



2017 - 2018

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**FINANCIAL AID OFFICER'S  
PROGRAM MANUAL**

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**MARYLAND HIGHER EDUCATION COMMISSION**

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# OVERVIEW

The Maryland Higher Education Commission (MHEC) is the State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges and universities and for-profit career schools. MHEC also administers state financial aid programs that affect students on a statewide basis.

The Office of Student Financial Assistance (OSFA) is the office within the Maryland Higher Education Commission (MHEC) responsible for the administration of twenty-three State financial assistance programs. These programs are designed to improve access to higher education for needy students; encourage students to major in areas of great economic need to the State, such as teaching and nursing; and encourage Maryland's brightest students to attend college in-state. Maryland students use the assistance from these programs at community colleges, independent colleges and universities, private career schools, and the State's public four-year campuses. OSFA is responsible for granting awards to over 60,000 students with a total expenditure of approximately \$100 million dollars. The majority of awards are granted through the State's need-based grant programs, which provide assistance to low and moderate income families.

# PROGRAM OVERVIEW

## Need-based Aid Programs

- Howard P. Rawlings Program of Educational Excellence Awards
  - o Educational Assistance Grant
  - o Guaranteed Access Grant
  - o Campus-Based Educational Assistance Grant
- Graduate & Professional Scholarship Program
- Part-Time Grant
- 2 + 2 Transfer Scholarship Program

## Legislative Programs

- Senatorial Scholarship
- Delegate Scholarship

## Career and Occupational Programs

- Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program
- Nurse Support II- Hal & Jo Cohen Graduate Nursing Faculty Scholarship
- Tuition Reduction for Non-Resident Nursing Students
- Workforce Shortage Student Assistance Grant Program

## Loan Assistance Repayment Programs

- Janet L. Hoffman Loan Assistance Repayment Program
- Maryland Dent-Care Loan Assistance Repayment Program (MDC-LARP)
- Maryland Loan Assistance Repayment Program for Physicians (MLARP)
- Maryland Loan Assistance Repayment Program for Foster Care Recipients
- John R. Justice Maryland Student Loan Repayment Program

## Unique Population Programs

- Jack F. Tolbert Memorial Student Grant
- Edward T. & Mary A. Conroy and Jean B. Cryor Memorial Award
- Tuition Waiver for Foster Care Recipients or Unaccompanied Homeless Youth
- Veterans of the Afghanistan and Iraqi Conflicts Scholarship
- Tuition Waiver for Maryland National Guard
- Tuition Waiver for Students with Disabilities

## What is the Maryland College Aid Processing System (MDCAPS)?:

- The State financial aid management system is available for various stakeholders to apply for, award, view, and accept their State financial aid.
- Financial aid administrators are responsible for completing a variety of processes of eligible scholarship/grant recipients prior to receiving payment of the student award from OSFA.

Students are responsible for applying as well as viewing and accepting their award.

State legislators are responsible for administering legislative awards to students that meet certain eligibility criteria.





# LEGISLATIVE UPDATES

## **HB0012 Senatorial and Delegate Scholarships – Individuals on Active Duty**

- Allows Senatorial and Delegate Scholarships to be used at out-of-state institutions of higher education if the applicant is an individual who is on active duty with the U.S Military and domiciled in the State.
- It also authorizes Senatorial Scholarships to be awarded to an individual who is on active duty with the U.S. Military and domiciled in the legislative district of the State from which the applicant seeks an award.

The bill takes effect July 1, 2017.

## **HB 0462 – Tuition Waivers for Foster Care Recipients and Unaccompanied Homeless Youth –Alternations**

- Expands eligibility for the tuition waiver for foster care recipients to allow an individual to be eligible if he or she resided in an out-of-home placement at the time the individual graduated from high school or successfully completed a general equivalency development examination (GED). In addition to eligibility under current law if he or she resided in an out-of-home placement on the individual's eighteenth birthday.
- Clarifies that "tuition" for either of the waivers may include all fees for credit bearing and noncredit courses required as a condition of enrollment.

The bill takes effect July 1, 2017.

## **HB 1014- 2016 College Affordability Act**

The bill makes the following changes to the EEA program starting the 2018-2019 academic year:

- Students successfully completing at least 24 credits, but less than 30 credits, in the prior academic year will have their award amount pro-rated by the number of credits completed.
- Award amounts will not be affected for students successfully completing 30 or more credits in the prior academic year.

Note while this bill was not passed during the 2017 Legislative Session financial aid officers should reference the bill in order to be acclimated with the EEA program changes for the 2018-19 award year.



# HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS

## Purpose

The Howard P. Rawlings Program of Educational Excellence Awards (EEA) is designed to provide need-based financial assistance. The State's neediest students will be afforded the opportunity to obtain a postsecondary education in Maryland through the Howard P. Rawlings Guaranteed Access (GA) Grant. Low and middle-income students will be awarded financial assistance through the Howard P. Rawlings Educational Assistance (EA) Grant.

## Eligibility Criteria

To be eligible for consideration for the Howard P. Rawlings Educational Assistance Grant, each new and continuing applicant must meet the following criteria:

- Maintain Maryland residency, you and your parents (if you are a dependent student).
- File the Free Application for Federal Student Aid (FAFSA) by the March 1 deadline.
- Enroll as a full-time student (12 or more credits per semester).
- Deaf or hearing impaired Maryland residents who are attending an out-of-state higher education institution.
- Be accepted for admission in a regular undergraduate program leading to a degree or diploma at a Maryland degree-granting institution, and
  - \* Demonstrate financial need as determined by OSFA
  - \* Make satisfactory academic progress

To be eligible for assistance under the Howard P. Rawlings Guaranteed Access Grant program, applicants must also meet the following **additional** requirements;

- Students must complete the FAFSA by April 1st annually.
- Students are encouraged to complete the FAFSA by March 1st for priority consideration;
- Students must complete the FAFSA by April 1st annually.
- **Students are encouraged to complete the FAFSA by March 1st for priority consideration;**
- Initial applicants will be automatically identified as potentially eligible for the GA grant should they submit their FAFSA by April 1st and meet the GA Grant Family Income Requirements set forth for each academic year.
- Provide ALL requested documentation within the award year that the applicant is being considered. Additional documentation or changes cannot be accepted after the below deadlines.
  - o GA Initials- students must submit required high school and verification documents to MHEC by July 1st



- o GA Renewals- students must submit required verification documents to MHEC by August 31st
- Have an annual total family income that qualifies for the Federal Free Lunch Program (below 130% of Federal poverty level for first time students, 150% for renewal awards) as reported on the Free Application for Federal Student Aid (FAFSA).
- Begin college within one year of completing high school (except in extenuating circumstances).
- Have successfully completed a college preparatory program in high school.
- Have an un-weighted cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale or its equivalent as of the fall semester of their senior year.
- Be under the age of 22 at the time of the first award.
- Be a high school senior at the time of application (except in extenuating circumstances).

#### **Additional Information**

- If a GA Grant applicant is not eligible for the grant, the student will be awarded an EA Grant, provided:
    - The student has filed the FAFSA by March 1.
    - The student is financially eligible.
  - For the EA program students statewide are ranked in EFC order and are awarded until all funds are expended.
  - Both the GA & EA grants are available for a total of four years of full-time, degree-seeking, undergraduate study.
  - Calculation of Award Amount
  - GA Grant
    - o Awards range from \$400-\$18,400 per year
    - o GA Grant awards are made in an amount equal to OSFA Adjusted Need, rounded to the nearest \$100.
      - If the student's award is less than \$400, the student is not eligible.
    - o GA Grant eligibility is calculated as follows:
      - OSFA Cost of Attendance
        - EFC
        - +/- COLA adjustment (calculated per instructions below)
        - Pell Grant Award
        - Other awards (if listed below)
      - = OSFA Adjusted Need
- OSFA Adjusted Need x 100% = student's annual award (\$400 minimum; \$18,400 maximum).**

- **EA Grant**
  - o Awards range from \$400 to \$3,000 per year.
  - o The Educational Assistance (EA) Grant may be used for a second Bachelor's degree, as long as there is remaining eligibility under the 8 semester rule.
    - Please note that since Pell does not apply for a second Bachelors flag in MD CAPS must be set to off.

- o EA Grant awards are calculated at either 40 percent or 60 percent of OSFA Adjusted Need, rounded to the nearest \$100.
  - If the student's award eligibility is less than \$400, the student is not eligible.

EA Grants are calculated as follows:

OSFA Cost of Attendance

- EFC
- +/- COLA adjustment (calculated per instructions below)
- Pell Grant Award
- Other awards (if listed below)
- = OSFA Adjusted Need

Further information on the calculation of EA grants:

- o Awards for students attending two-year independent, four-year public, or four - year independent institutions will be calculated using the formula.
- o Awards for students attending a four-year public or independent institution will be calculated using the below formula:

**OSFA Adjusted Need x 40% = Howard P. Rawlings EA Grant.**
- o Awards for students attending a community college will be calculated using the below formula:

**OSFA Adjusted Need x 60% = Howard P. Rawlings EA Grant**

**COA: This is the cost of attendance, as determined by OSFA, based upon the budget survey performed in winter annually.**

The Howard P. Rawlings Educational Excellence Award will be cancelled if the recipient fails to:

- Respond to the award letter (cancellation code CH).
- Pass verification requirements (cancellation code YV).
- Enroll at an eligible institution, in a regular undergraduate program.
- Enroll as a full-time undergraduate.
- Make satisfactory academic progress.
- Maintain Maryland residency, you and your parents (if you are a dependent student) (cancellation code CR).
- Maintain a non-defaulted status on a Title IV loan or owes a refund of Title IV assistance.

## Renewal

The **Howard P. Rawlings Educational Excellence Award** will be renewed as long as the student;

- Maintains Satisfactory Academic Progress (SAP);
- Submits the FAFSA no later than March 1st of each year
  - Eligible GA students who submit the FAFSA after March 1st but prior to April 1st will be considered as long as funds remain available
  - Adheres to GA verification requirements if applicable
  - Demonstrates financial need required by program

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 applied after the March 1st deadline.

## Eligibility Criteria

To be eligible for consideration, each institution must meet the following criteria;

- Funds will be awarded to institutions based on the proportion of full-time Pell eligible Maryland residents enrolled at each institution.
- These funds shall be awarded by institutions to students who meet the eligibility criteria for EA Grant awards as described in EEA Guidelines, section B (1) (a), (c), (d) and (e) but who did not apply by the March 1 deadline or who have other extenuating circumstances. **These students must be eligible for a Pell Grant.** (See rules below).
- The institution may not award a Campus-Based Educational Assistance Grant to a recipient of a Guaranteed Access or Educational Assistance Grant offered by the Office of Student Financial Assistance. Students may hold other State scholarships or grants, except for the Part-Time Grant, but must meet all conditions for all awards and may not receive an amount combined from all State programs that exceeds the maximum amount established in OSFA General Policies.
- When determining a student's Campus-Based EAG award eligibility, the following rules must be followed:
  - The maximum EFC that a student may have to receive an award varies from year to year depending upon available funding. This is because the student must be Pell eligible.

- If a student is not Pell eligible because he or she already has a bachelor's degree, they are also ineligible for the Campus-Based EAG.
- You must calculate the award as described in the "Calculation of Award Amount" section.
- The student's FAFSA Application Receipt Date must be March 2, 2017 OR LATER.
- You MAY NOT award students who are on OSFA's EA "waitlist". Those students are on-time applicants, and do not qualify for the Campus-Based EAG

## Additional Information

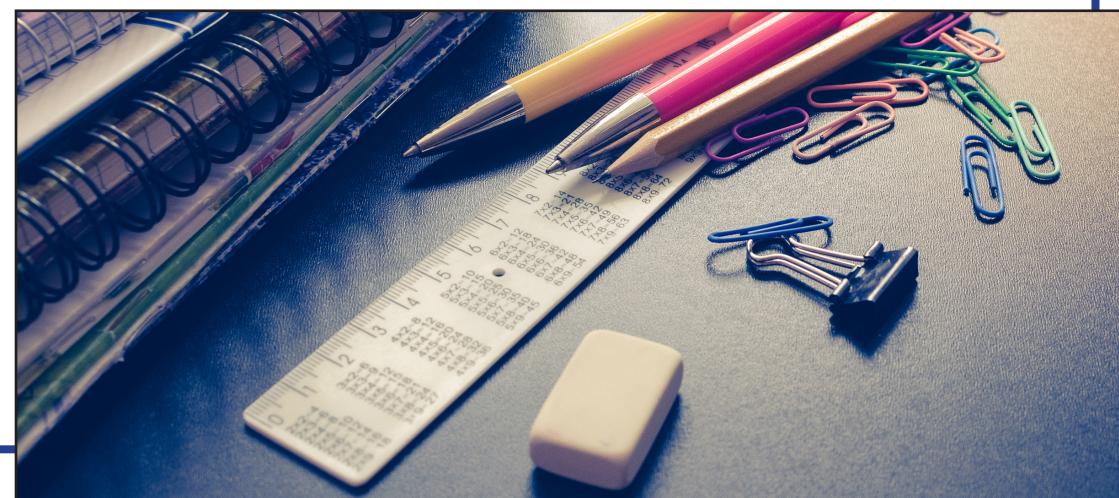
- **Awards shall be made in the amounts and the manner described in the "Calculation of Award Amount" section.** The same minimum (\$400), maximum (\$3,000) and percent of need (established annually) must be followed and awards must be **rounded to the nearest \$100 increment.**
- The percent of need to be used in calculating the student's award is 40% at four-year public institutions and two- and four-year independent institutions and 60% at community colleges.

## Minimum/Maximum Award

- The award ranges are from \$400/year to \$3,000/year, rounded up or down to the nearest \$100.
  - The only exception to the \$400 minimum is when you do not have enough remaining funds to award the full amount for which the student is eligible (e.g.: the LAST student you award).
  - You may not round-up to meet the minimum \$400 award.

**The COA to be used when calculating a Campus-Based EAG award 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:  $EFC \times \text{Adjustment Factor} = \text{COLA}$ . The result is added to the calculation, as listed above.
  - However, when/if the COLA percent is below 1.00 (e.g.: 0.96), you would subtract the COLA adjustment from the calculation.
  - For the 2017-2018 academic year, all COLAs are above 1.00.



## Renewal

The Howard P. Rawlings Educational Excellence Award will be renewed as long as the student:

- Maintains Satisfactory Academic Progress (SAP)
- Submits the FAFSA no later than March 1st of each year
  - Eligible GA students who submit the FAFSA after March 1st but prior to April 1st will be considered as long as funds remain available
  - Adheres to GA verification requirements if applicable
  - Demonstrates financial need required by program

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 applied **after the March 1st deadline**.

## Eligibility Criteria

To be eligible for consideration, each institution must meet the following criteria;

- Funds will be awarded to institutions based on the proportion of full-time Pell eligible Maryland residents enrolled at each institution.
- These funds shall be awarded by institutions to students who meet the eligibility criteria for EA Grant awards as described in EEA Guidelines, section B (1) (a), (c), (d) and (e) but who did not apply by the March 1 deadline or who have other extenuating circumstances. These students must be eligible for a Pell Grant. (See rules below).
- The institution may not award a Campus-Based Educational Assistance Grant to a recipient of a Guaranteed Access or Educational Assistance Grant offered by the Office of Student Financial Assistance. Students may hold other State scholarships or grants, except for the Part-Time Grant, but must meet all conditions for all awards and may not receive an amount combined from all State programs that exceeds the maximum amount established in OSFA General Policies.
- When determining a student's Campus-Based EAG award eligibility, the following rules must be followed:
  - The maximum EFC that a student may have to receive an award varies from year to year depending upon available funding. This is because the student must be Pell eligible.

- If a student is not Pell eligible because he or she already has a bachelor's degree, they are also ineligible for the Campus-Based EAG.
- You must calculate the award as described in the "Calculation of Award Amount" section.
- The student's FAFSA Application Receipt Date must be **March 2, 2017 OR LATER**.
- You MAY NOT award students who are on OSFA's EA "waitlist". Those students are on-time applicants, and do not qualify for the Campus-Based EAG

## Additional Information

- **Awards shall be made in the amounts and the manner described in the "Calculation of Award Amount" section.** The same minimum (\$400), maximum (\$3,000) and percent of need (established annually) must be followed and awards must be **rounded to the nearest \$100 increment**.
- The percent of need to be used in calculating the student's award is **40%** at four-year public institutions and two- and four-year independent institutions and **60%** at community colleges.

## Minimum/Maximum Award

- The award ranges are from \$400/year to \$3,000/year, rounded up or down to the nearest \$100.
  - The only exception to the \$400 minimum is when you do not have enough remaining funds to award the full amount for which the student is eligible (e.g.: the LAST student you award).
  - You may not round-up to meet the minimum \$400 award.

**The COA to be used when calculating a Campus-Based EAG award 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 x Adjustment Factor = COLA**. The result is added to the calculation, as listed above.
  - However, when/if the COLA percent is below 1.00 (e.g.: 0.96), you would subtract the COLA adjustment from the calculation.
  - For the 2017-2018 academic year, all COLAs are above **1.00**.

- o When the first three digits of the zip code is greater than 209 but less than 217, the Baltimore adjustment factor is used: 1.05
  - o When the first three digits of the zip code is greater than 199 but less than 210, the Washington adjustment factor is used: 1.17
  - o All other zip codes use the “other” adjustment factor: 1.03
  - o The Zip Code to be used for COLA adjustment is the one the student listed on the FAFSA.
- When calculating the portion of the student’s need that involves the COLA, you should do the following;
- Multiply EFC x Adjustment factor. The original EFC should then be subtracted from the result. The difference is your COLA Adjustment figure. For example, an EFC of 1309 x 1.17 COLA would result in a figure of 1532.
  - The difference between the new figure and the EFC is 223.
  - This is your COLA adjustment.
- Therefore, when calculating the student’s need, you would do the following;

COA	7068
-EFC	- 1309
+/-COLA Adjustment Figure	+ 223
-Pell Grant	-4570
-Other Scholarships (see list)	- 500 (WSSAG scholarship)
= OSFA Adjusted Need	912

- Multiply 912 by 60%, and the student would get an award of \$500 (rounded down from 547). Adding in the \$223 COLA, results in an increase in the students need.
- Pell: The Federal Pell Grant award that the student is receiving.
- Other Awards are: Workforce Shortage Student Assistance Grant. 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.

#### Minimum/Maximum Award

- GA grant awards range from \$400-\$18,400 per year.
- EA grant awards range from \$400 to \$3,000 per year.

#### End of Year Reporting

- June 15th – End of Year Report
  - o The October 15th and January 15th reports should contain the information in the CB-EAG file layout.
  - o An End-of-Year report should be completed by in MDCAPS under INSTITUTIONAL INFORMATION > DECENTRALIZED PROGRAM DATA.
- Important: All fields in the End of Year Report must be complete in order for your institution to participate in the Part-Time Grant Program in the subsequent academic year.



## Appeal Categories & Criteria for the Howard P. Rawlings Educational Excellence Awards Program

### Categories of Appeals

**EA and GA Grant** applicants and recipients, who are denied for the following reasons, may appeal their eligibility for an award, based on the listed criteria in each section:

- **Be enrolled as a full-time student (or the equivalent):** Certain students enrolled for less than twelve credits, such as those studying nursing or physical therapy, may 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 and are considered to be enrolled in the equivalent of full-time study.
- 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.
  - o Students who appeal in this category must complete an appeal form that includes a statement from their department chair that describes the program requirements for that semester and the classes involved. The documentation shall also list the number of clock hours for each class, lab, clinic, and/or practicum.
- Fifth year award: students may hold an award for a fifth year if, according to the institution, he or she 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.
  - o Students who appeal in this category must complete an appeal form that includes a statement including documentation of one of the following extenuating circumstances.
    - 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.

- o Fifth Year Appeals must be submitted by December 1st of the current academic year.
- **Special financial circumstances**
  - o OSFA will make adjustments to the expected family contribution for a student who can document one of the following circumstances, if it occurs after January 1, 2016.
    - Your parent or spouse died on or after January 1, 2016;
    - You or your parents became separated or divorced on or after January 1, 2016;
    - You, if you are independent, or one of your parents, if you are dependent, became completely and involuntarily unemployed for at least 10 consecutive weeks during 2016; or
    - You or your parent(s) have lost benefits from child support as a result of you reaching the age of majority on or after January 1, 2016.
  - o OSFA also recommends to students that they first appeal through the financial aid office at their college or university for full consideration of all aid programs.
  - o Special Financial Circumstances Appeals must be submitted by December 1st of the current academic year.
- GA applicants and recipients, who are denied for the following reasons, may appeal their eligibility for an award, based on the listed criteria in each section:
  - Have completed high school with a grade point average of at least 2.5 on a 4.0 scale or its equivalent: Applicants who fail to meet this requirement because of extenuating circumstances can appeal only after submitting a letter of recommendation from their high school principal. Students must provide satisfactory evidence to OSFA of any of the extenuating circumstances as specified below.
    - o Serious illness or injury of the student
    - o Serious illness of a member of the student's immediate family
    - o Serious emotional difficulties of the student
    - o Death of a member of the student's immediate family
    - o Other serious personal difficulties
  - Begin college within one year of high school graduation (also known as Delayed College Entrance Appeal): Applicants who fail to meet this requirement must provide satisfactory evidence to OSFA of extenuating circumstances which explain why they did not begin college within one year of his/her high school graduation and include information on how they are able to begin enrollment now.

Appeal forms are to be submitted to OSFA for review through the following email address:  
[appeal.mhec@maryland.gov](mailto:appeal.mhec@maryland.gov).



# SENATORIAL SCHOLARSHIP

## Purpose

Each member of the Maryland Senate is allocated funds to award to Maryland students for use toward postsecondary education. Each Senator establishes a selection process for their awards. Some Senators ask OSFA to make awards for them, while others make their own choices. If OSFA makes these awards, they are made on the basis of financial need as demonstrated by the FAFSA. Students must complete and file the FAFSA to be considered by OSFA.

## Eligibility Criteria

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

- Enroll at a two-year or four-year Maryland college or university as a full or part-time, degree-seeking undergraduate or graduate student, or attend certain private career schools.
  - Audited courses cannot be used to reach the minimum credit hours required for full time status.
- Maintain satisfactory academic progress in their program of study.
- Maintain Maryland residency, you and your parents (if you are a dependent student).
- You must take the SAT1 or the ACT unless you graduated from high school five or more years ago, or;
  - Have earned 24 college credits, or
  - Are planning to attend a community college or career school
- Demonstrate financial need
- Under law, each Senator must consider the financial need of each applicant. The Senator is the final judge of each applicant's financial need.
  - In addition, each Senator may establish other factors to be considered in the selection of recipients.

- Each Senator is sent information listing each applicant's financial need and SAT scores, if applicable.
- For the Senators who wish for OSFA to select their recipients, OSFA calculates financial need for the Senatorial program in the same manner as the EAG Program. Students must be a Maryland resident in the Senator's legislative district at the time the application is made.
- A recipient may hold a scholarship for a fifth undergraduate year or for a semester subsequent to the end of a fourth undergraduate academic year if the recipient submits a request and:

- o Is a full-time student;
- o Continues to be a resident of the State;
- o Continues to be a student at the institution and takes courses leading to a degree; and
- o Has received the award for the maximum timeframe available

#### Additional Information

- Unique Major
  - o 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 school and the Senator agrees. OSFA must verify that your 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. Information on academic programs offered within Maryland can be found at [www.MDgo4it.org/higherEd/HEPrograms.asp](http://www.MDgo4it.org/higherEd/HEPrograms.asp)
  - o 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 school.
  - o Example documents include a letter from the registrar or financial aid office, a

screen-shot of 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.

- Students may also use this award at certain Maryland private career schools.
- Students may use this award for full-time or part-time undergraduate and graduate studies in Maryland postsecondary institutions, or a 2-year terminal certificate program in which the coursework is acceptable for transfer credit for an accredited baccalaureate program in an eligible institution, and in certain cases, out-of-state institutions.
- Undergraduate and graduate students must be enrolled for at least six (6) credits per semester.
- o Approval to hold the scholarship while enrolled part-time is made by each Senator through OSFA. If you have any questions regarding part-time eligibility for a particular student, please contact OSFA.
  - However, students who are awarded on a full-time basis who subsequently enroll part-time must receive approval to receive the awards on a part-time basis.
  - Part-time students must carry at least six (6) semester hours in courses each semester in a program leading to a degree. If you have any questions regarding part-time eligibility for a particular student, please contact OSFA.
- Students attending an eligible private career school are required to be enrolled in a full-time program (18 or more clock hours per week). An eligible private career school is one that is approved to operate by MHEC and is accredited by a national accrediting association that is approved by the United States Department of Education.
- Students are encouraged to file the FAFSA by March 1 to receive full consideration for Maryland need-based programs. Late applicants, who file after March 1, may be considered, but any such awards will be solely at the discretion of the Senator.

#### Minimum/Maximum Award

Senatorial awards range between \$400 and the equivalent of annual undergraduate tuition and fees at the USM institution with the highest annual cost for a full-time student (other than UMUC and UMB) per year. The amount of the award is not adjustable. The maximum award for 2017-2018 is \$11,530.

## Cancellation

A Senatorial scholarship will be cancelled if the recipient fails to:

- Respond to the award letter (cancellation code CH).
- Enroll at an eligible institution.
- Make satisfactory academic progress.
- Maintain Maryland residency, you and your parents (if you are a dependent student)
- Enroll for the sufficient number of credits.

## Renewal

Senatorial awards designated to be automatically renewed will be funded on an annual basis.

The student must:

- Remain enrolled, and the award cannot have been cancelled during the previous spring semester.
- The maximum length of time a student may receive a Senatorial award is five years for an undergraduate degree and four years for a graduate degree at full-time enrollment. If permitted, part time awards can be prorated.
- The duration of the award applies to all students who receive a renewable award.
- Students who were awarded a Senatorial Scholarship for their undergraduate programs must reapply to receive an award for graduate studies.
- If a student experiences a break (gap) of two consecutive semesters or less in enrollment and moves to a new legislative district, the renewal award will be made within the initial awarding district.
  - If a student experiences a gap greater than 2 consecutive semesters or more, the student must reapply with the district in which they currently reside.

## For Best Consideration

- Students should contact their Senator beginning in February of each calendar year, and MUST file their FAFSA by March 1st.



### IMPORTANT UPDATE:

- Effective April 26, 2016, Senatorial awards may be extended for undergraduate students to a fifth academic year if the student meets specified conditions. Students must submit a request directly to the Senator to be considered.
- **Effective July 1, 2017**, Senatorial scholarships may be used at an out-of-state institution of higher education if the applicant is an individual who is on active duty with the U.S. Military and domiciled in the state of Maryland. Also, Senatorial scholarships may be awarded to an individual who is on active duty with the U.S. Military and domiciled in the legislative district of the state from which the applicant seeks an award.

# DELEGATE SCHOLARSHIP



## Purpose

Each member of the Maryland House of Delegates is allocated funds to award to Maryland students for use toward postsecondary education. Each Delegate establishes a selection process for their awards. Some Delegates ask OSFA to make awards for them, while others make their own choices. If OSFA makes these awards, they are made on the basis of financial need as demonstrated by the FAFSA. Students must complete and file the FAFSA to be considered by OSFA.

## Eligibility Criteria

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

- Student must enroll at a two-year or four-year Maryland college or university as a full or part time, degree seeking undergraduate or graduate student, or attend certain private career schools.
  - Audited courses cannot be used to reach the minimum credit hours required for full time status.
- All students must maintain satisfactory academic progress in their program of study.
- Students must be Maryland residents

## Additional Information

- Unique Major
  - In certain cases, this award may be used at an out-of-state institution, if your major is not available at any Maryland school and your Delegate agrees. OSFA must verify that your 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, social security Number, name of major, name of institution, degree to be earned, and academic year of entrance. Information on academic programs offered within Maryland can be found at [www.MDgo4it.org/higherEd/HEPrograms.asp](http://www.MDgo4it.org/higherEd/HEPrograms.asp).

- o Students may also receive the Delegate Scholarship at an out-of-state institution that makes special provisions for disabled 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.
- o 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 school. Example documents include a letter from the registrar or financial aid office, a screen-shot of 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.
- Students may also use this award at certain Maryland private career schools.
- Students may use this award for full-time or part-time undergraduate and graduate studies in Maryland postsecondary institutions, or a 2-year terminal certificate program in which the coursework is acceptable for transfer credit for an accredited baccalaureate program in an eligible institution, and in certain cases, out-of-state institutions.
- Undergraduate and graduate students must be enrolled for at least six credits per semester.
- o Approval to hold the scholarship while enrolled part-time is made by each Delegate through OSFA. If you have any questions regarding part-time eligibility for a particular student, please contact OSFA.
  - However, students who are awarded on a full-time basis who subsequently enroll part-time must receive approval to receive the awards on a part-time basis.
  - Part-time students must carry at least six (6) semester hours in courses each semester in a program leading to a degree. If you have any questions regarding part-time eligibility for a particular student, please contact OSFA.

- Students attending an eligible private career school are required to be enrolled in a full-time program (18 or more clock hours per week). An eligible private career school is one that is approved to operate by MHEC and is accredited by a national accrediting association that is approved by the United States Department of Education.
- Students are encouraged to file the FAFSA by March 1 to receive full consideration for Maryland need-based programs. Late applicants, who file after March 1, may be considered, but any such awards will be solely at the discretion of the Delegate.

### **Minimum/Maximum Award**

Delegates have a choice between two methods of awarding;

- Under the first method, Delegates may award a student a scholarship in the amount of actual tuition and mandatory fees.
- - o The maximum amount of assistance under this method for a student attending a Maryland public institution is the student's actual tuition and mandatory fees.
  - o For Maryland graduate programs, private institutions and out-of-state institutions the maximum award is \$11,530 per year.
- When using the second method, Delegates can use to make their awards is in set dollar amounts.
  - o Awards range between \$200 and half of the annual delegate appropriation.
  - o Awards made in set dollar amounts are not adjustable.
- The maximum award for 2017-18 is \$11,530.

### **Cancellation**

A Delegate scholarship will be cancelled if the recipient fails to:

- Respond to the award letter (cancellation code CH).
- Enroll at an eligible institution.
- Make satisfactory academic progress.
- Enroll for the sufficient number of credits.
- In some cases (depending on a delegate's individual choices) awards may be cancelled for dropping below full-time.



### **Renewal**

Delegate awards are made on an annual basis and are not automatically renewed for the next academic year.

### **For Best Consideration**

Students should contact their Delegate beginning in February of each calendar year, and file their FAFSA by March 1st. For consideration in cases where OSFA is making awards on the delegate's behalf, the FAFSA MUST be filed by March 1st.

### **Important Update**

Effective July 1, 2017, Delegate scholarships may be used at an out-of-state institution of higher education if the applicant is an individual who is on active duty with the U.S. Military and domiciled in the state of Maryland.

# 2 + 2 TRANSFER SCHOLARSHIP PROGRAM

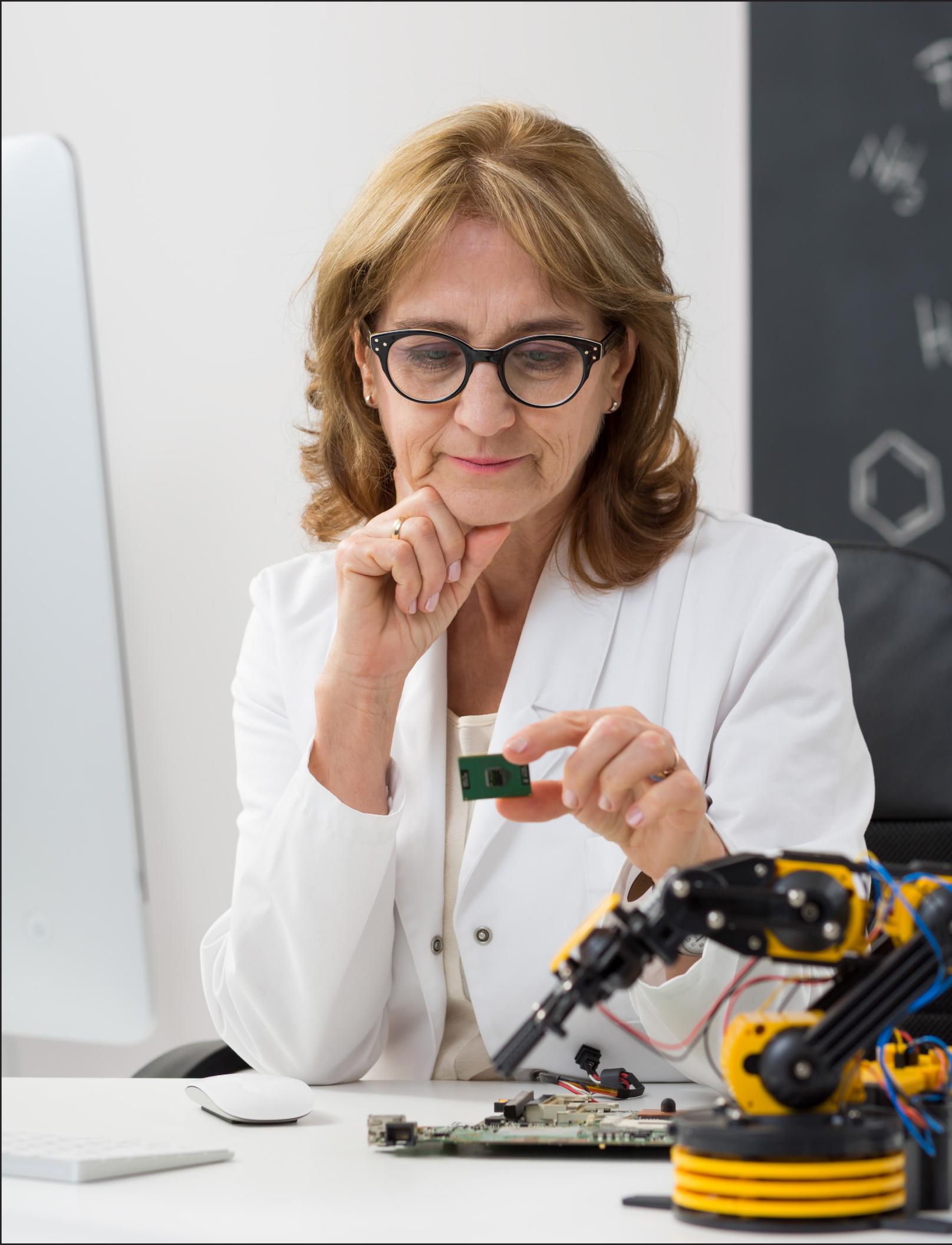
## Purpose

The purpose of the 2+2 Transfer Scholarship is to assist and encourage transfer students to attend a 4-year institution within the State.

## Eligibility Criteria

To be eligible for assistance under the 2+2 Transfer Scholarship Program, an applicant must meet the following general requirements:

- Be a Maryland resident;
- Be currently enrolled at a community college in Maryland;
- Maintain a minimum cumulative 2.5 grade point average on a 4.0 scale while a student at a community college in Maryland;
- Have earned an associate's degree from a community college in Maryland by the end of the semester in which the applicant plans to transfer;
- Be accepted for admission to a degree program at a public senior higher education institution or a private nonprofit institution of higher education in Maryland;
- Intend to enroll in a public senior higher education institution or a private nonprofit institution of higher education in Maryland in order to complete a bachelor's program;
- On or after the fall semester of 2014, enroll as a full-time, degree seeking student in a public senior higher education institution or a private nonprofit institution of higher education in Maryland by the fall semester following completion of the associate's degree;
- In the case of an individual who is required to register with the Selective Service System, have complied with the registration requirement;
- File the Free Application for Federal Student Aid; and
- 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.



## **Additional Information**

- To be considered for the 2+2 Transfer Scholarship, students must submit the application and all required documents.
- Students applying for the scholarship must provide:
  - o Completed online application form;
  - o Completed FAFSA application. Students should file a FAFSA by March 1 each year for priority consideration. Applications will be accepted after the March 1 date and awards will be made with available funds;
  - o Students have until August 31 to submit all required documents for consideration of the award
  - o An official college transcript reflecting that the applicant has earned an associate's degree from a Community College in the State; and
  - o Documentation the student if applicable, has registered with the selective service system.
- Each student must agree to provide any information or documentation requested by OSFA for the purpose of administering this program and, if requested, to sign an authorization for the release of information to OFSA for the purpose of administering this program.
- The student's failure or refusal to provide requested information or a signed release may result in a determination of ineligibility, the cancellation of an award, and the denial of a request for the deferment or waiver of a service obligation.
- Students may earn their AA degree the semester prior to attending the four year institution.
  - o Example: If a student graduated Fall 2015 from a two year college with an AA degree earned, but did not enroll at the four year institution until Fall 2016, the student is ineligible for the 2+2 Transfer Scholarship

## **Selection Process**

- Eligible applicants will be ranked on the basis of cumulative grade point average
- Grades for credits earned as a community college student shall be used to calculate the cumulative grade point average.
- Awards shall be made to applicants based on cumulative grade point average ranked

- highest to lowest. Awards shall be issued until the total funds appropriated for the program have been depleted.
- Recipients shall be notified in writing of the scholarship award. A recipient must provide written acceptance of the award to the Office of Student Financial Assistance by the date specified in the award or the award will be forfeited.

## **Minimum/Maximum Award**

- The annual award amount for a science, teaching, engineering, computer science, mathematics, or nursing majors will be \$2,000.
- The annual award amount for all other majors will be \$1,000.

## **Verification**

- The Office of Student Financial Assistance has the authority to verify information concerning applicants and recipients for the purpose of administering this program.
- At the request of OSFA, schools are required to verify the following using federal standards:
  - o Taxable and non-taxable income of student and parents (if a dependent student);
  - o Enrollment status (undergraduate or graduate);
  - o Dependency status; and
  - o Transaction number of ISIR used.
- Schools must provide updated and verified data to OSFA by the date established each year.
- Information verified by the institutions will be used to update OSFA records. Awards for students with corrections and errors will be recalculated and adjusted accordingly.
- Each semester, eligible institutions shall certify on billing rosters provided by the Office of Student Financial Assistance that the recipient is:
  - o a Maryland resident;
  - o enrolled for 12 or more hours as a degree seeking undergraduate student; and
  - o making satisfactory academic progress towards a degree.

## **Renewal**

- The scholarship may be used for tuition and mandatory fees for 3 years of study or six

semesters of study, whichever is longer, if the recipient:

- o remains a resident of the State of Maryland;
- o continues to be enrolled full-time as an undergraduate student in a degree program at a public senior higher education institution or a private nonprofit institution of higher education in Maryland
- o maintains 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 or provides evidence satisfactory to the administration of extenuating circumstances;); and maintains the standards of the institution attended by the recipient.

#### Certification of Grade Point Average

- Following the spring semester, the Office of Student Financial Assistance shall 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.
- OSFA also may ask the school to verify the recipient's grade point average by submitting an official transcript.
- The institution's calculation of the grade average is final. OSFA does not round any reported grade point averages.
- 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.
  - o 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 school courses taken immediately following that academic year raises the cumulative grade point average to 2.5 or above.

#### Cancellation

- The 2+2 Transfer Scholarship will be canceled if the student:
  - o fails to maintain the academic standards of the institution;
  - o fails to maintain Maryland residency;
  - o fails to maintain an annual 2.5 grade point; or
  - o fails to enroll as a full-time degree seeking student taking at least 12 credit hours each semester.

#### Appeals

- Categories of Appeals
  - o A 2+2 Transfer Scholarship recipient can appeal their eligibility for an award on the basis of the following criteria:
    - failure to maintain full-time enrollment; or
    - failure to maintain a 2.5 cumulative grade point average.
  - o 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 a specific course or activity (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.
  - o Appeals Based on Grade Point Average
    - If a student fails to meet grade point average requirement, the student may

appeal on the basis of:

- a serious illness or injury of the student;
  - a serious illness of a member of the student's immediate family;
  - serious emotional difficulties experienced by the student;
  - the death of a member of the student's immediate family; or
  - Other serious personal circumstances.
- The student's appeal information must clearly demonstrate that one or more of the factors in subsection (1) prevented the student from achieving the required grade point average.
- A 2+2 appeal must be received by OSFA by December 1st if appealing for the Fall semester and April 30th if appealing for the Spring semester.

#### **Appeal Procedures for all applicable Need-based Programs**

- An appeal may only be filed by the submission of a completed appeal form to the OSFA at [appeal.mhec@maryland.gov](mailto:appeal.mhec@maryland.gov).
- In completing the appeal form, the student must document the conditions upon which the appeal is based as specified on the appeal form.

Upon receipt of the appeal, the documentation will be reviewed and a decision will be rendered within 45 days. The student will be notified of the outcome of the appeal in writing.



# **EDWARD T. AND MARY A. CONROY AND JEAN B. CRYOR MEMORIAL SCHOLARSHIP PROGRAM**

## **Purpose**

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% 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% 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% disabled veterans who have exhausted or have received federal veteran education benefits.

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

Students apply for these awards though the financial aid office at the school by July 15th each year. Schools then provide MHEC with a list of eligible students and request disbursement.

## **Eligibility Criteria**

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

- Maintain Maryland residency (with the exception of children of a State or local public safety employee who died in the line of duty).

- Attend a Maryland postsecondary institution on at least a part-time basis and be one of the following:
  - Enrolled for a minimum of six credits each semester.
  - Be a son, daughter, or stepchild, at least 16 years of age, whose parent served in the United States Armed Forces after December 7, 1941 and died or was totally and permanently disabled as a direct result of military service.
  - Was a Maryland resident at the time the parent was declared to be:
    - A State or local public safety employee killed or 100% disabled in the line of duty.
    - A prisoner of war or missing in action as a result of the Vietnam Conflict on or after January 1, 1960.
    - A victim of the September 11, 2001 terrorist attacks.
    - A surviving spouse (a person who has not remarried) of a State or local public safety employee killed in the line of duty or a victim of the September 11, 2001 terrorist attacks.
    - A 100 % disabled public safety employee, or;
    - A Veteran who suffers a service-related disability of 25% or greater; and who has exhausted or is no longer eligible for federal veteran's educational benefits.
  - To qualify, a stepchild must provide copies of marriage certificate & birth certificates.

#### **Additional Information**

- Students apply for this award through the financial aid office at the institution at which they attend.
- Institutions are required to fund all eligible students and will be reimbursed by the State for funds expended.
- Institutions MAY NOT hold funds from eligible students while waiting for funds from the State.
- The deadline to apply for this program is July 15th ;
  - Students must submit the institution's Conroy and Jean B. Cryor application and all required documents by this date.
  - Renewal awardees are not required to reapply each year.
- A State or local public safety employee is defined as a person who is a:
  - Career or volunteer member of a fire department, ambulance/rescue company or

squad.

- Law enforcement officer.
- Correctional officer.
- Maryland resident who was a member of the Maryland National Guard at the time of death.

- A disabled public safety employee is defined as a:

- State or local public safety employee who sustains an injury in the line of duty that precludes the individual from continuing to serve or be employed as a state or local public safety employee.

In the case of a volunteer member of a fire department, ambulance/rescue squad or company, the disability must preclude the member from continuing to be employed in a nonpublic safety occupation in which the member was engaged at the time of injury.

- A victim of the September 11, 2001 terrorist attacks is defined as a;

- Maryland resident who was killed as a result of the attacks on the World Trade Center in New York City, the attack on the Pentagon in Virginia, or the crash of United Airlines flight #93 in Pennsylvania on September 11, 2001.

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 schools will be notified when this occurs.

#### **Award Amount**

- 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, not to exceed \$11,530 a 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.

- o NOTE: Students who are the children or stepchildren of a State or local public safety employee who died in the line of duty are exempted from paying non-resident tuition at public institutions of higher education in the State .

#### **Cancellation**

The Edward T. and Mary A. Conroy and Jean B. Cryor Memorial Scholarships will be canceled if the recipient fails to:

- Enroll for at least six (6) credits.
- Meet any of the eligibility criteria listed above.

#### **Renewals**

The Edward T. and Mary A. Conroy and Jean B. Cryor Memorial Scholarship Programs are automatically renewable as long as the other conditions of the program are met.

Each recipient of a scholarship may hold the award for 5 years of full-time study or 8 years of part-time study. In the instance of a transfer student, institutions may verify with OSFA how many renewal years a student has left.



# TUITION EXEMPTION FOR FOSTER CARE RECIPIENTS OR UNACCOMPANIED HOMELESS YOUTHS

## Purpose

The Tuition Exemption for Foster Care Recipients or Unaccompanied Homeless Youth is available to foster care or unaccompanied homeless youth who are enrolled as a candidate for a vocational certificate, an associate's degree, or bachelor's degree at a Maryland Public institution of higher education. The purpose of the tuition exemption for foster care recipients or unaccompanied homeless youths is to provide financial assistance to foster care and unaccompanied homeless youth.

## How to Apply

Students must annually complete the FAFSA.

## Eligibility Criteria

To be eligible for the Tuition exemption for foster care recipients, a youth must have:

- Been placed in an out-of-home placement made by the Maryland Department of Human Resources (MDHR) in a Maryland foster care home; and
- Resided in an out-of-home placement on your 18th birthday;
- Resided in an out-of-home placement on your 13th birthday and was placed in legal guardianship or adopted out of an out-of-home placement after your 13th birthday; Resided in an out-of-home placement in the State for at least 1 year on or after your 13th birthday and returned to live with your parents after the out-of-home placement ended; or
- Been the younger sibling of an adopted individual who met the previously stated eligibility requirement and were adopted concurrently with that sibling before your 13th birthday.

To be eligible for the Tuition exemption for unaccompanied homeless youth, students must have:

- Had a consistent presence in the State for at least 1 year before enrollment in a public institution of higher education that is documented by school, employment, or other record
- Is not in the physical custody of a parent or guardian
- Is a homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act, and
- Was determined to be a homeless child or youth by:
  - o A Maryland local school system homeless liaison, as defined by the McKinney-Vento Homeless Assistance Act
  - o A Director or a designee of the Director of a Maryland-based program funded under the Runaway and Homeless Youth Act
  - o A Director or a designee of the Director of a Maryland-based program funded under Title IV, Subtitle B of the McKinney-Vento Homeless Assistance Act
  - o The financial aid director at the public institution of higher education in which the youth seeks to enroll
- Examples of children who fall under this definition are as follows:
  - o Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
  - o Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
  - o Children and youth living in emergency or transitional shelters
  - o Children and youth abandoned in hospitals
  - o Children and youth awaiting foster care placement
  - o Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
  - o Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
  - o Migratory children and youth living in any of the above situations

When determining whether a youth is an unaccompanied homeless youth, a financial aid administrator will have to verify annually that the youth qualifies as an independent student under the federal College Cost Reduction and Access Act.

Both populations must be:

- Enrolled on or before he or she reaches the age of 25
- Enrolled full time or part time for an associate, bachelors, or a vocational certificate at a Maryland public institution of higher education

#### **Additional Information**

- Students are eligible to receive the tuition exemption for the following semesters:
  - o Fall
  - o Winter
  - o Spring
  - o Summer
- The exemption is applied at the institution based on 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.

#### **Maximum Award**

The tuition exemption provides exemption from paying any tuition and mandatory fees at a Maryland public institution of higher education.

#### **Cancellation**

The Foster care Waiver 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**

- Student must complete the FAFSA annually; and
- The student will continue to be exempt from paying tuition and fees until 5 years after first enrolling as a candidate for an associate, bachelors, or a vocational certificate at a Maryland public institution of higher education



# HAL AND JO COHEN NURSING FACULTY SCHOLARSHIP

## Purpose

The Hal and Jo Cohen Graduate Nursing Faculty (GNF) Scholarship Program is designed to increase the number of qualified bedside nurses in Maryland hospitals through Statewide Initiatives administered by the Maryland Higher Education Commission (MHEC) on behalf of Health Services Cost Review Commission (HSCRC). The Graduate Nursing Faculty Scholarship is one of the Statewide Initiatives.

## Eligibility Criteria

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

- Maintain Maryland residency.
- Enroll at a Maryland college or university.
  - Full-time (9+ credits per semester) or,
  - Part-time (3-8 semester credits) graduate students in a;
    - Masters of Science in Nursing (MSN) program or,
    - Post-graduate certificate program in nursing education or,
    - Doctorate (PhD, DNP, EdD) program or,
    - Another graduate-level nursing program required to prepare individuals to become nursing faculty.
- Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.
- An applicant must provide documentation of sponsorship by a nursing school in Maryland.
  - The nursing school sponsoring the student is responsible for providing mentors for the student and incorporating the student into its campus faculty culture.
  - The sponsoring nursing school must also provide career counseling and assistance with placement as a faculty member at its institution or another nursing school in the State.

## **Additional Information**

A recipient of the Graduate Nursing Faculty Scholarship may hold any other State grant or scholarship issued by the Office of Student Financial Assistance as long as:

- Eligibility requirements are met for each scholarship and grant received.
- The total of all scholarships and grants does not exceed the cost of attendance.
  - The student's total cost of education as certified by the institution that the student is attending.
- The Graduate Nursing Faculty Scholarship is not based on need.

## **Maximum Award**

- The Graduate Nursing Faculty Scholarship is equal to 100% of tuition and mandatory fees.
- The award is automatically renewed for the full term of approved study.
- Award recipients may request summer funding, as long as funds are available.
  - Summer funding requests must be in writing and be received by the Office of Student Financial Assistance (OSFA) by May 1st of each year.

## **Cancellation**

A Graduate Nursing Faculty Scholarship will be cancelled if the recipient fails to:

- Remain academically eligible.
  - If funds are available, the scholarship may be reinstated upon proof that:
    - The student achieved a 3.0 grade point average in the fall or spring semesters in the academic year following the cancellation of the award.
    - Courses taken in summer school may be considered in calculating a student's annual grade point average.
- Fails to respond to the award letter (cancellation code CH).

## **Renewal**

- The Graduate Nursing Faculty Scholarship award is automatically renewed for the full term of approved study if the recipient meets the following criteria:
  - Maintain Maryland residency.
  - Remains enrolled in an eligible nursing program.
  - Maintains a 3.0 annual grade point average on a 4.0 grade point average scale (includes fall and spring grades for previous academic year).
  - Maintains satisfactory academic progress according to the institution's standards.
  - Is enrolled at least part-time per semester as approved by the institutions nursing program.

## **Program Implementation**

- Priority will be given to recipients who are:
  - Participating in Nurse Support Program II Competitive Institutional Grant projects.
  - Enrolled in accelerated programs and programs that prepare faculty for positions that have historically been difficult to fill.
  - Preference will be given to students pursuing full-time graduate study in both priority areas above.
  - Applicants who do not fall into one of the two priority areas will be ranked by grade point average (GPA) and awarded as long as funds remain available.
- Renewal awards are given priority and automatically renewed for the full term of approved study.
- The Graduate Nursing Faculty Scholarship award amount on the student award letter is an estimate based on the reported enrollment plan from the student's application.
  - The award will be adjusted by the student's institution to reflect the actual dollar amount of tuition and mandatory fees.
- A former GNF recipient may continue to receive scholarship funding to complete an additional higher degree for faculty preparation or after joining a nursing program as a faculty member. Example: Completing MS in Nursing with GNF scholarship and later returning to school for Doctoral degree with GNF scholarship funding.

- Each event is separate and requires an additional service obligation commitment of one year tuition support for one year of service.

### Award Adjustments

- Since GNF covers tuition and mandatory fees, it may be necessary to either increase or decrease a student's award in MD CAPS.
- In the event the institutions must decrease students' GNF award amounts, please proceed as usual and adjust the MD CAPS award amount.
- In the event that a student's GNF award amount needs to be increased to reflect the cost of tuition and fees, please follow these steps:

1. Certify the number of credits and enter the 2c certification code as usual

**Please note that if you enter an increased award amount under New Amount, you will not be able to request payment on that amount; also the Award Amount will not change.**

2. Submit the award adjustment request to OSFA through the faohelp.mhec@maryland.gov email address. Please allow 2 business days for your request to be processed.
- Be sure to include a spreadsheet with the student(s)'s name, MHEC ID number, and adjusted award amount. In addition to the spreadsheet the institution should also provide a copy of the student's bill or other institutional documentation verifying the cost per credit.
3. After receiving confirmation from OSFA that the adjustment has been made, the institutions may proceed with requesting payment as usual.

**Please note that after OSFA makes the award adjustment, it will be reflected in both the New Amount and the Award Amount.**

It is very important to follow these steps in order. Failure to do so may result in the award adjustment being reversed.



# TUITION REDUCTION FOR NON-RESIDENT NURSING STUDENTS

## Purpose

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

## Eligibility Criteria

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.

## Additional Information

- This award is not based on need.
- Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.
- The institution may reduce the student's tuition so that they pay the tuition charged to a Maryland resident.

## Service Obligation

- Students must sign and return a promissory note agreeing to serve as a full-time nurse in a hospital or related 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 they must repay the scholarship with interest.
- 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.

#### **Renewal**

Awards will be renewed automatically for an additional year if the student attends a two-year public institution or for an additional three years if the student attends a four-year public institution. Students must maintain the satisfactory academic progress standards of the institution they attend and remain enrolled in an eligible program.



# JACK T. TOLBERT MEMORIAL GRANT PROGRAM

## Purpose

The Jack F. Tolbert Memorial Grant program is designed to provide financial assistance to full-time students attending approved Maryland private career schools.

## Eligibility Criteria

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

- Maintain Maryland residency, the student and their parents (if they are a dependent student).
- Be accepted for admission to or enrolled in a private career school 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 nominate eligible students three times each year.
- All nominations should be accompanied by a copy of the student's Federal Student Aid Report (SAR) and a Student Application provided by the school.
- Students will be awarded only once during the fiscal year, with a maximum eligibility of two awards.

## Maximum Award

- There is a maximum award of \$500 annually.

## Cancellation

The Tolbert Grant will be cancelled if the recipient is not;

- Enrolled on a full-time basis as described above.



- Fails to respond to the award letter (cancellation code CH).
- Fails to maintain Maryland residency.

### **Renewal**

There are no provisions covering renewal under this program.

### **For Best Consideration**

- Contact the private career school for an application and information.
- File the FAFSA by March 1st of each year.



# VETERANS OF THE AFGHANISTAN AND IRAQI CONFLICTS SCHOLARSHIP

## Purpose

The Veterans of the Afghanistan and Iraq Conflicts 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, or spouses attending a Maryland postsecondary institution.

## Eligibility Criteria

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

- A member, or spouse or child 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.
- Submit a FAFSA by March 1st of each year.
- 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 course work is acceptable for transfer credit for an accredited baccalaureate program at an eligible Maryland institution.
- Enrolled as either a full-time (12 or more credits per semesters) or part-time (6-11 credits per semester) undergraduate student, and are:
  - A veteran who served at least 60 days in the Afghanistan or Iraq Conflicts, as defined above, or;
  - An active duty member of the Armed Forces who served at least 60 days in the Afghanistan or Iraq Conflicts, as defined above, or;
  - A member of a reserve component of the Armed Forces of the United States or the Maryland National Guard who was activated as a result of the Afghanistan or Iraq

Conflicts and served at least 60 days, as defined above, or;

- o A son, daughter, or spouse of;
  - A veteran or active duty member of the Armed Forces who is serving or has served in the Afghanistan or Iraq Conflicts at least 60 days, as defined above, or;
  - A member of a reserve component of the Armed Forces or Maryland National Guard who was activated as a result of the Afghanistan or Iraq Conflicts and served at least 60 days, as defined above.
- Submit documentation of Chapter 33 Educational Benefits

#### **Additional Information**

- Due to the large Veteran's benefit awards that VAIC recipients may receive, over awards happen frequently.
- If a VAIC recipient is over awarded in grant and scholarship aid (not in loans or work-study, which OSFA expects to be cancelled prior to reducing any State aid), please contact us via email at [faohelp.mhec@maryland.gov](mailto:faohelp.mhec@maryland.gov)
- o Please provide us with the following information about the over award:
  - College Cost of Attendance; EFC
  - Veteran's Benefit amount
  - Other aid received
  - Name of award and dollar amount

All required documentation must be received by March 1st.

#### **Maximum Award**

The award amount is;

- 
- The award amounts for the 2017-2018 award year will not exceed 50% 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 University College and the University of Maryland,

Baltimore, with the highest annual expenses for a full-time resident undergraduate. (Note for 2017-18 the award percentage is only 30% of the annual tuition and mandatory fees)

- 2017-2018 Maximum Award Amounts
  - o On Campus: up to \$7,029
  - o With Parents: up to \$4,418
  - o Off Campus: up to \$4,998
- Award amounts are tentative and may be adjusted based on verification of Veterans Educational Benefits received under Chapter 33/Post 9/11 GI Bill.
- Awards are subject to the availability of funds.

#### Cancellation

- The VAIC scholarship will be cancelled if the recipient fails to:
- Meet any of the criteria listed above.
- Inform the Office of Student Financial Assistance in writing, of any changes to name, address or any other information pertinent to the Veterans of the Afghanistan and Iraq Conflicts Scholarship Program.
- Respond to the award letter (cancellation code CH).

#### Renewal

- A Veterans of the Afghanistan and Iraq Conflicts Scholarship may be renewed on an annual basis for up to five years of full-time study or eight years of part-time study if the recipient:
- Continues to maintain Maryland residency.
- Files the FAFSA by March 1 each year
- Is enrolled on at least a part-time (6-11 credits per semester) basis in an eligible undergraduate program at a Maryland postsecondary institution.
- Maintains a cumulative grade point average of at least 2.5 on a 4.0 scale.
- Continues to meet all other eligibility requirements.



# WORKFORCE SHORTAGE STUDENT ASSISTANCE GRANT PROGRAM

## Purpose

The Workforce Shortage Student Assistance Grant 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 Criteria

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.
- Enrolled 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.
- Additional Information
- Since both merit and need-based criteria will be used when making awards, applicants will be ranked by:
  - Grade point average (GPA).
  - Then by need within each occupational field. Those students with the greatest need within each GPA range will be awarded first.
- Students will be ranked by need within the following GPA ranges:
  - Ranges
    - GPA 3.8 to GPA 4.0
    - GPA 3.6 to GPA 3.79
    - GPA 3.4 to GPA 3.59
    - GPA 3.0 to GPA 3.39
    - GPA 2.9 and below
- Eligible majors and employment will be defined by an Advisory Council biennially and will be structured to address statewide workforce shortages in each occupational field.

- o Eligible majors for the 2017-2018 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);
  - o Child Development
  - o Early Childhood Education
- Ida G. and L. Leonard Ruben Scholarship (Service Area B);
  - o 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);
  - o Education – Approved teacher education program leading to certification in a critical shortage field, which include;
    - Chemistry (grades 7-12)

- 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);
  - o Nursing
- Physical and Occupational Therapy (Service Area E);
  - o Physical Therapy
  - o Physical Therapy Assistant
  - o Occupational Therapy
  - o Occupational Therapy Assistant
- William Donald Schaefer Scholarship (Service Area F);
  - o Law
- Ruth M. Kirk Public Social Work– Social Work (Service Area

G):

- o Social Work
- **Parren J. Mitchell Scholarship – Other (Service Area H);**
  - o Majors other than nursing, social work and law  
(Designed to prepare individuals for a career in public service)

#### Award Amounts

The award amounts are as follows:

- **\$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 4-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 less 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.
- When students take less than part-time credits during the year, OSFA will verify the completion of the required number of credits annually.

#### Cancellation

A Workforce Shortage Student Assistance Grant will be cancelled if the recipient fails to:

- Enroll in the program for which the award was made.
- Enroll in an eligible number of credits per semester.
- Maintain satisfactory academic progress.
- Respond to the award letter (cancellation code CH).
- A recipient who is academically ineligible will forfeit the award for one academic year.
  - o The award can be reinstated, if funds are available, for the following academic

year upon proof of meeting institutional standards.

#### Renewal

The award will be automatically renewed on an annual basis up to a maximum of 5 years as long as the student continues to meet all of the eligibility requirements and maintains the satisfactory academic progress standards of the institution that he/she is attending.

A student transferring from one institution to another may continue to receive the award as long as the student meets all of the eligibility requirements.

#### Frequently Asked Questions- WSSAG Program

- If a student receiving a Workforce Shortage Student Assistance Grant (WSSAG) is considered full-time by the institution, even if they're taking less than 12 credits, why can't they receive the full-time WSSAG award?
  - o WSSAG award amounts are based on the student's number of credits, not their status at the school. A student must be 12+ credits to be considered for a full-time dollar amount award.
  - o 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 can receive his EAG/GAG award at less than 12 credits (full-time), however, the appeal is NOT for the WSSAG award.
- What are we supposed to do when a student's tuition-based award (e.g. Conroy and Jean B. Cryor) needs to be adjusted because the student's tuition and fees are different than what the award amount is in MDCAPs?
  - o The only program that this type of adjustment is applicable to would be the Graduate Nursing Faculty Scholarship.
- If a student who is receiving a WSSAG award is enrolled for less than/more than the number of credits for which he was awarded, how do we process the change?
  - o 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

MD CAPS will adjust the award to the appropriate amount.



# CHARLES W. RILEY FIREFIGHTER AND AMBULANCE AND RESCUE SQUAD MEMBER SCHOLARSHIP PROGRAM

## Purpose

The Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program encourages members of the fire-fighting, 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 Criteria

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

- Be an actively engaged career or volunteer firefighters, ambulance or rescue squad members. Actively engaged is defined as either:
  - a volunteer member within a county or municipality that operates 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 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 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.
- File a FAFSA on or before March 1st
- 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.

- Must maintain a grade point average of at least 2.5 on a 4.0 scale.

#### **Additional Information**

- The application is available online through the student's MDCAPS account.
- The application period is January 1 through April 15th of each year.

#### **Minimum/Maximum Award**

- The annual award shall be at least 50% 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, 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 2017-2018 maximum award for the Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program is \$6,916.

#### **Award Selection**

- Eligible renewals will be given priority over initial applicants. Within these groups, applicants will be ranked and awarded according to the submission date of their completed online application form.
- Applicants who are not selected will be placed on the waitlist pending the availability of funding. Applicants not selected in an academic year must reapply for consideration in a subsequent academic year, and will be ranked according to the submission date of their completed online application form.

#### **Renewal**

Awards are automatically renewed on an annual basis, pending the annual submission of a FAFSA application, up to a maximum of 5 years of full-time study or 8 years of part-time study as long as the student continues to meet all of the eligibility requirements, maintains satisfactory academic progress at the institution attend, and maintains a grade point average of at least 2.5 on a 4.0 scale, and sufficient funding is available.

#### **Cancellation**

The award will be cancelled if the recipient fails to meet and maintain each eligibility requirement. A recipient who is academically ineligible will forfeit the award, and must reapply as an initial applicant in a subsequent award year and meet and maintain each eligibility requirement. A student transferring from one institution to another may continue to receive the award as long as the student meets all of the scholarship eligibility requirements.

#### **Service Obligation**

- A recipient is required to serve for 1 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.



# GRADUATE AND PROFESSIONAL SCHOLARSHIP PROGRAM

## Purpose

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, pharmacy and veterinary medicine if the applicant has demonstrated financial need.

## Eligibility Criteria

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

- Maintain Maryland residency.
- Be a degree-seeking full-time or part-time student in one of the following graduate programs of study: medicine, dentistry, pharmacy, law, social work, nursing or veterinary medicine.
- Be a graduate or professional student attending one of the following schools.
- Notre Dame of Maryland University School of Pharmacy, University of Maryland, Baltimore Schools 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 or, any Maryland institution offering a master's degree in Nursing, Social Work or Pharmacy.
- Demonstrates financial need.
- Students are selected by eligible institutions.
- Must demonstrate financial need according to criteria established by the Commission.

## Minimum/Maximum Award

- 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.



### Cancellation

The Graduate and Professional Scholarship will be cancelled if;

- The student fails to demonstrate financial need according to criteria established by the Commission.
- Meet the other requirements of the program.

### Payment

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.

### Reporting

An End-of-Year report should be completed by June 15th in MDCAPS under INSTITUTION-ALINFORMATION > DECENTRALIZED PROGRAM DATA.



# PART-TIME GRANT PROGRAM

## Purpose

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

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

- Be enrolled as a degree-seeking undergraduate student for at least six but fewer than 12 undergraduate credits per academic term.
- Maintain Maryland residency, you and your parents (if you are a dependent student).
- Have applied for a Pell Grant and demonstrate financial need.
- Not be in default on a student loan nor owe a refund for any previous financial aid received.
- Be in compliance with federal law regarding Selective Service Registration.
- Pledge to remain drug-free during the term of the award.
- Maintain satisfactory academic progress.
- To be considered for an award as a dually enrolled student, the recipient must;
- Be dually enrolled in a secondary school in the State and at an institution of higher education (students do not have to earn both college and high school credit for classes taken). Home school students are NOT eligible.
- Maintain Maryland residency, you and your parents (if you are a dependent student).
- Meet any other conditions for the award as established by the institution.
- Students are selected by eligible participating institutions.

## Minimum/Maximum Award

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

## Cancellation

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



## Reporting

- An End-of-Year report should be completed by in MDCAPS under INSTITUTIONAL INFORMATION > DECENTRALIZED PROGRAM DATA.
- Important: All fields in the End of Year Report must be complete in order for your institution to participate in the Part-Time Grant Program in the subsequent academic year.

## 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 two-year or four-year undergraduate degree.
- Eligible institutions may choose not to participate in this program. Institutions choosing to participate must apply by June 15th 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 recipient.



## GENERAL POLICIES

The policies contained in this section apply to all State financial assistance programs. The individual program descriptions contained in this manual identify the specific policies that apply to the individual programs.

### Degree Program

Undergraduate, graduate, and professional student statuses are identified in the Academic Period Information section in the student's MDCAPS account.

- Since the majority of State financial assistance programs require recipients to be degree-seeking and of a particular grade level, the institution's Financial Aid Office (FAO) must confirm that the student's status is consistent with the requirements of the financial aid awarded.

If a student's status at the institution is different than that listed on the student's MDCAPS account, the institution must change the student's record to reflect the correct status.

### Enrollment Status

Students must meet the program enrollment status requirements in order to receive the financial aid they have been awarded. OSFA program descriptions and policies are in this manual and list the specific minimum number of credits in which a student must enroll to be eligible to receive financial aid funds.

## Definition of Enrollment Status

OSFA uses the following measures to define enrollment status:

CODE	STATUS MINIMUM	CREDITS/HOURS
F	FULL-TIME UNDERGRADUATES	12 CREDITS PER SEMESTER
	GRADUATES	9 CREDITS PER SEMESTER
P	PRIVATE CAREER STUDENTS	18 CLOCK HOURS
	PART-TIME UNDERGRADUATES	6 CREDITS PER SEMESTER
	GRADUATES	6 CREDITS PER SEMESTER
	PRIVATE CAREER STUDENTS	9 CLOCK HOURS

- Remedial courses can count toward credit total.
- Audited courses cannot be counted toward credit total.
- Mini-Semester Attendance and Enrollment Status
- Enrollment in a mini-semester that is contained within a regular semester (e.g., the fall semester begins in September and ends in December while the mini- semester begins in October and also ends in December) may be included in the calculation of the student's enrollment status for State financial aid.

## Satisfactory Academic Progress - SAP

Students must meet satisfactory academic progress requirements in order to receive or renew State financial aid. This includes any students who have appealed and have been granted financial aid on a probationary basis per the requirements outlined in federal regulation.

## Foreign Study/Studying Abroad/Domestic Student Exchange Programs

Students who are enrolled for sufficient credits in approved foreign study programs sponsored by a Maryland institution are eligible to receive State financial aid.

- However, students who are enrolled in foreign study programs that are not approved by a Maryland institution and are billed through other institutions are not eligible to receive the award, even if the institution plans to grant transfer credit at the conclusion of the study experience.

## Consortia Agreements

OSFA recognizes that under certain circumstances a student may be required to attend two different institutions during a given semester in order to complete a required program of study.

- In this case, a consortium agreement between the two institutions is permitted.
- OSFA 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 (e.g., "home" institution).

## Trimester/Quarter Hour Calendars

OSFA awards and disburses scholarships on a semester basis.

- Institutions that follow a trimester/quarter calendar must determine the appropriate distribution of awards according to the established Billing Roster cycles.

## Adjustments to Award Amounts

State financial aid is to be treated as an entitlement. Therefore, except as specified in the individual program instructions, no changes may be made to award amounts unless a legitimate cancellation occurred.

- Do not adjust awards for any other reason.
- If a recipient of State financial aid withdraws from your institution after certification on the Billing Roster, but during the refund period, the award may be refunded in limited circumstances.

- A State financial aid award may not be reduced, because of the amount of any federal or institutional financial assistance the student may have received.
- Loans should be adjusted before a State scholarship is cancelled.
- All over award situations must be vetted through OSFA prior to any adjustments being made.

### Holding Multiple State Grants and Scholarships

A student may hold any State grant or scholarship issued under Education Article Title 18 with any other issued award under this title, with the exception of holding a Guaranteed Access (GA) Grant with an Educational Assistance (EA) Grant or a GA or EA Grant with a Part-Time Grant, as long as:

- Eligibility requirements are met for each scholarship and grant received; and
- The total of all scholarships and grants does not exceed:
  - o The student's total cost of education as certified by the institution the student is attending.
  - o The equivalent annual expenses of a full-time resident undergraduate at the 4-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, with the highest annual expenses for a full-time resident undergraduate

### Home School Eligibility

- Home school students are eligible to participate in OSFA's financial assistance programs, with the exception of the Part-Time Grant, as long as:
  - o 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.
  - o 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.

- o 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 their high school diploma.

### Service Obligation

- Students holding more than one scholarship requiring performance of a specific service must repay the service obligations in consecutive years.

### Funding

- Funding for all State scholarships and grants is determined based on the State Budget Allocations issued to the Commission and regulated through Maryland Annotated Code.
- All awards are contingent upon the availability of such funding.
- Awards are not guaranteed even if an individual meets all minimum eligibility requirements.

### Maryland Residency

- A student must be a Maryland resident to be eligible for all State financial assistance programs, with the exception of, Delegate and 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.

### Maryland Residency Requirements

- This policy applies to all OSFA scholarship and grant programs which require Maryland residency as a condition of receiving financial assistance.

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.

### **Required Period of Residency**

- Except as provided elsewhere in this section, applicants shall establish that they have been residents of the State of Maryland for the required time frame as specified below.
- The required time frames 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 scholarship award.
- Students enrolling in public four-year colleges and universities 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 scholarship award.
- Students enrolling in public community colleges 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 scholarship award.
- Students enrolling in independent colleges and universities 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 scholarship award.
- Students enrolling in private career schools 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 scholarship award.
- Students enrolling in out-of-state schools shall establish residency for a period of time equal to the required time frame for a comparable institution of postsecondary education within the State.

### **General Criteria**

Except as provided elsewhere in this section, recipients of Maryland State scholarships 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 the State of 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 aid programs.

- **Civilian Personnel**

- o The time frame 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**

- o The time frame 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 Nonresident Tuition Waivers**

- Students who live in Maryland and fall into one of the following are exempt from paying nonresident tuition:
  - o Veterans and Dependents Nonresident Tuition:
    - A Veteran and/dependent who attends a public institution of higher education in the State is exempt from paying nonresident tuition at a public institution of higher education if they reside in the State, are stationed in the State, or are domiciled as an:
      - Active duty member of the United States armed forces or National Guard;
      - Honorably discharged member of the United States armed forces or National Guard; and
    - o A spouse and or dependent

- If a member of the National Guard joined or subsequently serves in the Maryland National Guard it must be in one of the required fields:
  - o a Critical Military Occupational Skill; or
  - o Be a member of the Air Force Critical Specialty Code as determined by the National Guard.
- If a spouse or financially dependent child of an active duty member enrolls as an entering student in a public institution of higher education and is exempt from paying nonresident tuition, the spouse or dependent child shall continue to be exempt from paying nonresident tuition if:
  - The active duty member no longer meets the requirements and the spouse or financially dependent child remains continuously enrolled at the public institution of higher education.

In order to confirm the student, spouse, and/ dependents veteran and dependent status the following documentation must be provided DD214 documentation; or copy of military orders.

- **Nonresident Nursing Tuition Reduction**

- o A qualifying nonresident nursing student, who attends a two-year or four-year public institution in Maryland and agrees to work in a Maryland hospital or related institution after graduation, will receive a reduction in tuition expenses.

- **Change of Status**

Maryland residency status is lost at any time that 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 out of state move occurs.

- **Certification of Residency by Institution**

- o A student's residency status shall be certified each term by the Maryland

institution at which the student is enrolled.

- o If the institution determines that the student is not a Maryland resident, then the student's State scholarship award shall be cancelled.
- o A student may appeal a denial of Maryland residency under the appeal mechanism defined later in this section.

### ISIR Reporting Information

**There are a number of circumstances in which a school is required to report ISIR information to MHEC for the purpose re-evaluating a student's eligibility in state aid. The circumstances are as follows:**

- Institutions should update the Institutional Line in MDCAPS for students that have been selected for verification and are recipients of the Educational Assistance Grant Program.
  - o A school will not be able to update the Institutional Line on MDCAPS until the student has accepted their EA award. In all other cases, the institution line should be available to the institution for update in MDCAPS.
- Reasons for reporting ISIR information to MHEC for students not selected for verification:
  - o If an on-time EA applicant has an EFC that differs in MDCAPS versus what is reported at the institution.
    - Please be aware that due to funding restrictions, most students with increased eligibility will be placed on a waiting list for funds. We will notify the students, and you, should we be able to award them any/additional funds.
  - o If an on-time, initial recipient of an EA award exceeds the EFC cutoff noted by MHEC during the academic year.
  - o If you have done a dependency override to an on-time applicant's FAFSA.
- MHEC does not want ISIR changes for the following students who are not on the verification roster:

- o If you have performed professional judgement (with the exception of a dependency override) which results in an EFC change to a FAFSA.
- Students are required to appeal through OSFA for reconsideration of state aid due to extenuating financial circumstances. The student may email OSFA at [appeal.mhec@maryland.gov](mailto:appeal.mhec@maryland.gov) for more information on how to appeal.
- o EA Grant recipients whose EFC did not change on the new transaction.
- o On-time applicants who are not receiving an EA and who are still not eligible on the new transaction.
- o GA eligibility is determined by an internal verification performed by OSFA. However, if the school determines that the income data provided in MDCAPS conflicts with FAFSA data that has been verified at the institution, and the student's income verified by the school exceeds the GA income requirements for the given academic year, the school should notify MHEC so that the conflicting information may be resolved.

### Appeals

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.

## GPA Requirements

Maryland law requires that students maintain a minimum level of academic performance for certain scholarships. For further information, please see the "GPA Roster Instructions" section.

## Appeal Process (All Programs)

The recipient must complete an appeal form provided by the OSFA. In completing the appeal form, the student must document the conditions upon 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.

- 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 that results 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: 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
- For fifth year award appeals only, student is enrolled in an academic program that requires 5 years to complete.
  - The documentation shall 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 other officer at the student's institution.

- **Special Financial Circumstances**

- Documentation must be an appeal form along with a copy of the deceased's 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.

- **Delayed College Entrance Appeal**

- Documentation must include 1) an appeal form, 2) 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, and 3) a letter of reference from an employer, teacher, or organization the applicant is affiliated with describing the applicant's commitment to attending college and earning a degree.

## **Adjustment of Awards**

The following adjustment of awards will be made for appeals that are granted by the OSFA:

- 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 a scholarship 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 waiting list for an award if the change in circumstances makes that student eligible for an award.
- If the student has already been awarded a scholarship and submits an appeal which is granted, the student will be placed on a waiting list for any additional funds for which they may be eligible as a result of the outcome of the appeal.

## **IMPORTANT:**

- Appeals performed by the student's institution (with the exception of dependency overrides) based on professional judgement will not be reviewed by the OSFA for reconsideration of state aid. Students must meet the criteria as noted by OSFA guidelines to be reconsidered for state financial aid
- Should an institution perform a Dependency Override on a student based on Professional Judgement (as outlined in federal regulation), the institution should notify the OSFA of the change of 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 OSFA by the institution.



# VERIFICATON - HOWARD P. RAWLINGS PROGRAMS OF EDUCATIONAL EXCELLENCE

## Purpose

OSFA annually verifies application information for a percentage of all Howard P. Rawlings Educational Excellence Award recipients to determine if students are submitting accurate information for determination of awards. OSFA verifies Howard P. Rawlings Educational Excellence Award applications of recipients identified by OSFA and institutions as having discrepancies of the information contained on their FAFSA. OSFA may also select students randomly for verification. Verification data must be provided to OSFA to ensure that the determination of state award eligibility is finalized.

## Agency Verification Process

- GA students are notified in writing of their selection for verification and are required to provide the following documents within four weeks: (Please note that ALL requested documentation must be provided by the deadlines as publicized to students and institutions: GA-Initials July 1st, **GA-Renewals August 31st. NO** additional documentation or changes can be accepted after that time.)
  - Office of Student Financial Assistance Dependent or Independent Verification Form to verify:
    - Child support
    - Other untaxed income
    - Maryland residency for non-tax filers
    - Non-filing status for non-tax filers
    - Family size/number in college
  - Federal and state income tax transcripts of parents, student and spouse, to verify;
    - Income, federal taxes paid; and
    - Maryland residency
- Awards for students who fail to provide the required information by the deadline will be canceled for the entire academic year.

- Students who provide the required documentation will be verified in accordance with the procedures established by OSFA. Awards for students with errors will be recalculated and adjusted or canceled accordingly.

### **Institutional Verification Process**

- OSFA will select all EA Grant recipients who are also flagged for federal verification. These students will then be submitted, in spreadsheet form, to the institutions where the students are attending.
- Once students are selected, schools are required to verify fields that correspond with the assigned Verification group ("V-Group) of each student as outlined in federal regulations. The below items must be reported in MDCAPS by the institution on an annual basis for all students selected for verification by MHEC
  - o Dependency status
  - o Expected Family Contribution
  - o Transaction number of ISIR used
  - o Confirmation that student was verified
- Each institution's financial aid office is then responsible for updating the student's information in MDCAPS using the most recent financial documentation collected from the selected students. This can be done in one of two ways;
  - o The institution can update the information directly in each student's record in MDCAPS, or;
  - o The institution can send the OSFA an electronic file via the Verification Roster upload process (see Appendix C in the MDCAPS FAO user manual in MDCAPS). Schools must provide updated and verified data to OSFA by the date established each year.

Information verified by the institutions will be used to update OSFA records.

- o Awards for students with corrections and errors will be recalculated and adjusted or cancelled accordingly.

### **Maryland Community College COA Adjustment**

- The Institutional Cost of Attendance is calculated using in-county tuition and mandatory fees.

- OSFA will recalculate a student's award at the written request of the financial aid office if the student is being charged out-of-county tuition and mandatory fees and if funds are available.



# AWARD ROSTERS

For detailed information as it pertains to the Award Roster process, see the MDCAPS FAO User Manual. This manual is accessible through the MDCAPS FAO User Portal by clicking on the “?” Help icon from the home screen.

## GPA Roster Instructions

- Maryland law requires that students maintain a minimum level of academic performance for certain scholarships.
- Each summer, GPA rosters become available to all Maryland institutions that have students receiving funds through one of the specific scholarship programs.
- Financial Aid Offices must report each student's grade point average to the Office of Student Financial Assistance by the designated deadline so that cancellations can be reported to students in a timely manner.
- This process is completed through MDCAPS, and instructions can be obtained on page 39 of the FAO User Manual that deals with MD CAPS.
- Some programs require a cumulative GPA, while others require an annual GPA.
  - The calculation for an annual GPA is done by taking the quality points from each completed course divided by the total number of credits for each completed course for both the Fall and Spring semesters (you can include winter courses too, if applicable).
  - Completed courses are courses that have an A through F grade; W's are not included. The cumulative GPA calculation is the overall GPA and can be taken right from your institution's system.
- **Annual GPA**
  - Distinguished Scholar – 3.0 annual GPA
  - Graduate Nursing Faculty Scholarship – 3.0 annual GPA
- **Cumulative GPA**
  - Veterans of the Afghanistan and Iraqi Conflicts Scholarship - 2.5 cumulative GPA
  - 2+2 Transfer Scholarship – 2.5 GPA

For additional information on how to process GPA Rosters, please see the MDCAPS FAO User Manual.



# DISBURSEMENT PROCESS

## Purpose

The Disbursement Process is the method used to distribute financial aid funds to the institution. Any questions regarding this process may be directed to OSFA staff at [faohelp.mhec@maryland.gov](mailto:faohelp.mhec@maryland.gov).

- The Accepted/Not Certified Roster can be accessed online, and for the fall semester will be available no later than mid-September.
- The Accepted/Not Certified Roster for the spring semester will be available no later than early-February.
- On the first billing roster of each semester, students receiving an EA Grant or GA Grant will be randomly flagged for verification of their enrollment.
  - They will show up on the Enrollment Documentation Roster.
  - You will also see, in red, on the student's MDCAPS award section, "Submit Enrollment Documentation to MHEC".
  - Your institution is required to submit registration schedules to our office for those students.
  - For students who are not enrolled we will not expect a schedule, as you will have changed the student's enrollment to "Not Enrolled" and there will be a "SX" or "CX" under the "Certification Code" column on the billing roster.

Completing the Billing Roster – General Instructions - **Please see the MDCAPS FAO User Manual for further information.**

- Enrollment Status:
  - The enrollment status required for any State financial aid program is based on the number of credit hours for which the recipient is billed on the institution's official census date for the semester.
    - If there is no enrollment status or if the incorrect status is listed in the section labeled Enrollment Status, record the student's correct status by selecting it from the drop down menu.

- o In some cases, an award must be cancelled if the actual enrollment status does not meet the eligibility requirements for the award.
  - When you change the student's enrollment status in MDCAPS, the system will automatically cancel the award if the student does not meet the minimum enrollment status.
- o Some awards (e.g. VAIC, Conroy and Jean B Cryor) are equal to tuition and fees, and room and board for a full-time, on-campus student.
  - You must verify student housing and tuition amounts, and, if necessary, indicate the correct award amount under the New Amount field.
  - Award amounts should reflect the tuition noted on the College Cost Survey submitted by your institution each year and listed in Appendix G of this manual.
  - You should not have to manually update the award amount, as the MDCAPS system will automatically adjust the tuition and fees amount based on your College Costs listed in MDCAPS.
- o Unless instructed by MHEC, DO NOT send financial aid refunds to MHEC via check or the R\*STARS process.
  - Upon receipt of the completed Awarded/Not Certified Roster, the Office of Student Financial Assistance will be reported in the Final Award Disbursement Report (FADR).
- o All awards are contingent upon availability of funds.
- o Institution-written software should include an EDITS process to make sure that all codes are valid and that the file is in the proper format.

### Billing Roster – Cancellation Codes

The institution may only use certain CANCELLATION CODES when canceling an award.

- Awards will not be adjusted without one of the appropriate codes, unless the specific program instructions require a calculated amount for the award.

- Please refer to Appendix B of the MDCAPS FAO Manual for a listing of cancellation codes.
- Schools should no longer use the CK or CX cancellation codes.
  - o The appropriate procedure is to change the students' enrollment for the specified semester.

### Disbursement of Scholarship Funds

When the institution requests payment in MDCAPS, payment is then authorized to the institution.

**REMEMBER:** It is important that once your institution has certified an award for a student(s) on the billing roster, you must request payment soon after certification. Not doing so may result in significant auditing implications.

Your institution is required to certify a student based on the FAFSA information on file at the time of certification. If your institution has not requested payment on an already certified award and a subsequent ISIR is received, your institution will be required to re-certify the student's eligibility based on the new ISIR on file. Such circumstances may result in a change of a student's eligibility in state aid.

### Payment Methods

- Institutions that participate in the State accounting system (FMIS) are paid by R\*STARS Interagency Transfer of Funds.
- Institutions that set up Electronic Funds Transfer at <https://interactive.marylandtaxes.com/extranet/gad/GADLogin/login.asp> will be paid by wire transfer.
- Other institutions will receive a check for the total financial aid dollars due.
- A copy of the Award Disbursement Report Student Detail is available in MDCAPS
  - o The date under Invoice # on the check corresponds with the date range needed in the report request.
- The following is a summary of the kinds of changes in a student's award that will occur on subsequent Award Disbursements.

- o A student's award has been increased or decreased by OSFA since certification and payment request occurred.
- o A student's award has been cancelled by OSFA since the institution previously received payment?

#### **Adjustments after Submission of the Billing Roster**

If a change must be made to a student's award after certification and a request payment has been submitted to OSFA.

- Please notify us via email at faohelp.mhec@maryland.gov.
- Remember FERPA regulations when submitting Social Security numbers via email.
- Please use only the last 4 digits of the SSN.
- Please reference the Billing Roster number and semester when submitting a requested change in a student's award.
- Include the student's full name, a portion of the SSN, Adjusted Amount and appropriate Reason Code.
- If using a CY code, please include the reason.
- If necessary, also include any additional information.
- Unless instructed by MHEC, the institution is not authorized to send financial aid refunds to MHEC via check or R\*STARS without prior approval from MHEC's Accounting Division.
- Questions regarding this process should be directed to the Accounting Division at (410) 767-3088.

#### **Appendix A: Award Types & Award Maximums for the 2017-18 Aid Year**

##### **- Type Code Order (\*Defined on the Program Description page)**

Scholarship Program	Award Program Short Name	Annual Award Maximum
Educational Assistance Grant	EAISR; EAISN	\$3,000
Guaranteed Access Grant	GAISR; GAISN	\$18,400
Senatorial Scholarship	SEN IS; SEN OS; SEN 1YR;SENRENIS; SEN-RENOS;SENOTHER;SEN-NEWIS;SENNEW OS	\$11,530
Edward T. and Mary A. Conroy and Jean B. Cryor Grant	CONROY	\$11,530
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	\$11,530
Tolbert Memorial Grant (Private Career School)	TOLBERT	\$500
Graduate Nursing Faculty Scholarship	GNF-SCHL	100% Tuition and fees
Veterans of Iraq and Afghanistan Conflicts Scholarship	VAIC	\$7,029
Workforce Shortage Student Assistance Grant	WSS-CC; WSS-EDUC; WSS-HS; WSS-NURS; WSS-PTOT; WSS-WDS; WSS-SWK; WSS-PMO	\$4,000
2+2 Transfer Scholarship Program	2+2 TRANS – I; 2+2 TRANS - R	\$2,000 (Majors: Teaching, Science, Engineering, Computer Science, Mathematics, or Nursing;

## Appendix B - Award Session Dates

### 2017-2018 Academic Year

TERM	STARTING DATE	ENDING DATE
SUMMER 2017	07/01/17	08/31/17
FALL 2017	09/01/17	12/31/17
SPRING 2018	01/01/18	05/31/18
SUMMER 2018	06/01/18	06/30/18
CLOCK HOUR	07/01/17	06/30/18
CLOCK HOUR	10/01/17	12/31/17
CLOCK HOUR	01/01/18	06/30/18

## Appendix C- Program and Contact Persons Sheet

Baltimore, MD 21201  
(410) 767-3300; (800) 974-0203  
TTY for the Deaf - (800) 735-2258

[www.mnec.maryland.gov](http://www.mnec.maryland.gov)

[www.mogo.mt.mnec.maryland.gov](http://www.mogo.mt.mnec.maryland.gov)  
[osfamail.mhec@maryland.gov](mailto:osfamail.mhec@maryland.gov)

Donna Thomas—Director  
[donnae.thomas@maryland.gov](mailto:donnae.thomas@maryland.gov)

Stephanie Southerland—Associate Director  
[stephanie.southerland@maryland.gov](mailto:stephanie.southerland@maryland.gov)

**The Howard P. Rawlings Educational Assistance Grant, Guaranteed Access Grant, Senatorial Scholarship Program, Delegate Scholarship Program, and Other State Programs**

Claudine Saxton—Program Manager  
[claudine.saxton@maryland.gov](mailto:claudine.saxton@maryland.gov)

Vacant—Program Supervisor  
[osfamail.mhec@maryland.gov](mailto:osfamail.mhec@maryland.gov)

**Legislative Districts**  
04, 08, 09, 10, 11, 12, 14, 15, 17, 18, 19, 20, 24, 25, 26, 27, 28, 30, 31, 33, 34, 35, 36, 37, 38, 39, 41, 42, 43, 45, 47

**Staff Person**  
Carl Brooks  
[carl.brooks@maryland.gov](mailto:carl.brooks@maryland.gov)

01, 02, 03, 05, 06, 07, 13, 16, 21, 22, 23, 29, 32, 40, 44, 46

Sue Koch  
[sue.koch@maryland.gov](mailto:sue.koch@maryland.gov)

All Guaranteed Access Grants (GA)

Fred Davenport  
[fred.davenport@maryland.gov](mailto:fred.davenport@maryland.gov)

2+2 Transfer Scholarship Program

Gerrie Rogers  
[gerrie.rogers@maryland.gov](mailto:gerrie.rogers@maryland.gov)

Tolbert Grant Program

Carl Brooks  
[carl.brooks@maryland.gov](mailto:carl.brooks@maryland.gov)

**Campus-Based State Scholarship Programs (please contact the college for application procedures)**

Campus-Based Educational Assistance Grant  
Graduate and Professional Scholarship Program  
Part-Time Grant

Claudine Saxton—Program Manager  
[claudine.saxton@maryland.gov](mailto:claudine.saxton@maryland.gov)

**Career/Occupational Programs and Unique Populations Programs**

Terica Prater, Program Manager  
[terica.prater@maryland.gov](mailto:terica.prater@maryland.gov)

John R. Justice Loan Repayment Program  
Margaret Tawfik  
[margaret.tawfik@maryland.gov](mailto:margaret.tawfik@maryland.gov)

Loan Assistance Repayment Program/Primary Care Service (MLARP)  
Loan Assistance Repayment Program/Dent Care (MDC-LARP)  
Edward T. & Mary A. Conroy & Jean B. Cryor Memorial Scholarship  
Tuition Exemption for Foster Care Recipients or Unaccompanied Homeless Youths

Tuition Reduction for Non-Resident Nursing Students  
Charles W. Riley Firefighter and Ambulance and  
Rescue Squad Member Scholarship Program

Gerrie Rogers  
[gerrie.rogers@maryland.gov](mailto:gerrie.rogers@maryland.gov)

Graduate Nursing Faculty Scholarship  
Veterans of the Afghanistan & Iraq Conflicts Scholarship

Bill Rogers  
[william.rogers1@maryland.gov](mailto:william.rogers1@maryland.gov)

Service Obligations (Phased Out & Current Programs)

Dawn Hastings  
Bill Rogers  
[dawn.hastings@maryland.gov](mailto:dawn.hastings@maryland.gov)  
[william.rogers1@maryland.gov](mailto:william.rogers1@maryland.gov)

Workforce Shortage Student Assistance Grant

Dawn Hastings  
Bill Rogers  
[dawn.hastings@maryland.gov](mailto:dawn.hastings@maryland.gov)  
[william.rogers1@maryland.gov](mailto:william.rogers1@maryland.gov)

Janet L. Hoffman Loan Assistance Repayment Program

For students whose last names begin with:

A ----- L  
M ----- Z

Bill Rogers  
Margaret Tawfik  
[william.rogers1@maryland.gov](mailto:william.rogers1@maryland.gov)  
[margaret.tawfik@maryland.gov](mailto:margaret.tawfik@maryland.gov)

### Other OSFA Contacts

Financial Aid Officer/Institutional Transition

[fanholm.mhac@maryland.gov](mailto:fanholm.mhac@maryland.gov)

## Appendix D- State Scholarship Frequently Asked Questions

- When should "YY" be used?
- The "YY" should be used in very unusual circumstances where we 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". That would prompt our office to contact you to ask about the situation to get more information.
- How do we report when a student withdraws from classes?
- That depends on the type of withdrawal.
  - Drops a class(es):
    - 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 is ineligible for the award.
    - If the student drops a class after the census date, and is charged tuition for that class, then he may keep the award if he meets all other credit requirements.
    - 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 may keep the award. We do not do a 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 tuition amount changed as a result (whether it be due to a R2T4 calculation or not), then the student is no longer eligible for our award.

- 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 1st and earlier) ISIRs until April 1st, including all ISIR corrections. We award in mid-April. After we have awarded, we do not download any corrections for on-time FAFSAs unless the institution reports a change to us.
  - MHEC downloads late ISIRs (application receipt date March 2nd and later) for programs other than EAG/GAG in mid-June and early July, including corrections to those late ISIRs. We do not download any other late ISIRs unless the institution asks us to do so, except in the case of GA Grant applicants. We download those ISIRs as needed. When we download the late ISIRs, we do NOT download corrections to the on-time ISIRs.
- 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 which puts them at or over 12 credits, actually 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".
- What does MHEC do with corrections to student ISIRs after this date? What is the school's responsibility in this?
  - For students who ARE NOT on our verification roster, MHEC would like to have the following ISIR information sent to us (or for you to request that we download them).

## Appendix E – Program / Document Deadlines

Program, Application or Documents	Deadline Date
FAFSA	Before March 1
Howard P. Rawlings Educational Assistance Grants	On time FAFSA ~ automatic if eligible
Howard P. Rawlings Guaranteed Access Grants	GA-I: All required documents must be received by July 1  GA-R: All required documents must be received by August 30
Campus-Based Educational Assistance Grant Awards	FAFSA dated March 2 or later ~ Offered at school's discretion
Senatorial Scholarship Program	Awarding ends in mid ~ late March
Delegate Scholarship Program	Awarding ends in mid ~ late March
Edward T. and Mary A. Conroy and Jean B. Cryor Memorial Scholarship Program	July 15
Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program	March 1
Tuition Waiver for Foster Care Recipients & Unaccompanied Homeless Youth	At discretion of the school
Graduate Nursing Faculty Scholarship	At the discretion of each school ~ Summer requests must be received by April 1
Jack F. Tolbert Memorial Grant	None ~ Awards are made by the schools
Veterans of the Afghanistan and Iraq Conflicts Scholarship	All required documentation must be received by March 1
Workforce Shortage Student Assistance Grant Program	July 1
Graduate and Professional Scholarship Program	On time FAFSA & at discretion of the schools

Part-Time Grant Program	At discretion of the schools
Janet L. Hoffman Loan Assistance Repayment Program	September 30
Maryland Loan Assistance Repayment Program for Physicians	April 15; October 15
Loan Assistance Repayment Program Dent-Care	August 31
2+2 Transfer Scholarship	August 31
Rosters & Reports	Due Date
Cost of Attendance Information	February 28
Subsequent Awards ~ CBEAG	January 15
Return Unspent Part-Time Grant Funds	March 15
CBEAG, Part-Time, Grad & Prof End of Year Report	June 15
GPA Roster	July
Conroy & Cryor Institution Report	Fall Semester: October 30 Spring Semester: February 29
Verification Roster / Online Verification	July 20
Part Time Grant Memo & Application	June 6