

**DEVELOPMENTAL DISABILITIES,  
MENTAL HEALTH, CHILD WELFARE,  
and JUVENILE JUSTICE WORKFORCE  
TUITION ASSISTANCE PROGRAM**  
Conditions of Award Renewal  
Academic Year 2011-2012

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**Eligibility Requirements:**

- You must be a Maryland resident for the duration of this award. If you are a dependent student, your parents must also be residents of Maryland for the duration of this award.
- You must enroll at an institution in Maryland each semester as a:
  - Full-time (12+ credits per semester) or part-time (6-11 credits per semester) undergraduate; or
  - Full-time (9+ credits per semester) or part-time (6-8 credits per semester) graduate student.
  - Students may be enrolled for less than six (6) credits in a semester, but must earn at least 12 credit hours in each academic year, including the summer term.
  - Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.
- You must enroll in a human services degree program: aging services; counseling; disability services; mental health; nursing; occupational therapy; physical therapy; psychology; rehabilitation; social work; special education\*; supported employment or vocational rehabilitation; or any other concentration in the healing arts or a program providing support services to individuals with special needs. **Note: Special education majors may not fulfill their service obligation as public school teachers.**
- Tuition assistance may not exceed:
  - \$100 per credit hour (students enrolled in less than 6 credits);
  - \$500 in any one semester for a part-time student enrolled at a 2-year institution;
  - \$750 in any one semester for a part-time student enrolled at a 4-year institution;
  - \$1,000 in any one semester for a full-time student enrolled at a 2-year institution;
  - \$1,500 in any one semester for a full-time student enrolled at a 4-year institution; or
  - Five (5) academic years or maximum dollar amount of \$6,000, whichever occurs first.

The total dollar amount of all State scholarship awards may not exceed your cost of attendance, as determined by your school's financial aid office, or \$19,000, whichever is less.

As a condition of receiving a Maryland State scholarship or grant, you pledge to remain drug free for the full term of the award. Unlawful use of drugs and alcohol may endanger your enrollment in a Maryland college, as well as your Maryland financial aid.

**NOTE: Awards are subject to the availability of funds. If you fail to meet any of the eligibility requirements, your award will be canceled.**

**Overawards:** Please be aware that if the institution you are attending notifies OSFA that you are receiving other financial assistance that causes you to exceed your financial need for the award or exceed the cost of attendance at the institution (e.g.: private scholarships; Veteran's Benefits; athletic scholarships), your State financial aid may be reduced or cancelled.

**Award Renewal:**

- Your award will be renewed if you:
  - Maintain the eligibility requirements; and
  - Maintain satisfactory academic progress standards of your institution each year.
- If information on the award renewal letter is incorrect, please write corrections on the letter, copy, and return to the above address.

### **Payment to Your Institution:**

At the beginning of each semester, your institution will be asked to certify that you meet the requirements of the award. When the institution completes the certification and returns it to the Office of Student Financial Assistance, your award will be processed for payment. **Payment to the institution will be made approximately four weeks after the institution completes the certification.** Contact your institution's financial aid office if you have questions about the payment status of your award.

### **Service Obligation:**

- Recipients are required to begin employment in the state within six months after completion of studies.
- Recipients are required to work in a Maryland community-based program that is licensed by the Developmental Disabilities Administration or approved by the Mental Hygiene Administration, or in a residential program that is licensed by the Department of Human Resources or the Department of Juvenile Justice.
- Recipients must be:
  - Direct service employees or provide first-line supervision of employees who provide habilitation, rehabilitation, residential, or related community support services to individuals with developmental disabilities or mental health disorders; or
  - Direct service employees or provide first-line supervision of employees who serve children in the custody of a local Department of Social Services or in any residential childcare program licensed by the Department of Human Resources or the Department of Juvenile Justice.
- Students who receive multiple awards requiring service obligations must perform the service in consecutive years.
- You must agree to work for a total of:
  - 2,000 hours of service if the award amount is \$1,999 or less;
  - 3,000 hours of service if the award amount is \$2,000 - \$3,999;
  - 4,000 hours of service if the award amount is \$4,000 or more; or
  - Repay the State if the service obligation is not performed.
- Prior employment in a Maryland community-based program may not be applied to the employment requirement. However, once an award has been received, concurrent employment in an eligible field will count toward the total hours required to complete the service obligation.

### **Repayment:**

- You will be required to repay this award with interest if:
  - You do not maintain the eligibility requirements listed above;
  - You do not earn at least 12 credit hours each academic year, including the summer term;
  - You do not maintain the satisfactory academic progress standards of the institution you attend;
  - You do not perform the number of hours required to complete the service obligation; or
  - You do not complete and return the questionnaire on performance of the service obligation.

### **For More Information:**

If you have questions, please contact:

Maura Sappington

(410) 260-4569 or (800) 974-1024 x 4569

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