I am not able to certify their eligibility until later in the semester(s), does this delay impact the student's award eligibility?

Yes it does, because until the class that puts them at or over 12 credits begins and may not be dropped, they are not full time. In other words, full-time status is not achieved until the class generates an indelible grade on the student's academic record, even if it's a "W".

Do I need to send OSFA enrollment documents for all the students on the enrollment roster?

The FAO **MUST** send enrollment documents for **ALL** students regardless of their enrollment status.

For students who are *not enrolled, enrolled less than full-time, or are otherwise not eligible*, the FAO **must** do the following:

- Update the student's enrollment status for the applicable term.
- Send the class schedule to OSFA for the flag to be cleared from the student's record.

The documentation provided (i.e. a class schedule) must include the term/year, student's name, and number of credits that the student is enrolled in per applicable term. Enrollment documentation should be sent as an attachment by email to faohelp.mhec@maryland.gov.

When can I start certifying and requesting payment for students?

Right after drop/add. If you have rolling registration, or "mini-mesters" during the full term, it is highly encouraged to update full-time students after drop/add for each "mini-mester" to prevent delays in awarding and cancellations.

As awarding can take place throughout the Academic Year, the Accepted not yet Certified Roster should be reviewed periodically to reduce delay in processing and payment to institutions.

MHEC will notify you when the request payment option will be available in MDCAPS.

I am getting errors and exceptions when I submit the CBEAG Roster into MDCAPS, what should I do?

The .csv spreadsheet pulled out of MDCAPS is in the same format needed to upload the report back into MDCAPS (You should not need to change the formatting). Campus-Based EAG upload files must be in Comma Separated Value (.csv) format. The first row in the file is a header row with column (field) names. Headings in the header row on file upload must match the field name exactly or the file will not upload. Address information must be provided if the student does not have a record in MDCAPS. Fields must be formatted as defined in the Field Format column of the layout.

If you have uploaded your roster and the amounts are different between the allocation and the awarded and there are no exceptions (errors) showing on the file transfer results, you can download a CBEAG award list to see who is eligible and ineligible for the specified semester. (You would run this report for both semesters separately) See screenshot below.

You are currently working with the **2017-2018** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: **CB - EAG**

Term: **Spring Term 2**

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Accepted/Not Certified (Billing Roster) Certify eligibility of students who have accepted awards at your institution	PDF	Online	Download
GPA Roster Submit Grade Point Average information for students on the roster	PDF	Online	Download
Verification Roster Submit Verification data for students on the roster	PDF	Online	Download
Enrollment Documentation Submit documentation of enrollment for students on the roster	Not Applicable	Not Applicable	Download
Credit Roster	Not Applicable	Online	Download

Informational Rosters

	View and Print (PDF)	Certify Online	Download File (CSV)
Active Award Roster Roster of students with active MHEC awards who have listed your institution on their FAFSA or MHEC Application	PDF	Online	Download
Awarded and Certified Students your institution has certified for the above term	PDF	Online	Download
Certified and Not Paid Students who are certified but payment has not been processed for the above term	PDF	Online	Download
Paid Students for whom payment has been made for the above term	PDF	Online	Download
Ineligible Students who listed your institution who are not qualified for an MHEC award	PDF	Online	Download
Incomplete for Certification Awarded and accepted students who are incomplete for certification	PDF	Online	Download
Qualified Pending	PDF	Online	Download
All Students who Listed Your Institution All students in MD CAPS who listed your institution on their FAFSA or	PDF	Online	Download

Career Based Programs

If a student is receiving a Workforce Shortage Student Assistance Grant (WSSAG), and is considered full-time by the institution, even if they are taking fewer than 12 credits, why can't they receive the full-time WSSAG award?

WSSAG award amounts are based upon the student's number of credits, not their status at the institution. A student must be enrolled in at least 12 credits to be considered for a full-time dollar amount award.

This may be confusing, because students who are enrolled in programs that require a practicum or internship (e.g., nursing) are allowed to appeal their **EAG/GAG** award eligibility. OSFA allows a student to file a Less Than 12 Credit Appeal Form to determine if he/she can receive his/her EAG/GAG award at fewer than 12 credits (full-time); however, the appeal is NOT for the WSSAG award.

If a student who is receiving a WSSAG award is enrolled for less than/more than the number of credits for which he/she was awarded, how do we process the change?

Remember that students receiving WSSAG awards are eligible for the award at any enrollment level (3-12 credits). Therefore, by entering the number of credits, MDCAPS will adjust the award to the appropriate amount.

Appendix C: Program/Document Deadlines

Program	Deadline Date
FAFSA or MSFAA	March 1
Howard P. Rawlings Educational Assistance Grants	Must complete the FAFSA or MSFAA by March 1
Howard P. Rawlings Guaranteed Access Grants	GA-I and GA-R: All required documents must be received by April 1 *
CBEAG	FAFSA dated March 2 or later
Initial Report	October 15
Subsequent Report	January 15
Final Report	June 15
Edward T. and Mary A. Conroy and Jean B. Cryor Memorial Scholarship	July 15
Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship	July 1
Tuition Waiver for Foster Care Recipients & Unaccompanied Homeless Youth	Based on institutional policy
Jack F. Tolbert Memorial Grant	None ~ Awards are made by the institutions At the discretion of each institution ~ Summer requests must be received by April 1
Veterans of the Afghanistan and Iraq Conflicts Scholarship	All required documentation must be received by March 1
Workforce Shortage Student Assistance Grant	July 1
Graduate and Professional Scholarship	On time FAFSA Applicants determined by the institution
Part-Time Grant	Must complete the FAFSA or MSFAA Applicants' eligibility determined by the institution
2+2 Transfer Scholarship	Priority Consideration March 1 May 1
MD Community College Promise Scholarship	July 15

Appendix D: Reporting Deadlines for Howard P Rawlings Educational Excellence Awards Programs

Process	Deadline
Verification Roster	November 1 (Fall Term) March 1 (Spring Term)
Award Certification Roster	Census date and established deadline provided by MHEC
EA Enrollment Verification Documentation	October 15 (Fall Term) February 28 (Spring Term)
Credit Completion Roster	February 1 (Fall/*Summer Header Terms) September 15 (Spring/*Summer Trailer Terms)
Semester Dates to Request Payment	December 15 (Fall Term) May 15 (Spring Term)
CBEAG Initial Report	October 15
Subsequent CBEAG Roster	January 15
CBEAG End of Year Report	June 15

Appendix E: Deadlines by Program

Rosters & Reports	Due Date
Cost of Attendance Information	February 28
Billing Roster	Fall Term – December 15 Spring Term – May 15
Return Unspent WDDS Funds for Reallocation	March 15
Part-Time, WDSS, Grad & Prof End of Year Report	June 15
GPA Roster	August 1
Conroy & Cryor Institution Report	Fall Semester: October 30 Spring Semester: February 28
Guaranteed Access Grant Annual Participation Agreement – Institutional Verification	September 30
Near Completer Roster	Rolling Deadline; <i>Institutions must update their roster as eligible applicants are identified by OSFA</i>
Part Time Grant Participation Agreement	June 15
Promise Credit Reporting Rosters	Fall Term - February 1 Spring Term – July 15
Teaching Fellows for MD Scholarship Annual Participation Agreement – Private Non-profit Institutions Only	November 15
Verification Rosters	Fall Term – December 1 Spring Term - May 1
WDSS Annual Participation Agreement	June 15
WDSS Initial Allocations Part Time Grant Allocations CBEAG Allocations Graduate Professional Allocations	Allocated to Institutions Annually by July 15

*Should a reporting deadline fall on a weekend or holiday, the required deadline will become the previous available workday.

Appendix F: Additional Templates

Credit Roster Upload Template

Below is the template that is to be utilized when reporting the credits earned by students for the Howard P. Rawlings Educational Excellence (EEA) Award Program **only** in MDCAPS using the Credit Roster upload process.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Academic MHEC ID	School No	Last Name	First Name	Middle In	SSN		Term	Credits						
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
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16															
17															
18															
19															
20															
21															
22															
23															

CBEAG Template

The CBEAG Roster template below shows the heading for each column needed to complete and submit the CBEAG reporting information. For more information, please see the CBEAG file layout.

	A	B	C	D	E	F	G	H	
1	Academic Year Name	School Code	Program Short Name	SSN	Last Name	First Name	Middle Initial	Birth Date	
2									
3									
	I	J	K	L	M	N	O	P	Q
4	Permanent Street Address	Permanent City	Permanent State	Permanent Zip	Mailing Address	Mailing City	Mailing State	Mailing Zip	Campus Student ID
5									
	R	S	T	U	V	W	X	Y	
6	ISIR Transaction	EFC	Cost Of Attendance	COLA	Pell	Annual Award	Fall Enrollment Status	Spring Enrollment Status	
7									
	Z	AA	AB	AC					
8	Housing Plan	Grade Level	Degree Or Certificate	Exception(s)					
9									

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