

**HOWARD P. RAWLINGS**  
**GUARANTEED ACCESS GRANT**  
Conditions of Award  
Academic Year 2011-2012

Theresa Lowe – (410) 260-4555  
tlowe@mhec.state.md.us



**Eligibility Requirements:**

- o You must be a Maryland resident. If you are a dependent student, your parents must also be Maryland residents.
- o You must successfully complete a college preparatory program.
- o You must enroll each semester as a full-time (12+ credits per semester) degree-seeking undergraduate student at an eligible institution in Maryland.
- o Audited courses cannot be used to reach the minimum credit hours required for full-time status.
- o You must begin your enrollment within one year of completing high school.
- o You must not be in default on a Federal Title IV student loan.
- o You must accept your award within 3 weeks of the date of your award notification or your award will be cancelled.
- o This award is based on financial need. Your need is based on the cost of the institution you attend and your housing status. If you change institutions or your housing, your award may be increased, decreased, or canceled.
- o You are required to verify the information you reported on the Free Application for Federal Student Aid (FAFSA).
- o It is your responsibility to **immediately** inform OSFA, in writing, of all matters relating to your award.
- o 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 award.

**NOTE: If you fail to meet any of these 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.

**To Renew Your Award:**

- o Your award will be renewed **if** you:
  - o Complete and file the FAFSA each year, preferably on or before March 1;
  - o Continue to meet the award's annual income requirements;
  - o Maintain the satisfactory academic progress standards of your institution; and
  - o Meet the eligibility requirements as outlined above.
- o This award may be renewable for up to three years of undergraduate study.

**NOTE: Awards are subject to the availability of funds.**

**(Over, please)**

### **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 requests funds from the OSFA, 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.

To accept your awards, please log in to our online financial assistance site, MD CAPS, at <https://mdcaps.mhec.state.md.us>. **You will be required to create a user id and password. You will be sent an email requiring you to ACTIVATE your account in MD CAPS, after which you may log in.** There is a user's manual at the top of the home page for your use in accepting your award.

### **For More Information:**

If you have questions, contact Theresa Lowe, Program Administrator, at (410) 260-4555 or (800) 974-1024 x 4555.