



**Maryland Higher Education Commission's
Office of Student Financial Assistance**

Financial Aid Officer's Manual

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OVERVIEW

Maryland Higher Education Commission

The Maryland Higher Education Commission (MHEC) was created by the Maryland General Assembly in 1988 and given responsibility for the planning and coordination of Maryland's postsecondary education – University System of Maryland, Morgan State University, St. Mary's College of Maryland, community colleges, independent colleges and universities and private career schools. MHEC provides statewide planning, leadership, vision, balance, coordination and advocacy for higher education in Maryland. MHEC has a number of important responsibilities:

- Approving institution's mission statements;
- Approving the operation of new colleges and universities;
- Approving new academic programs;
- Regulating private career schools;
- Compiling and reviewing institution's performance accountability reports;
- Reviewing institution's capital budgets and recommending a consolidated capital budget for all of higher education;
- Establishing funding guidelines for the four-year public institutions to assess the adequacy of operating funding;

- Administering aid to community colleges;
- Administering aid to independent colleges;
- Administering educational grants;
- Administering State financial aid; and,

- Participating in outreach activities to disseminate information on state financial assistance programs and college preparation.

The Commission is organized into three major areas: Administrative Services; the Division of Planning and Academic Affairs; and the Division of Finance Policy. The Office of Student Financial Assistance (OSFA) is contained within the Division of Finance Policy.

OVERVIEW

Office of Student Financial Assistance

The Office of Student Financial Assistance (OSFA) is the office within the Maryland Higher Education Commission (MHEC) responsible for the administration of 23 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, private colleges and universities, private career schools, and the State's public four-year campuses. Programs are classified in one of five categories:

- Need-based Aid Programs
 - Educational Excellence Awards
 - Educational Assistance Grant
 - Guaranteed Access Grant
 - Campus-Based Educational Assistance Grant
 - Part-Time Grant
 - Graduate & Professional Scholarship Program
- Legislative Programs
 - Senatorial
 - Delegate
- Merit-based Programs
 - Distinguished Scholar
 - Distinguished Scholar Teacher Education
- Career and Occupational Programs
 - Child Care Provider
 - Developmental Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance Program
 - Firefighters, Ambulance, and Rescue Squad Members Tuition Reimbursement Program
 - Hope
 - Hope for Community College Transfer Students
 - Janet L. Hoffman Loan Assistance Repayment Program
 - Loan Assistance Repayment Program
 - Loan Assistance Repayment Program Dentists
 - Loan Assistance Repayment Program Physicians/Medical Residents
 - Maryland Teacher
 - Nursing
 - Physical & Occupational Therapists & Assistants
 - Science & Technology
 - Sharon Christa McAuliffe Teacher

- Unique Population Programs
 - Jack F. Tolbert Memorial Student Grant
 - Edward T. Conroy Memorial Award
 - Tuition Waiver for Foster Care Recipients

Many of our State grants and scholarships combine aspects of several of these categories in that they may require a specific grade point average, require a service obligation and have income limitations. However, programs are classified by the predominant awarding criteria and program goal. With few exceptions Maryland residency is required for all State financial assistance and students are required to attend a college in Maryland. The majority of State financial assistance programs are aimed at full-time undergraduate students, with only a small percentage of the funds going to part-time and graduate students. Descriptions and specific policies for each financial assistance program can be found in this manual.

In addition to administering State financial assistance programs, OSFA has been charged with expanding its outreach activities to increase college awareness and access with particular emphasis on the State's lowest income population. OSFA, in collaboration with other organizations in the State, coordinates and conducts college awareness and outreach activities to ensure that students and parents are well informed of State financial assistance opportunities and that students have college preparation information. This is critical to ensuring that every Maryland citizen has access to higher education and can contribute to the further development of Maryland's economic health and vitality.

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.

Definitions

The following terms have the meanings indicated.

- 1) "Academic year" means a period of time in which a full-time student is expected to complete the eligible institution's requirement of academic progress of at least:
 - a. Two semesters, two trimesters, or three quarters; or
 - b. Nine hundred clock hours.
- 2) "Office" or "OSFA" means the Office of Student Financial Assistance, administrative department of the Maryland Higher Education Commission, which manages the State financial aid programs.
- 3) "Clock hour" means the equivalent of at least 50 minutes in a:
 - a. Class, lecture or recitation; or
 - b. Faculty supervised laboratory, shop training, or internship.
- 4) "Commission" means the Maryland Higher Education Commission.
- 5) "Competitive examination" means the SAT I or the ACT .
- 6) "Cost of attendance" means reasonable educational expenses as calculated by OSFA, which may include tuition and fees, books and supplies, room and board or living expenses, miscellaneous personal expenses, and transportation costs for the academic period of aid application.
- 7) "Dependent student" means, in general, a student who is financially dependent upon his or her parents or other individuals. For State need-based scholarship programs, the official definition for a dependent student shall be the one listed under 34 CFR Part 668, Section 668.2.
- 8) "Eligible institution" means an institution of post-secondary education in this State that possesses a Certificate of Approval from MHEC.
- 9) "Eligible non-citizen" means a person who is not a citizen of the United States but who meets the criteria specified under 34 CFR Part 668, Section 668.33 (a) (2).

An eligible non-citizen is one of the following:

- a. A US permanent resident who has an Alien Registration Receipt Card (I-551 or I-151)
 - b. A conditional permanent resident (I-551C)
 - c. A non-citizen with a Departure record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing any one of the following designations: “Refugee,” “Asylum Granted,” “Indefinite Parole,” “Humanitarian Parole,” or “Cuban-Haitian Entrant.”
- 10) "Eligible student" means any student enrolled or accepted for enrollment at an institution of postsecondary education, meeting the criteria established under the individual program requirements in Education Article, Title 18.
- 11) "Employment verification" means written documentation from an employer that a recipient of a grant or loan repayment assistance is performing work in a field which the recipient is required to perform as a condition of receiving the grant or loan repayment assistance.
- 12) "Enrolled" means the status of a student who has completed the registration requirements except for payment of tuition and fees at the institution that the student is attending.
- 13) "Executive Director" means the chief administrative officer of OSFA.
- 14) "Expected family contribution" means the amount an applicant and his or her spouse and family are expected to contribute toward the applicant's cost of attendance as described in Part F of Title IV of the Higher Education Act which is hereby incorporated by reference.
- 15) "Financial need" means the difference between the applicant's cost of attendance and the applicant's expected family contribution.
- 16) "Fiscal year" means the period from July 1 through June 30 each year.
- 17) "Full-time" means an academic workload which is equal to or exceeds one of the following minimum requirements:
- a. Twelve semester or trimester hours per semester or trimester, twelve quarter hours per quarter or eighteen clock hours per week of undergraduate level coursework; or
 - b. Nine semester hours of graduate level coursework, carried by a student during a standard term or semester as defined by the eligible postsecondary education institution in which the student is enrolled.
- 18) “Full-time employment” means a minimum of 35 hours per week of regularly scheduled employment.
- 19) “Full-time equivalency” means enrollment in classroom, lab, clinic, practicum, or other academic courses, which equal or exceed 180 clock hours per semester.

- 20) "Grade point average" means the average of the points assigned to a scholarship applicant's grades received in prior secondary and/or postsecondary educational courses.
- 21) "Graduate student" means a student who is enrolled in an academic program of study above the baccalaureate level leading to a post-baccalaureate certificate, certificate of advanced graduate study, master's degree or doctoral degree in an institution of higher education.
- 22) "Guardian" means a person appointed as such by a court order recognized under the law of the State of Maryland.
- 23) "Home-school student" means in general a secondary student who is being educated by a parent or guardian under the guidance of a local school board or other home-school entity. These students do not attend recognized public or nonpublic schools.
- 24) "Independent student" means in general, a self-supporting student who is not financially dependent on his or her parents or any other individual. For State need-based programs, the official definition of independent student shall be the one listed under 34 CFR Part 668, Section 668.2.
- 25) "Initial award" means the first offer of financial assistance extended to an eligible applicant by the Office of Student Financial Assistance.
- 26) "Legislative district" means one of the legally established Maryland election districts.
- 27) "Mandatory fees" means the required charges, in addition to tuition, assessed by an institution of postsecondary education to its students during each semester or other period of enrollment specified by the institution.
- 28) "Maryland resident" means any student meeting the criteria of the Office of Student Financial Assistance listed under section D of the MHEC guidelines approved June 18, 2003.
- 29) "Matriculated status" means the student is admitted as a recognized candidate for an appropriate degree, diploma, or certificate at an eligible institution of post-secondary education.
- 30) "Out-of-state school" means an accredited institution of postsecondary education located in the District of Columbia or in a state other than Maryland.
- 31) "Parent" means a student's natural or adoptive mother or father.
- 32) "Part-time" means an academic workload which is less than "full-time" as defined in section B. 17 of this guideline and equivalent to at least 6 semester or trimester hours per semester or trimester, 6 quarter hours per quarter or 9 clock hours per week of undergraduate or graduate level coursework.

- 33) "Permanent residence" means a person's permanent place of abode, as defined in the Residency section of this manual.
- 34) "Professional student" means a student who is enrolled in an academic program of study above the baccalaureate level in an institution of higher education leading to a degree or certificate for becoming a practitioner in a field including, but not limited to, law, medicine, dentistry, pharmacy, veterinary science, social work, or nursing.
- 35) "Promissory Note" means a written contract obligating a recipient to repay the funds if the recipient does not fulfill the service obligation, which was a condition of the recipient's scholarship or grant award.
- 36) "Reciprocity" means an agreement between Maryland and designated states to exchange student assistance funds in support of Maryland students attending out-of-state schools and other students attending Maryland institutions of postsecondary education.
- 37) "Satisfactory academic progress" means a standard of minimum academic performance established by the institution of postsecondary education where the student is enrolled.
- 38) "Spouse" means a partner in a legally contracted marriage recognized under Maryland law.
- 39) "State" means the geographic area and political entity known as the State of Maryland.
- 40) "Student" means any person, who has applied to attend, is attending or has attended an institution of postsecondary education.
- 41) "Support" means financial or material support, including gifts, services, trusts, and income or benefits derived from one's family.
- 42) "Undergraduate" means a student who is enrolled in an academic program of study in an institution of higher education at or below the baccalaureate level leading to either a certificate, nursing diploma, associate's degree or bachelor's degree.
- 43) "U. S. citizen" means one who under the Constitution and laws of the United States is a native-born or naturalized citizen of the United States of America.
- 44) "Verification" means the procedures implemented by OSFA to validate the eligibility of applicants for student assistance awarded based on financial need.

Maryland Residency

A student must be a Maryland resident to be eligible for all State financial assistance programs with the exception of the Non-Resident Nursing Scholarship recipients. Section 3 of this manual lists the requirements for state residency. 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.

Undergraduate and Graduate Student Status

Undergraduate and graduate status are identified on the Award Roster and Billing Roster as "U" for undergraduate and "G" for graduate. Since some State financial assistance programs require recipients to be of a particular class status, 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 the status listed on the Award Roster or Billing Roster, the institutions must notify OSFA by returning the Award Roster or Billing Roster with the change reported.

Enrollment Status

A student 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.

1. Definition of Enrollment Status. OSFA uses the following measures to define enrollment status:

<u>Code</u>	<u>Status</u>	<u>Minimum Credits/Hours</u>
F	Full-time	Undergraduates - 12 credits per semester Graduates - 9 credits per semester Private career students - 18 clock hours
P	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.**

2. 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. However, if the mini-semester is independent of the regular semester calendar, that session may not be included in the next semester to determine the student's enrollment for State scholarships, unless the student is required to be enrolled in the mini-semester as part of their curriculum.

3. A student's enrollment status, for the purpose of establishing eligibility for State financial aid, will be based on the number of billed credit hours each session.

Satisfactory Academic Progress - SAP

Students must meet satisfactory academic progress requirements in order to receive or renew certain State financial aid. However, the satisfactory academic progress standards vary by program. Please refer to the specific program instructions to determine the SAP standards that apply.

Foreign Study/Study Abroad/Domestic Student Exchange Programs

Students who are enrolled for sufficient credits in approved foreign study programs sponsored by a Maryland institution 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.

Consortium Agreement

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 on the Billing Roster.

Quarter Hour Calendars

OSFA awards and disburses scholarships on a semester basis. Institutions that follow a quarter calendar must determine the appropriate distribution of awards according to the established Billing Roster cycles.

Adjustments to Award Amounts

1. 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.
2. 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.

Holding Multiple State Grants and Scholarships

A student may hold any State grant or scholarship issued under Title 18 with any other issued under this title as long as:

1. eligibility requirements are met for each scholarship and grant received; and
2. the total of all scholarships and grants does not exceed:
 - a. the student's total cost of education as certified by the institution the student is attending; and
 - b. 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

1. Home school students are eligible to participate in OSFA's financial assistance programs as long as:
 - a. 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; and
 - b. the curriculum is clearly identified with grades on an official transcript.
2. For home school students applying for the achievement category of the Distinguished Scholar program, in addition to the provisions in 1. above, the achievement application must be signed by the home school oversight entity with a letter from the local education agency.
3. For home school students applying for the talent category of the Distinguished Scholar program only the following provisions apply:
 - a. the entity that supervises the home instruction and establishes the curriculum must hold a Certificate of Approval or be registered to supervise home instruction by the

Maryland State Department of Education and the local county board of education;
and

- b. the talent application must be signed by an administrator of the home school supervising entity or an individual affiliated with the local education agency.

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 shall be as provided for in the State budget of the Commission and regulated through Maryland Annotated Code. All awards are contingent upon the continued availability of such funding. Awards are not guaranteed even if an individual meets all minimum eligibility requirements.

MARYLAND RESIDENCY

The criteria listed below are used to determine if a recipient of a State scholarship qualifies as a Maryland resident.

A. Required Period of Residency

1. Recipients shall establish that they have been residents of the State of Maryland for the time frame as specified below based upon the type of institution attended. These time frames 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.
 - Public Four-Year Colleges and Universities..... 12 months
 - Independent Colleges and Universities 12 months
 - Community Colleges 3 months
 - Private Career Schools..... 3 months
2. If the public institutions should change the timeframe used for the establishment of Maryland residency, OSFA will also adjust its timeframes to correspond with those used by the public institutions.

B. General Criteria

A recipient of State financial aid will be considered a Maryland resident if one of the following criteria is met:

1. The student is financially dependent upon a parent(s) or spouse who has maintained a permanent residence in Maryland for the required period of residency described in Section A above.
2. The student is financially independent and has maintained a permanent residence in Maryland for the required period of residency described in Section A, above.
3. 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.
4. 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.

C. Definitions

1. Financially Dependent: a financially dependent student is one who:
 - is claimed as a dependent for tax purposes; or
 - receives more than one-half of his or her support from a parent, legal guardian or spouse during the twelve (12) month period immediately prior to the first day of class for the first session in which the student would receive a State scholarship award.
2. Financially Independent: a financially independent student is one who does not appear as a dependent on the Federal or State income tax return of any other person and who:
 - turns was born before January 1, 1981;
 - beginning with the 2004-05 school, will be working on a master's or doctorate program;
 - has married at the time of completing the FAFSA;
 - has children that receive more than half their support.
 - has other dependents who will receive more than half their support through June 30, 2005;
 - both parents are deceased or am/was a ward/dependent of the court; and/or
 - is a veteran of the U.S. armed forces as described by the Department of Education;
3. Parent: a parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.
4. Guardian: a guardian is a person so appointed by a court order recognized under the law of the State of Maryland.
5. Spouse: A spouse is a partner in a legally contracted marriage.
6. Support:
 - (1) Except as set forth in (2) below, support shall mean financial or material support, including gifts, services, and trusts, including income or benefits derived from one's family.

- (2) Support shall not include grants, stipends, awards, and benefits (including Federal and State student aid, grants and loans) received for the purpose of education or by virtue of an individual's status or prospective status as a student. Such resources shall not be considered in calculating a student's financial dependence or independence.
6. Permanent Residence: Permanent residence is a person's permanent place of abode as determined by the criteria in Section D below. There must exist a demonstrated intent to live permanently in Maryland and a legal ability under Federal and State law to reside permanently in the State. Only one permanent residence may be maintained at a given time.

D. Determining Permanent Residence

In determining if permanent residence has been established in Maryland, the following criteria shall be taken into consideration, as appropriate to the student's situation. The applicable criteria must be met for the required period of residency as described in Section A.

1. owns or rents and occupies living quarters in Maryland;
2. maintains within Maryland substantially all personal property;
3. pays Maryland income tax on all earned taxable income including all taxable income earned outside the State;
4. registers all owned motor vehicles in Maryland in accordance with Maryland law;
5. possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law;
6. is registered to vote in Maryland, if registered to vote; and
7. 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.

E. Appeals

1. 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; and
 - detail reason and/or circumstances that would justify reversal of the original decision.
2. 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.

F. Change of Residency Status

Maryland residency is lost at any time an independent student, or the parent(s) or spouse through whom a dependent student has attained Maryland residency, establishes a permanent residence 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.

AWARD ROSTER

Purpose

The Institutional Award Roster provides information to the FAO about the State financial aid awards made to students who plan to enroll at that institution.

Types of Award Rosters

Award Rosters are produced in both active and inactive formats. Active Award Rosters provide information about awards that have either been offered to or accepted by students. Inactive award rosters reflect awards that have been cancelled.

Payment is made to institutions only for active, accepted awards. Payment of State financial aid is administered through a separate process and is described in the Disbursement Process section of this Manual.

Distribution of Award Rosters

Paper Award Rosters for out of state institutions, both active and inactive, are produced in April, June, July, August, November and January. Institutions participating in the Data Web have the ability to retrieve weekly updated award rosters as often as needed. Instructions for downloading award rosters via the Dataweb are available online once your institution has signed onto the secure website.

Award Status 1 and 2

Active awards appear with a status code of either "1 Offered" or "2 Accepted." Awards with a status of "1" have not been officially accepted by the student and may be cancelled if the student does not return a signed award letter to the OSFA. Awards with a status of "2" have been accepted by the student and would only be cancelled if the student transfers institutions or ceases to meet the eligibility requirements for the scholarship program.

Active Award Rosters

Active Award Rosters contain the following information:

1. Student name, enrollment status, social security number, date of birth, state of residence and legislative district.
2. Enrollment session, financial aid program, award status and award amount for each session.
3. Date the award was made and the Title IV code for the institution on record for that student.

An example of the Active Award Roster with a detailed description of the column headings is included in this section.

Inactive Award Rosters

Inactive Award Rosters provide a listing of all students, for an individual institution, whose financial aid has been transferred to another institution or has been cancelled. The Inactive Award Roster also lists students who applied on time and were eligible for an Educational Assistance Grant but did not receive an award due to insufficient funds. These students appear on the Inactive Roster with a "T" status. Institutions will not receive payment for awards listed on the Inactive Award Roster.

A sample Inactive Award Roster is included in this section. The information contained on the Inactive Award Roster is the same as that contained on the Active Award Roster. A complete list of Award Status Codes is listed in Appendix B.

Cancelled Awards

Students whose awards are inactive due to cancellation must appeal in writing to OSFA and request that their award(s) be reinstated. If a student's award is reinstated, their name will appear on a subsequent Active Award Roster.

Identifying Changes

The Award Roster is a cumulative, year-to-date report. All students who have been awarded will appear on an institution's roster throughout the year. Often, the student's award amount remains unchanged. However, many students do experience changes in their awards, either due to cancellation of their award or from changes in housing status, financial circumstances, etc. As each weekly cumulative roster is produced, students who have had a change that week will be designated with an (**).

Change in Active Awards

Every Sunday night the roster will be updated. If you do not download each week, you will miss the flag for changes that were made prior to that Sunday. The student's information will be received, just not the change flag (**). The "DATE LAST UP" will still reflect the most recent date the award amount changed.

Change in Award Status

Many recipients who initially appear on an active Award Roster may have an award cancelled during the course of the year, either by OSFA or by the institution through the Billing Roster process.

The "DATE LAST-UP" does not change if an award has been cancelled. If a student's award has been cancelled, their name will appear on the most recent inactive roster.

OFFICE OF STUDENT FINANCIAL ASSISTANCE

INDEX OF ROSTER HEADINGS

<u>Abbreviation</u>	<u>Definition</u>
STUDENT NAME	Student's Name and Mailing Address
MISC	Student's Status UF - Undergrad full-time UP - Undergrad part-time UL - Undergrad less than half-time GF - Graduate full-time GP - Graduate part-time GL - Graduate less than half-time
ID NO	Social Security Number
SX	Sex of Recipient M - Male F - Female
RC	Race Code (Not used)
BIRTH	Date of Birth
RS	Residence State
ST	Status Code UN - Undergraduate GD - Graduate CS - Conversion NE - Error on Need Calculation
DS	Legislative District of Residence
EL	Eligibility for award
APY	Most recent year student applied
SES ID	Session award will start

Index of Roster Headings - Continued

Abbreviation

Definition

AWARD PROGRAM Scholarship program student is awarded. Program codes are listed in Appendix A.

STATUS

CDE Status of student's award

DESC Description of the Award Status Code.
Refer to the codes listed in Appendix B.

AMOUNT

ELIGIBLE Active award amount appears in this column.

INELIGIBLE Inactive award amount appears in this column.

DI [OSFA USE ONLY]

ST Legislative district to which award is charged.

DATE Date award amount was last updated.

LAST-UP

SCHOOL Title IV institution code number.
CODE

BILL CODE STATUS B - Billing Roster Phase
P - Paid
Blank - Has not reached either phase above

DATE ACTIVITY Date of any activity to award record

AWARD CHANGED CODE Notifies that there has been a change to the award since the last update.

MARYLAND STATE AWARD ROSTER
HARFORD COMMUNITY COLLEGE
I N A C T I V E A W A R D S

* S T U D E N T	N A M E	MISC	ID NO	SX	RC	BIRTH	RS	ST	DS	EL	APY	*
* SES	AWARD	<---STATUS--->	<--- A M O U N T --->	DI	DATE	SCHOOL	BILL	DATE	*			*
* ID	PROGRAM	CDE DESC	ELIGIBLE	IN-ELIG	ST	LAST-UP	CODE	CODE	BILLED			*
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		09/21/73 MD NE 10 AA 1971						
2052	99-TRANSCAN TR	TRANSFERRE			250.00	10 08/11/04	002075		07/26/04	**		
2053	99-TRANSCAN TR	TRANSFERRE			250.00	10 08/11/04	002075		07/26/04	**		
		** STUDENT AMT			500.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		08/07/85 MD UN 34 AA 2051						
2052	75-EAISON	CH NO RESPON			500.00	34 06/12/04	002075		06/12/04			
2053	75-EAISON	CH NO RESPON			500.00	34 06/12/04	002075		06/12/04			
		** STUDENT AMT			1,000.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		03/01/50 MD UN 45 AA 2051						
2052	75-EAISON	CH NO RESPON			500.00	45 06/12/04	002075		06/12/04			
2053	75-EAISON	CH NO RESPON			500.00	45 06/12/04	002075		06/12/04			
		** STUDENT AMT			1,000.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		05/08/65 MD UN 34 AA 2051						
2052	99-TRANSCAN TR	TRANSFERRE			450.00	34 05/13/04	002075		04/16/04			
2053	99-TRANSCAN TR	TRANSFERRE			450.00	34 05/13/04	002075		04/16/04			
		** STUDENT AMT			900.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		12/09/83 MD UN 35 AA 2051						
2052	99-TRANSCAN TR	TRANSFERRE			1,000.00	35 05/14/04	002075		04/01/04			
2053	99-TRANSCAN TR	TRANSFERRE			1,000.00	35 05/14/04	002075		04/01/04			
		** STUDENT AMT			2,000.00							
[REDACTED]	[REDACTED]	UP	[REDACTED]	F		03/24/70 MD UN 05 AA 2051						
2052	75-EAISON	CY OTHER			550.00	05 04/19/04	002075		05/27/04			
2053	75-EAISON	CY OTHER			550.00	05 04/19/04	002075		05/27/04			
		** STUDENT AMT			1,100.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	M		04/01/85 MD UN 34 AA 2051						
2052	75-EAISON	CN NO NEED			1,350.00	34 05/31/04	002075		05/31/04			
2053	75-EAISON	CN NO NEED			1,350.00	34 05/31/04	002075		05/31/04			
		** STUDENT AMT			2,700.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		03/24/75 MD UN 35 AA 2051						
2052	75-EAISON	CH NO RESPON			500.00	35 06/12/04	002075		06/12/04			
2053	75-EAISON	CH NO RESPON			500.00	35 06/12/04	002075		06/12/04			
		** STUDENT AMT			1,000.00							
[REDACTED]	[REDACTED]	UF	[REDACTED]	F		02/14/86 MD UN 35 AA 2051						
2052	75-EAISON	CH NO RESPON			500.00	35 06/12/04	002075		06/12/04			
2053	75-EAISON	CH NO RESPON			500.00	35 06/12/04	002075		06/12/04			
		** STUDENT AMT			1,000.00							

DISBURSEMENT PROCESS

Purpose

The Disbursement Process is the method used to distribute financial aid funds to the institution.

The Billing Roster lists the recipients who are currently eligible for payment for a given semester. Rosters are organized by type of financial aid program, and the students awarded that type of aid are listed alphabetically. The list of award codes can be found in Appendix A1 (Code Order) and Appendix A2 (Alpha Order).

The FAO is required to confirm that each financial aid recipient continues to meet the eligibility criteria for any aid awarded and has maintained Maryland residency.

This section of the manual contains the instructions and eligibility requirements for each financial aid program. These instructions are to be followed by your institution when completing the Billing Roster. Please call Julie Perrotta at (410) 260-4547, if additional information is needed.

Billing Rosters

1. The first Billing Roster for the fall semester is sent no later than the 15th of September. The first Billing Roster for the spring semester is sent no later than the 15th of February. Thirty days after the initial roster for the semester has been sent, an updated roster will be sent every two weeks.
2. Rosters will be sent as a hard copy via mail to out of state and Private Career Schools. All other institutions will access their rosters via the new Dataweb that was implemented June 2004.
3. SCM & Nursing awards are equal to tuition, fees, 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 on the roster. Award amounts should reflect the tuition noted on the College Cost Survey submitted by your institution each year.
4. A student's award may be cancelled for the fall semester only, for the spring semester only, or for an entire academic year.
5. DO NOT send financial aid refunds to MHEC via check or the R*STARS process. Upon receipt of the completed Billing Roster, the Office of Student Financial Assistance will adjust computer records for the changes noted. All changes in student award amounts will be reported in the Final Award Disbursement Report.
6. All awards are contingent upon availability of funds.

Dataweb Billing Rosters:

1. Institutions will access billing roster via a secure website.
2. They will download the data into their own institution-written program or use the Institution Submission Tool (IST)
 - a. Have your institution contact Parris Jackson at 410-260-4526, if they wish to write a program.
3. Institutions will update the following data fields only:
 - a. New Amount (only done if the award needs to be changed or cancelled.)
 - b. Cancellation Code list
 - c. Number of Credit Hours
 - d. Comments
 - i. If the cancellation code is CY, please use the appropriate comment.
4. Institution runs program through an EDITS process to make sure that all codes are valid and that the file is in the proper format.
5. Institution authenticates and gains access to our server and uploads the updated file.
6. OSFA will compare the original file to the corrected file.
7. If file is acceptable, OSFA will process. If the file is NOT acceptable, OSFA will send an exception report to the institution indicating the fields, which are causing a problem. The entire file must be resent to OSFA with the appropriate fields corrected.
8. OSFA will run automatic and manual processes to import the acceptable file.

PLEASE NOTE: The exact procedures for the Dataweb are available on the secure website once access has been granted using the user ID and password given to each institution.

Out of State and Private Career School Billing Rosters

1. An institution is NOT authorized to ADD students to the Billing Roster.
2. Enrollment Status
 - a. The enrollment status required for any state financial aid program is based on the number of credit hours for which the recipient is billed
 - b. If no enrollment status or if the incorrect status is listed in the column labeled F/P, record the student's status using F or P.

- c. In some cases, an award must be cancelled if the actual enrollment status does not meet the eligibility requirements for the award. Check the specific program instructions to determine whether the student's award should be cancelled.
3. Record the total for all “Adjusted Amounts” on the last page of each scholarship program, subtract this number from the “Award Type Total” reported on the roster. List the difference in these amounts as the “Amount Due School.”
4. On the last page of the complete roster, record the total “Adjusted Amount” for all programs and report the “Amount Due School” for all programs.
5. If the student does not meet the eligibility requirements, the award must be cancelled using the cancellation codes listed in Appendix B – Award Status Codes. When a student's award is cancelled, the institution must record the amount of the financial aid award as a negative number in the “Adjusted Amount” column and record a two-letter cancellation code in the “Reason Code” column.
6. Please mail the completed Billing Roster by the due date to:

Maryland Higher Education Commission
Office of Student Financial Assistance
Attention: Julie Perrotta
839 Bestgate Road, Suite 400
Annapolis, Maryland 21401-3013

BILLING ROSTER DEFINITIONS

- Session The academic term covered by the billing roster
- Program..... Type of scholarship included on roster
- Date Due at OSFA..... Date by which the completed billing roster must be returned to OSFA
- ID Number Student's social security number
- U/G Undergraduate/Graduate
- F/P/L..... Full-time, part-time or less than half-time enrollment status
- Award Code Numeric code assigned by OSFA
- Award Desc..... Abbreviated description of the Award Code
- Legi Dist..... Student's legislative district
- Adjusted Amount..... The amount needed to correct a student's award. The figure will be a negative number or may identify the correct dollars needed to cover tuition or fees.
- Reason Code Two letter code that identifies the reason for cancellation
- Last Updated..... Date student's award was last modified by OSFA

COCO-MD154
05/21/04 08:39

BILLING ROSTER
OFFICE OF STUDENT ASSISTANCE
UNIV OF MARYLAND COLLEGE PARK

VERS. 03/29/04
PAGE 2

SESSION: 2043

SCHOOL NO. 002103

BILLING ROSTER B7

PROGRAM TYPE: 10 EDUCATIONAL EXCELLENCE AWARDS

DATE DUE AT SSA: 06/03/2004

STUDENT NAME	ID NUMBER	U/G	F/P	AWARD CODE	AWARD DESC	LEGI DIST	AMOUNT	ADJUSTED AMOUNT	REASON CODE	LAST UPDATED
Doe, John	999-99-9999	U	F	75	EASN	33	1,000	_____	_____	05/18/04

	AMOUNT	ADJUSTED AMOUNT	AMOUNT DUE SCHOOL
AWARD TYPE TOTAL	1,000	_____	_____
SCHOOL TOTAL	1,000	_____	_____

VERIFYING OFFICIAL:

PRINT NAME _____ TITLE _____ TELEPHONE _____

SIGNATURE _____ DATE SIGNED _____

BILLING ROSTER - CANCELLATION CODES

The institution may only use the following CANCELLATION CODES when canceling an award on the Billing Roster. Awards will not be adjusted without one of the following codes, unless the specific program instructions require a calculated amount for the award. Do not use the Award Status Codes provided with your institution's Inactive Award Roster.

<u>Code</u>	<u>Description</u>
CA	Graduated -- Student has graduated from a course of study. Note: Students who graduate in the fall semester are not automatically eligible to receive a spring semester award for another program of study.
CF	Cancelled --Academically Ineligible Student is not making satisfactory academic progress.
CG	Cancelled --Graduate Student Student is enrolled in a graduate program. Certain awards require that recipients be enrolled in an undergraduate program.
CK	Below Credits -- Student is enrolled for fewer credits than are required for the award.
CL	Cancelled--Loan Default -- Student is in default of a Title IV federal student loan or owes a refund on Title IV federal student aid. (Applies only to Educational Excellence Awards and Tolbert Grants.)
CM	Not Matriculated -- Student is not enrolled in a degree seeking or certificate seeking program.
CR	Not a Maryland Resident -- Institution records indicate that the student is NOT a Maryland resident.
CX	Not Enrolled -- Student is not enrolled at the institution at the end of the enrollment period.

CY

Cancelled—with Comment

This code should be used ONLY when the reason for cancellation is not specifically addressed by another code, i.e., alien registration/citizenship. **You must use one of the following case-sensitive comments along with this code:**

ADJUST TUITION AMT
CITIZENSHIP
DRUG CONVICTION
DRUG QUESTION BLANK
FAFSA SIGNATURE
INELIGIBLE FAFSA
INS MISMATCH
NOT A VETERAN
OVER BUDGET
SELECTIVE SERVICE
STUDY ABROAD
VERIFICATION

OTHER (examples for use are: deceased, SSN error, name change, military leave)

MC

Cancelled – Major Changed

This code should be used for students who are receiving a major-specific scholarship (e.g.: Science & Technology, Hope General), and have changed their major to one that is not eligible.

Office of Student Financial Assistance
Billing Roster Layout

Field	Type	Begin	End	Size	Field Name	Contents
1	char	1	10	10	Student SSN	9 char SSN (last pos blank)
2	char	11	28	18	Last Name	
3	char	29	46	18	First Name	
4	char	47	48	2	Middle Initial	
5	char	49	49	1	Year in School	1,2,3,4,5,6,7,8
6	char	50	50	1	Enrollment Code	0,1,2,3
7	char	51	51	1	Award Status	2
8	num	52	59	8	Award Amount	S9(6)V99
9	char	60	67	8	Last Updated Date	ccyymmdd
10	char	68	69	2	Award Code	See Award Code List
11	char	70	75	6	Institution Code	6-digit Federal Code
12	char	76	77	2	Award Type	See Award Code List
13	char	78	85	8	Award Name Short	See Award Code List
14	char	86	87	2	District	01 - 47
15	char	88	89	2	Student Status	UF,UP, UL, GF, GP, GL
16	char	90	93	4	Session	4-digit Session Code
17	char	94	101	8	Date Due at OSFA	ccyymmdd
18	char	102	102	1	Asterisk	Verification
19	char	103	104	2	Bill Code	B# or upper-case letter
20	char	105	112	8	New Amount	9(6)V99
21	char	113	114	2	Cancellation Code	See Cancellation Code List
22	char	115	116	2	Credit Hours	Hours noted here
23	char	117	136	20	Comments	See Comment Choice ;

Header

1	char	1	7	7	Record-ID	\$SCHOOL
2	char	8	13	6	School Code	XXXXXX
3	char	14	17	4	Session Code	YYYY
4	char	18	19	2	Bill Roster Code	Bn
5	char	20	27	8	Date Due at OSFA	ccyymmdd
6	char	28	35	8	Date Created	ccyymmdd
7	num	36	41	6	File Record Count	Zero Fill Left
8	char	42	136	95	Filler	Spaces

Disbursement of Scholarship Funds

When OSFA receives the completed Billing Roster and corrections are made to student records, payment is then authorized to the institution.

Payment Methods

Institutions that participate in the State accounting system (FMIS) are paid by R*STARS Interagency Transfer of Funds. A copy of the Final Award Disbursement Report (FADR) is sent to the institution. A Journal Entry # of the transaction appears on the FADR.

Institutions that receive a check for the total financial aid dollars due will also receive a FADR with the check.

Final Award Disbursement Report (FADR)

The FADR is created each time OSFA issues payment to an institution and it is mailed to the Financial Aid Office. The report lists the names of the students authorized for payment. The report also includes the names of students for whom the institution previously received payment, but whose financial aid amount has been increased or decreased.

The FADR will correspond with the verified Billing Roster and reflect refunds, increases or other adjustments to student records. The report must be reviewed carefully to ensure the proper posting to each student's account.

The following is a summary of the kinds of changes in a student's award that will occur on subsequent Billing Rosters and FADR:

1. A student's award has been increased or decreased by the OSFA since the Billing Roster was confirmed.
2. A student's award has been cancelled by OSFA since the Billing Roster was confirmed.
3. A student's award, for which the institution previously received payment, has been cancelled.
4. An award, previously cancelled on a Billing Roster by the institution, has been reinstated by OSFA.

FINAL AWARD DISBURSEMENT REPORT

COCO MD342-01 FINAL AWARD DISBURSEMENT REPORT PAGE 1
08/15/04 09:40 MD. STATE SCHOLARSHIP ADMIN. DISB DATE 08/15/04
SESSION 2022 M00999 XYZ University

AWARD TYPE CODE: 12 SENATORIAL

STUDENT	SESS	AWARD	AMOUNT
111-22-3333		Doe, John A.	
	2052	40 SENATORIAL SCH IN STATE	300.00-

COCO MD342-02 FINAL AWARD DISBURSEMENT REPORT PAGE 2
08/15/04 09:40 MD. STATE SCHOLARSHIP ADMIN. DISB DATE 8/15/04
SESSION 2042 M00999 XYZ University

TOTALS BY AWARD TYPE

TYPE	AMOUNT
12 SENATORIAL	300.00-
AWARD TOTAL	300.00-

XYZ UNIVERSITY
TWO University Avenue
Collegetown, Maryland 00001-1234

Federal Code: 55555555

How to Identify Changes in Award Amounts

When a student's award appears on a Billing Roster listing, no further transactions involving this award will be posted on any subsequent Billing Roster. The institution must compare the Billing Roster to the FADR to confirm if an award amount has changed.

If the student receives new financial aid from a different program, the institution will receive a Billing Roster for the new award.

Example #1:

1. John Jones is awarded an Educational Assistance Grant (EA Grant) (Type 10) for the 2004-2005 academic year.
2. The institution cancels John's full-time EA Grant, because he is enrolled for 9 credits.
3. John's district Senator awards him a Senatorial Scholarship. In this case, the institution will receive a new Billing Roster with John's new Senatorial award (Type 12).
4. The school confirms John's eligibility for the new Senatorial award on the Billing Roster and receives the funds on a future disbursement.

Example #2:

1. John Jones is awarded an EA Grant for the 2004-2005 academic year, but at the time the Billing Roster is certified, he is enrolled for 9 credits.
2. The institution cancels John's full-time EA Grant, because he is enrolled for 9 credits.
3. Subsequently, the institution finds that John was actually enrolled for 12 credits, informs OSFA and the award is reinstated.
4. John's award was reinstated and will appear on the next billing roster.

Adjustments After Submission of the Billing Roster

If a change must be made to a student's award after the Billing Roster has been submitted to OSFA, please notify Julie Perrotta by email jperrott@mhec.state.md.us or fax (410) 260-3203. Please reference the Billing Roster number when submitting a change in a student's award. Include the student's full name, ID number, Adjusted Amount and appropriate Reason Code.

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) 260-4584.

End-Of-Year Award Disbursement Report

OSFA provides an Award Disbursement Report to your institution at the end of each academic year. The Award Disbursement Report lists all students we have on file for your institution with an active award status, by program type, and indicates both the amount awarded for each student and the amount disbursed to your institution for each student.

The institution must review the report and notify Julie Perrotta of any discrepancies, either by fax (410) 260-3203 or email jperrott@mhec.state.md.us. A sample of the report is included in this section, along with definitions of report headings.

**End-of-Year Award Disbursement Report
Definitions**

STUDENT Student's name

STD-IDStudent's social security number

CDNumeric award code assigned by OSFA

STStatus of student's award

SESSION Session for which award was made

AWARD Amount awarded to student

DISBURSE Amount disbursed to institution for student

BALANCE Amount remaining to be disbursed to institution for
student

002099-TOWSON UNIVERSITY AWARDS-PHYSICAL AND OCCUPATIONAL TH

S T U D E N T	STD-ID	CD	ST	SESSION	AWARD	DISBURSE	BALANCE
Xxxxxxxx	Xxxxxx	nnnnnmnn	19 2	2032	1,000.00	1,000.00	
			19 2	2033	1,000.00	1,000.00	
* STUDENT TOTAL					2,000.00	2,000.00	

Xxxxxxx	Xxxxxx	nnnnnnnn	19 2	2032	1,000.00	1,000.00	
			19 2	2033	1,000.00	1,000.00	
* STUDENT TOTAL					2,000.00	2,000.00	

** AWD TYPE TOTAL			29		4,000.00	4,000.00	
PHYSICAL AND OCCUPATIONAL THER							
=====							
** COLLEGE TOTAL			002099		4,000.00	4,000.00	
=====							

MARYLAND STATE FINANCIAL AID PROGRAM DESCRIPTIONS

The following pages provide descriptions of the Maryland State financial aid programs. Each description provides information about eligibility criteria, how students are selected, requirements students must meet in order to retain their awards, as well as instructions for instances in which the Financial Aid Officer may be required to make adjustments to students' awards. This information is being provided to clarify program requirements, as well as provide a counseling tool for Financial Aid Officers.

Please note that students may hold any State grant or scholarship with any other, as long as they can meet the conditions of the award(s). Students may not receive STATE awards that exceed \$16,800 or the cost of attendance at their institution whichever is less.

Program

Educational Excellence Award Program

- o Guaranteed Access Grant
- o Educational Assistance Grant
- o Campus-Based Educational Assistance Grant

Senatorial Scholarship Program

Delegate Scholarship Program

Distinguished Scholar Program

Distinguished Scholar-Teacher Education Scholarship Program

Child Care Provider Scholarship Program

Edward T. Conroy Memorial Scholarship Program

Physical and Occupational Therapists and Assistants Scholarship Program

Sharon Christa McAuliffe Memorial Teacher Education Scholarship Program

State Nursing Scholarship Program

State Nursing Scholarship Living Expenses Grant

Jack F. Tolbert Memorial Student Grant Program

Science and Technology Scholarship Program

Maryland Teacher Scholarship Program

Maryland HOPE Scholarship Program

Developmental Disabilities, Mental Health, Child Welfare and Juvenile Justice Workforce Tuition Assistance Program

Community College Transfer Hope Scholarship

Programs That Do Not Appear on OSFA Rosters

Graduate and Professional Scholarship Program

Part-Time Grant Program

Firefighter, Ambulance and Rescue Squad Member Tuition Reimbursement Program

Janet L. Hoffman Loan Assistance Repayment Program (LARP)

- o Loan Assistance Repayment Program
- o Loan Assistance Repayment Program in Primary Care Services (LARP-PCS)
- o Maryland Dent-Care Loan Assistance Repayment Program (MDC-LARP)

Educational Excellence Award Program

Guaranteed Access Grant

Award Codes 70 - 71

Educational Assistance Grant

Award Codes 74 – 77

Campus-Based Educational Assistance Grant

Award Codes 76

Purpose

The purpose of the Educational Excellence Award (EEA) program is to provide need-based financial assistance. The State's neediest students will be guaranteed access to postsecondary education in Maryland through the Guaranteed Access (GA) Grant. Low and middle-income students will be awarded financial assistance through the Educational Assistance (EA) Grant. The EEA program is funded with monies from the State of Maryland General Funds combined with federal Leveraging Educational Assistance Partnership Program (LEAP) dollars.

Qualifications and Selection of Recipients

To be eligible for financial assistance under the Educational Excellence Award program, an applicant must meet the following criteria:

- A. maintain Maryland residency;
- B. file the Free Application for Federal Student Aid (FAFSA) by the March 1 deadline;
- C. enroll as a full-time student;
- D. be accepted for admission in a regular undergraduate program leading to a degree or diploma at a Maryland degree-granting institution; and
- E. demonstrate financial need as determined by OSFA.

To be eligible for assistance under the Guaranteed Access Grant program, applicants must also meet the following **additional** requirements:

- A. file a GA Grant application;
- B. 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);
- C. begin college within one year of completing high school;
- D. have successfully completed a college preparatory program in high school;

- E. 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;
- F. be under the age of 22 at the time of the first award; and
- G. be a high school senior at the time of application.

Calculation of Award Amount

GA Grant

Awards range from \$400-\$12,800 per year. 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. GA Grant eligibility is calculated as follows:

	OSFA Cost of Attendance
minus	EFC
plus/minus	COLA adjustment (calculated per instructions below)
minus	Pell Grant Award
<u>minus</u>	<u>Other awards (if listed below)</u>
equals	OSFA Adjusted Need

OSFA Adjusted Need x 100% = student's annual award (\$400 minimum; \$12,800 maximum)

EA Grant

Awards range from \$400 to \$2,700 per year. EA Grant awards are calculated at 35 percent of OSFA Adjusted Need, rounded to the nearest \$100. If the student's award is less than \$400, the student is not eligible. EA and Campus-Based EA Grants are calculated as follows:

	OSFA Cost of Attendance
minus	EFC
plus/minus	COLA adjustment (calculated per instructions below)
minus	Pell Grant Award
<u>minus</u>	<u>Other awards (if listed below)</u>
equals	OSFA Adjusted Need

OSFA Adjusted Need x 35% = student's annual award (\$400 minimum; \$2700 maximum)

1. **COA:** This is your cost of attendance, as determined by OSFA based upon the budget survey performed in January and February 2004. **The COA to be used when calculating a Campus-Based EAG award should not be adjusted to reflect recent adjustments in tuition and fees.**
2. **EFC:** The student's expected family contribution, as determined by the FAFSA.

3. **COLA adjustment derived by: EFC x 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 2004-2005 academic year, all COLAs are above 1.00.
 - a. when the first three digits of the zip code is greater than 209 but less than 215, the Baltimore adjustment is used: **1.03**
 - b. when the first three digits of the zip code is greater than 199 but less than 206, the Washington adjustment is used: **1.12**
 - c. all other zip codes use the "other" adjustment: **1.04**

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 COLA. The EFC should then be subtracted from the result. **That is your COLA Adjustment figure.** For example, an EFC of 1231 x 1.03 COLA would result in a figure of 1268 (1267.93 rounded up). The difference between the new figure and the EFC is 37. This is your COLA adjustment. Therefore, when calculating the student's need, you would do the following: COA minus EFC, plus COLA Adjustment, minus Other Scholarships, minus Pell Grant = OSFA Adjusted Need. A real example would be 10,000 COA minus 1231 EFC, plus 37 COLA Adjustment, minus 3000 Nursing Scholarship, minus 2800 Pell Grant = 3006. Multiply 3006 by 35%, and the student would get an award of \$1,100 (rounded up from 1052.10). As you can see, by adding in the \$37 COLA, the student's need has been slightly increased. If we hadn't used the COLA, the student's award would be \$1,000 (rounded down from 1039).

4. **Pell:** The Pell Award that the student is receiving. The student **MUST BE RECEIVING** a Pell Grant award in order to be considered for a Campus-Based EAG
5. **Other Awards are:** Developmental Disabilities, Nursing, Hope General, Maryland Teacher, Science & Technology, Community College Transfer, McAuliffe, Child Care, Physical and Occupational Therapy. When calculating a Campus-Based EAG award, these awards must be deducted from the student's COA when determining the student's adjusted need. You only need to subtract these awards. You would not include SEOG, FWS, Perkins, or other State funds.
6. **OSFA Adjusted Need:** This is the amount of need that you will use when determining a student's Campus-Based EAG award.

Distribution of Funds

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.

Students statewide are ranked in EFC order and are awarded until all funds are expended.

Eligibility Criteria

GA Grant and EA Grant recipients must enroll as full-time (12 credits per semester) undergraduates in a degree-granting institution. Recipients of either grant are also required to maintain institutional satisfactory academic progress standards.

Cancellation

An Educational Excellence Award will be cancelled if the recipient:

- A. fails to respond to the award letter;
- B. fails to pass verification requirements;
- C. the institution reports on the billing roster that the recipient:
 1. is not enrolled at that institution in a regular undergraduate program;
 2. is not enrolled as a full-time undergraduate;
 3. is not making satisfactory academic progress; or
 4. has not maintained Maryland residency.

Campus-Based Educational Assistance Grant Awards

MHEC shall allocate funds to institutions of higher education in the State of Maryland to make awards to students who applied **after the March 1st deadline** or who have other extenuating circumstances.

1. Funds will be awarded to institutions based on the proportion of full-time Pell eligible Maryland residents enrolled at each institution.
2. 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)
3. **Awards shall be made in the amounts and the manner described in the “Calculation of Award Amount” section.** The same minimum (\$400), maximum (established annually) and percent of need (established annually) and **rounded to the nearest \$100 increment.**
4. 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

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.

5. Each institution of higher education in the State of Maryland that participates in the campus-based Educational Assistance Grant program must submit reports as follows:
 - a. October 15th – Initial 2004-05 Recipient List
 - b. January 15th – Subsequent 2004-05 Recipient List
 - c. June 15th – End of Year Report

The October 15th and January 15th reports should contain the following information on students awarded:

- a. student name;
- b. social security number;
- c. institutional cost of attendance;
- d. Expected Family Contribution;
- e. amount of Pell Grant eligibility;
- f. amount of campus-based EA Grant awarded;
- g. Pell I.D. and transaction number from the ISIR used for awarding.

The Final End of Year report should include a:

- a. Final cumulative list of recipients including:
 - i. Name
 - ii. Social security number
 - iii. Award amount
- b. Total number of students receiving the award
- c. Total number of students eligible for award
- d. The following demographic information provided in the aggregate:
 - i. Year in school in which they received the award
 - ii. Income date
 - iii. Age of recipient
 - iv. Gender of student
 - v. Independent or dependent status
 - vi. Number of recipients registering for the following year or transferring to a four-year institution (if known).

When determining a student's **Campus-Based EAG** award eligibility, the following rules must be followed:

1. The maximum EFC that a student may have to receive an award is **3850**. This is because the student **must be Pell eligible**.
2. If a student is not Pell eligible because he already has a bachelor's degree, he is also ineligible for the Campus-Based EAG.
3. You **must** follow the calculation as listed at the top of this page.

4. The student's FAFSA Application Receipt Date must be **March 9th OR LATER**. **This is NOT the date that you received the student's ISIR at your institution. This is the date that CPS received the original FAFSA for the year.**
5. You **MAY NOT** award students who are on OSFA's "T" (tentative award) list. Those students are on-time applicants and are not Pell eligible, so they do not qualify for the Campus-Based EAG.
6. The percent of need to be used in calculating the student's award is **35%**.
7. The award ranges are from \$400/year to \$2,700/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. ALL awards must be rounded to the nearest \$100, except for the last student you award (e.g.: if your remaining funds are \$456, then that is what you would give that LAST student).
8. You must award the student the funds for which he is actually eligible. You may not award the student any more or less than that for which he is eligible. For example, if the student is eligible for a \$2,700 award, you may not award him \$500 so that you may award more students. The only exception to this is when you do not have enough remaining funds to award the full amount for which the student is eligible.
9. You must still follow all of the federal regulations that you would normally follow when awarding a student aid. Campus-Based EAG recipients may not be in default, must have passed all federal edits, must have a valid SAR, etc. The student may not be overawarded as a result of receiving the Campus-Based EAG. If the student is overawarded, you must resolve the over award as you would have had OSFA made the award, by reducing SEOG, FWS, loans, etc.
10. You are not required to verify a student's file just because you are awarding a Campus-Based EAG. You should only verify the files that you would normally verify, either because they were federally selected, or because you have other reasons to verify the file.

Other Information

Verification:

A. In-house verification option:

- 1) OSFA annually verifies application information for a percentage of all Educational Excellence Award recipients to determine if students are submitting accurate information for determining their awards. OSFA verifies Educational Excellence Award applications of recipients identified by OSFA and institutions as having severe discrepancies in the information contained on their FAFSA or misreported dependency status or Maryland residency and OSFA may also select students randomly for verification. Selected recipients are required to provide documentation of financial data and to verify Maryland residency.

- 2) GA students not verified by institutions, are notified in writing of their selection for verification and are requested to provide the following documents within four weeks:
 - (a) Maryland Office of Student Financial Assistance Dependent or Independent Verification Form to verify:
 1. child support;
 2. other untaxed income;
 3. Maryland residency for non-tax filers;
 4. non-filing status for non-tax filers.
 - (b) Federal and state income tax returns of parents, student and spouse, to verify:
 1. income, federal taxes paid; and,
 2. Maryland residency.
- 3) Awards for students who fail to provide the requested information by the deadline will be canceled for the entire academic year.
- 4) Students who provide the requested 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.

B. Institutional verification option:

- 1) OSFA is required annually to verify application information for a percentage of all new Educational Excellence Award recipients to determine if students are submitting accurate financial data for determining their awards.
- 2) OSFA will select students flagged for federal verification and submit those selected to the institution to which they are attending. The percent of flagged students selected will be as follows:
 - (a) 50% of all students who have received an EA Grant.
 - (b) 100% of GA Grant recipients.
- 3) Once students are selected, schools are required to verify the following using federal standards:
 - (a) Taxable and non-taxable income of student and parents (if dependent)
 - (b) Household Size
 - (c) Number in College
 - (d) Enrollment status (undergraduate or graduate)
 - (e) Housing status
 - (f) Dependency status
 - (g) Expected Family Contribution
 - (h) Transaction number of ISIR used
- 4) Each institution's financial aid office is then responsible for confirming or updating the specific criteria on the spreadsheet using the most recent financial documentation collected from the selected students. This can be done in one of two ways:

- i. The institution can print the list and make changes by handwriting on the document; or
 - ii. The institution can send us an electronic file on CD-Rom (for security purposes) with all requested data elements for all students receiving an EA or GA that the institution has verified **OR** an electronic file of only those students that we sent to the school who have been verified by the school.
- 5) Schools must provide updated and verified data to OSFA by the date established each year.
 - 6) Information verified by the institutions will be used to update OSFA records. Awards for students with corrections and errors will be recalculated and adjusted or cancelled accordingly.

Maryland Community Colleges

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.

Appeals

EEA applicants and recipients can appeal their eligibility for an award for the following reasons:

- A. Full-time enrollment:
 1. Students enrolled for less than twelve credits per semester can still be considered eligible for the EEA program if they are participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete their academic program and are considered to be enrolled in the equivalent of full-time study.
 2. 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.
- B. 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 circumstances as follows:

 1. serious illness or injury of the student;
 2. serious illness of a member of the student's immediate family;
 3. serious personal emotional difficulties of the student;
 4. the death of a member of the student's immediate family; or

5. other serious personal circumstances.
- C. Special financial circumstances:

OSFA will make adjustments to the family contribution for a student who can document the following circumstances, if it occurs after 01/01/04:

1. the student's parent(s) or spouse dies;
2. the student or the student's parents divorce or separate
3. the student (if independent), student's parent (if dependent) or student's spouse, if married and independent, becomes unemployed for at least ten weeks in the current year; or
4. the student or the student's parent(s) loses, as a result of the student reaching the age of majority, benefits from Social Security, TANF, or child support.

To appeal for special financial circumstances, the student must submit an appeal form accompanied by the required documentation, as specified on the form.

D. Adjustment of awards:

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

1. 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;
2. 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; or
3. 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.

Senatorial Scholarship Program

Award Codes 40 - 47

Purpose

Each member of the Maryland Senate is allocated funds to award to Maryland students for use toward postsecondary education.

Qualifications and Selection of Recipients

Each Senator establishes a selection process for their awards. To be eligible for consideration, each new applicant must meet the following criteria:

- A. be a Maryland resident in the Senator's legislative district at the time the application is made;
- B. file the Free Application for Federal Student Aid (FAFSA); and
- C. take the SAT. Students are exempt from the SAT testing requirement if they:
 - 1. have graduated from high school five years prior to filing the FAFSA;
 - 2. have successfully completed one year (24 credits) of postsecondary education;
or
 - 3. are planning to attend a community college or private career school.

Students are encouraged to file the FAFSA by March 1 to receive full consideration for Maryland need-based programs. The Senator may still consider applicants who file after March 1. The decision to consider late applicants is made by each Senator.

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.

Minimum/Maximum Award

Senatorial awards range between \$400 and \$2,000 per year. The amount of the award is not adjustable.

Eligibility Criteria

Students may use this award for full-time or part-time undergraduate and graduate studies in Maryland postsecondary institutions and in certain cases, out-of-state institutions. Students may also use this award at Maryland nursing diploma schools and certain Maryland private career schools. All students must maintain satisfactory academic progress in their program of study.

Undergraduate and Graduate Students

Undergraduate and graduate students must be enrolled for at least six credits per semester. However, students who are awarded on a full-time basis who subsequently enroll part-time must obtain approval to receive the award on a part-time basis. 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.

Private Career School Students

Students attending an eligible private career school are required to be enrolled in a full-time program (18 clock hours per week). An eligible private career school is one that is approved to operate by the Maryland Higher Education Commission and is accredited by a national accrediting association that is approved by the United States Department of Education.

Out-of-State Institutions - Unique Majors

Recipients of a Senatorial Scholarship award may use the scholarship to attend an out-of-state institution if the program of study is unique, i.e., not offered in Maryland. The Maryland Higher Education Commission makes the determination of unique major status before the applicant is awarded the scholarship.

Students who are approved for unique major status and receive a Senatorial Scholarship must submit a letter to OSFA by October 1 each year from the Registrar's office that confirms the student's declared major. The student's award will be cancelled if verification of his/her declared major is not received at OSFA by the October 1 deadline.

Cancellation

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

- A. respond to the award offer in writing;
- B. enroll for the sufficient number of credits; or
- C. maintain satisfactory academic progress.

Other Information

Beginning in academic year 03-04 senators may make awards on a one-time only basis. These awards are not automatically renewed. Students are required to reapply to receive additional funds.

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 four years for an undergraduate degree and four years for a graduate degree. The maximum dollar amount the student may receive for each program is \$8,000. The duration of the award and the maximum dollar amounts apply to all students who receive a renewable award, one-time only awards and any combination of Senatorial awards. Students who were awarded a Senatorial Scholarship for their undergraduate programs must reapply to receive an award for graduate studies.

For consideration, students should contact their Senator beginning in February of each calendar year.

Delegate Scholarship Program

Award Codes 3D – 3Y

Purpose

Each member of the Maryland House of Delegates is allocated funds to award to Maryland students for use toward postsecondary education.

Qualifications and Selection of Recipients

To apply for the Delegate Scholarship program, students must contact the three State Delegates from their legislative district.

Each Delegate selects recipients based upon criteria established by the individual Delegate.

Minimum/Maximum Award

Delegates have a choice between two methods of awarding. First, Delegates may award a student a scholarship in the amount of actual tuition and mandatory fees. 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. For Maryland graduate programs, private institutions and out-of-state institutions the maximum award is \$7,950 per year.

The second method Delegates can use to make their awards is in set dollar amounts. Awards range between \$200 and half of the annual delegate appropriation. Awards made in set dollar amounts **are not adjustable.**

Eligibility Criteria

Students may use this award for undergraduate and graduate studies in Maryland postsecondary institutions and in certain cases, out-of-state institutions. Students may also use this award at Maryland nursing diploma schools and certain Maryland private career schools. All students must maintain satisfactory academic progress in their program of study.

Undergraduate and Graduate Students

Undergraduate and graduate students must be enrolled for at least six credits per semester. 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. Approval to hold the scholarship while enrolled part-time is made by each Delegate through OSFA.

Part-time students must carry at least 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.

Private Career School Students

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.

Out-of-State Institutions - Unique Majors

Recipients of a Delegate scholarship award may use the scholarship to attend an out-of-state institution if the program of study is unique, i.e., not offered in Maryland. The determination of unique major status is made by the MHEC before the applicant is awarded the scholarship.

Students who are approved for unique major status and receive a Delegate Scholarship must submit a letter to OSFA by October 1 each year from the Registrar's office that confirms the student's declared major. The student's award will be cancelled if verification of his/her declared major is not received at OSFA by the October 1 deadline.

Cancellation

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

- A. respond to the award offer in writing;
- B. enroll for the sufficient number of credits; or
- C. maintain satisfactory academic progress.

Other Information

Delegate awards are made on an annual basis and are not automatically renewed for the next academic year. For consideration, students should contact their delegates beginning in February of each calendar year.

Distinguished Scholar Program

Award Codes 61 - 63

Purpose

This program is designed to encourage Maryland high school students who are highly able academically or artistically to enroll in eligible Maryland colleges or universities or other accredited Maryland postsecondary schools.

Qualifications and Selection of Recipients

Academic or artistic merit is the criteria used for selection in this program. Students are selected by one of the methods listed below.

Superior Academic Achievement

Students applying in the superior achievement category must meet the minimum requirement of a 3.7 high school cumulative GPA. Only academic subjects taken during the first 2 1/2 years of a student's secondary school experience will be included. Academic courses are limited to mathematics (algebra I and beyond), foreign languages, social studies, natural or physical science, English, computer science requiring knowledge of algebra I or higher and other courses in a college preparatory program. The GPA is calculated on an unweighted 4.0 scale.

Qualifying students are ranked on one of two scales – high school GPA and SAT scores. Finalists and Semifinalists will be selected in rank order from each of the two ranking scales by assigning students the lower of the two ranks the student achieved. The highest set of SAT scores is used to determine SAT rank (PSAT or ACT scores will be used if SAT scores are not available).

In the event of a tie on the GPA rank, the SAT score will be used to break the tie; in the event of a tie in the SAT rank, the GPA will be used to break the tie.

A minimum of two finalists will be selected from Baltimore City and each county.

Those students designated as semifinalists are eligible to receive a scholarship if a finalist does not use it. Semifinalists will be selected in equal numbers from the GPA and SAT statewide selection lists.

Superior Talent

Applicants in the talent category must appear in person to be auditioned or have their portfolios reviewed during a competition period established by OSFA. Applicants will be judged by professional musicians, artists, performers, or professional educators who will use criteria established by OSFA.

National Merit Scholarship Finalists and National Achievement Scholarship Finalists

Students who are selected as finalists by the National Merit Scholarship Corporation are finalists in the Maryland Distinguished Scholar Program and will be offered an award. The selection of National Merit Scholarship Finalists and National Achievement Scholarship Finalists is made by the National Merit Scholarship Corporation of Evanston, Illinois.

No other national talent or merit program winners may become eligible for consideration in the Maryland Distinguished Scholar program through their winning status.

Students may apply in all three award categories of the program, however students may receive only one award.

Minimum/Maximum Award

The amount of the scholarship is \$3,000 per academic year. The scholarship may be applied to tuition, mandatory fees, room, board, books, and educational supplies.

A student may not receive the scholarship for more than eight semesters.

Eligibility Criteria

Recipients must be Maryland residents and must be enrolled full-time as undergraduate students pursuing their first undergraduate degree at a Maryland college and university.

Cancellation

A Distinguished Scholar award will be cancelled if the recipient:

- A. enrolls at an ineligible institution;
- B. fails to maintain an annual 3.0 GPA;
- C. fails to enroll full-time;
- D. enrolls as a graduate student, or
- E. obtains the first baccalaureate degree.

Other Information

Appeal -- Renewal Requirement for Minimum GPA

The requirement of maintaining an annual 3.0 GPA each year is set by law. Students who fail to maintain the annual 3.0 GPA required each year for continuation of the award may appeal to have the award renewed. The purpose of the appeal is to determine if, to the satisfaction of the Secretary of

Higher Education, extenuating circumstances of extreme personal hardship prevented the recipient from achieving the required GPA.

A recipient who is academically ineligible will have their award cancelled. **If funds are available**, the award may be reinstated upon proof that the student achieved a 3.0 grade point average in the fall and 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.

If the student fails for a second time to maintain a grade point average of 3.0, the award is cancelled and may not be reinstated.

Payment

1. Regular Payment

At the beginning of each term, institutions will be asked to certify that the recipient:

- a. is enrolled as a full-time student that semester or term;
- b. is an undergraduate student; and
- c. has not obtained the first bachelor's degree.

Upon receipt of the certification, OSFA will pay the appropriate amount of money to the institution to be credited to the student's account.

2. Summer Courses

Payment for full-time summer study (12 credit hours or more) can be made if the student requests it in advance. Because the payment to a student in an academic year cannot exceed \$3,000, if a student uses a portion of the scholarship in the summer, only one additional semester award can be paid.

3. Study Abroad

If a recipient enrolls in a study abroad program and the program is sponsored directly by an in-state school, the payment will be made directly to the institution according to regular procedures described.

If the program is sponsored by an out-of-state school, and the recipient is enrolled in a one semester program, payment can be made to the student's account of the entire year for the term in which the student is enrolled at an in-state institution. This counts as two semesters of eligibility utilized. For programs lasting for one year, payment is not made. The student may request reinstatement for subsequent years and retains 8 semesters of eligibility.

For purposes of this program, the campuses of the University of Maryland University College are considered to be in-state.

4. Co-op Work Program

If a recipient enrolls in a co-op program, the recipient may not receive a scholarship for the period of the work portion of the co-op program. Following the work portion of the co-op program, the student's award will be reinstated if the student requests reinstatement in writing. The student remains eligible for eight semesters. The student should notify OSFA in writing in advance of pending co-op participation.

5. Planned Early Graduation

Recipients who are scheduled to graduate at the end of seven semesters of college attendance may be paid their entire scholarship for the year on the fall semester payment.

6. Deferred Awards

A recipient may take a leave of absence for one or two semesters or defer initial college enrollment for one or two semesters upon written request to and approval OSFA

OTHER CIRCUMSTANCES

1. Out-of-state attendance:

If funds permit, a finalist who originally attended an out-of-state college then transferred to a Maryland postsecondary institution will be given an award to attend the eligible Maryland postsecondary institution. The request must be made in writing. The student may make the request before the start of the second academic year after the student's graduation from high school, and must document an annual grade point average of 3.0 or higher.

2. Early graduation:

A finalist who enrolls in a postsecondary institution as a full-time undergraduate student immediately following the student's junior year of high school is eligible to receive an award for the freshman year of college.

A semifinalist who enrolls in a postsecondary institution as a full-time undergraduate student immediately following the student's junior year of high school may be considered an alternate to the award when their class begins their freshman year of college.

3. Home Schooling:

Home schooled students may be eligible for the Distinguished Scholar program if they meet the eligibility and qualifications. The entity that supervises the home instruction and establishes the curriculum must hold a Certificate of Approval or be registered to

supervise home instruction by the Maryland State Department of Education and the local county board of education and the curriculum must be clearly identified with grades on an official transcript.

For students applying for the achievement category of the Distinguished Scholar program, the achievement applications must be signed by an administrator of the home school supervising entity and include a letter from the local education agency.

For students applying for the talent category of the Distinguished Scholar program, the talent application must be signed by an administrator of the home school supervising entity or an individual affiliated with the local education agency.

**Distinguished Scholar - Teacher Education
Scholarship Program**
Award Code 64

Purpose

This program is designed to attract Distinguished Scholar recipients into the field of teacher education. Recipients are obligated to teach in a Maryland public school one year for each year the award is received.

Qualifications and Selection of Recipients

Only current Distinguished Scholar recipients are eligible. Priority is given to applicants who are planning to enter fields that have been designated as critical shortage areas. Remaining applicants are ranked on the basis of their year in school and GPA. Senior students with the highest grade point averages are awarded first; other recipients are selected in order until available funds are used.

Minimum/Maximum Award

The award amount is \$3,000 per academic year and is in addition to the Distinguished Scholar Scholarship.

Cancellation

The Distinguished Scholar - Teacher Education scholarship is cancelled if the Distinguished Scholar Scholarship is cancelled.

Child Care Provider Scholarship Program

Award Code 06

Purpose

This program is designed to attract qualified students into the field of child care by providing financial assistance to full- or part-time students enrolled in an early childhood education program or child development program at an eligible Maryland institution. Recipients agree to work in the child care field one year for each year they receive the award.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following criteria:

- A. maintain Maryland residency; and
- B. be enrolled in a Maryland institution that offers an early childhood education or child development program.

Recipients are selected competitively on the basis of the following criteria:

- A. acceptance into an early childhood education or development program leading to child development consortium credentialing, a certificate, associate's or bachelor's degree;
- B. progress within their early childhood program of study; and
- C. cumulative GPA of all coursework that pertains to their present early childhood education program of study.

Minimum/Maximum Award

The minimum award amount is \$250 per semester and the maximum amount is \$1,000 per semester. Award amounts are based on the type of institution attended and enrollment status:

\$ 250 - community college
part-time

\$ 500 - community college
full-time

\$ 500 - four-year institution
part-time

\$1,000 - four-year institution
full-time

If the student's enrollment status changes, the award amount should be adjusted accordingly, subject to the availability of funds for award increases.

Eligibility Criteria

Recipients must be enrolled for a minimum of six credits per semester and maintain a minimum cumulative 2.0 GPA in all coursework credited toward their early childhood education program of study.

Cancellation

A Child Care Provider scholarship will be cancelled if the recipient is:

- A. enrolled for less than six credits per semester;
- B. not enrolled for the current semester;
- C. not enrolled at an eligible institution;
- D. not maintaining satisfactory academic progress according to the standards of the institution.

Edward T. Conroy Memorial Scholarship Program

Award Code 04

Purpose

The Edward T. Conroy Memorial Scholarship Program is designed to provide financial assistance to sons and daughters of deceased, missing in action or prisoner of war United States Armed Forces personnel; sons and daughters of deceased public safety personnel; surviving spouses who have not remarried of deceased public safety personnel; disabled public safety personnel; and sons, daughters and/or surviving spouses of victims of the September 11, 2001 terrorist attacks, attending a Maryland postsecondary institution.

Qualifications and Selection of Recipients

To be eligible for the Edward T. Conroy Scholarship Program, an individual must be Maryland resident and attend a Maryland postsecondary institution on at least a part-time basis and be one of the following:

1. A son or daughter at least 16 years of age whose parent:
 - a. served in the United States Armed Forces after December 7, 1941 and was a Maryland resident at the time the parent died or was totally and permanently disabled as a result of military service;
 - b. was a Maryland resident at the time the parent was declared to be:
 - i. a State or local public safety employee killed in the line of duty;
 - ii. a prisoner of war or missing in action as a result of the Vietnam Conflict on or after January 1, 1960;
 - iii. a victim of the September 11, 2001 terrorist attacks;
2. 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;
3. a 100 % disabled public safety employee; or
4. 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.

A state or local public safety employee is defined as a person who is:

1. a career or volunteer member of a fire department, ambulance/rescue company or squad;

2. a law enforcement officer;
3. a correctional officer; or
4. a 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.

Minimum/Maximum Award

The amount of the award may not exceed the equivalent annual tuition and mandatory fees of a resident undergraduate student fees as reported to OSFA on the annual College Cost Survey, not to exceed \$7,950 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.

Eligibility Criteria

Recipients are required to be enrolled for a minimum of six credits each semester.

Cancellation

A Conroy scholarship will be canceled if the recipient:

- A. fails to accept the award in writing; or
- B. enrolls for less than six credits each semester.

Physical and Occupational Therapists and Assistants Scholarship Program

Award Code 19

Purpose

This program is designed to attract qualified students into the field of physical or occupational therapy to work with certain handicapped children. Recipients agree to work in the State as physical or occupational therapy assistants, or physical or occupational therapists one year for each year they receive the award.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following criteria:

- A. maintain Maryland residency;
- B. maintain high school or college GPA of 2.0. Students in freshman entry programs will be evaluated primarily on the basis of their secondary school record. Students in upper division entry programs will be evaluated primarily on their college record; and
- C. enroll or intend to enroll at an eligible Maryland institution in a professional program leading to licensure as a physical or occupational therapy assistant or a physical or occupational therapist.

Minimum/Maximum Award

The award is \$2000 per academic year and is not adjustable.

Eligibility Criteria

Recipients must be enrolled full-time. A clinical internship is considered full-time.

Cancellation

This scholarship will be cancelled if the recipient:

- A. fails to sign and return the award letter and promissory note;
- B. enrolls in an ineligible institution or program;
- C. fails to make satisfactory progress; or
- D. fails to enroll as a full-time student.

**Sharon Christa McAuliffe Memorial
Teacher Education Scholarship Program**
Award Code 07, 7A

Purpose

This program is designed to attract qualified students into the field of teacher education. Recipients agree to teach one year for each year they receive the award.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following criteria:

- A. maintain Maryland residency;
- B. maintain a minimum cumulative college GPA of 3.0;
- C. complete a minimum of 60 undergraduate credits by the first session of the academic year; and
- D. be enrolled in or intend to enroll in an education program leading to teacher certification in a field in which there is a critical shortage of teachers for that year, as determined by the Maryland State Department of Education.

Recipients are competitively selected by a committee from the Maryland State Department of Education's Division of Instruction and Division of Certification on the basis of the following criteria:

- A. cumulative college GPA;
- B. applicable work or volunteer experience;
- C. quality of academic background in certification field; and
- D. a writing sample.

Minimum/Maximum Award

The amount of the award may not exceed the equivalent annual tuition and mandatory fees of a resident undergraduate student fees as reported to OSFA on the annual College Cost Survey. This amount shall not exceed the maximum amounts listed below. 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. Awards for recipients are calculated in the following manner:

1. Full time, on-campus: tuition, mandatory fees, room and board up to \$15,900 (\$7,950 per semester maximum)

2. Full time, living with parents: tuition, mandatory fees, plus living expenses of \$3,200 a year, up to a maximum of \$15,900
3. Full-time, living off-campus NOT with parents: tuition, mandatory fees, plus living expenses of \$5,100 a year, up to a maximum of \$15,900
4. Part-time students: tuition up to \$330 per credit per semester.
5. Special student/practice teaching fees: to be treated as mandatory fees.

Eligibility Criteria

Full-time students must be enrolled for a minimum of 12 undergraduate credits or 9 graduate credits; part-time students for at least 6 undergraduate or graduate credits. Recipients must also maintain a 3.0 annual GPA for renewal.

Undergraduate students must be enrolled in an education program leading to teacher certification in the field for which the award was given; the same applies to most graduate students, except that some graduate students will be using the "course-count method" of certification and need not be formally enrolled in a teacher education program.

Cancellation

A Sharon Christa McAuliffe scholarship will be cancelled if the recipient:

- A. fails to maintain a 3.0 annual GPA;
- B. is enrolled for less than the minimum number of credits;
- C. does not make satisfactory progress toward teacher certification;
- D. transfers to an ineligible institution: one that does not offer a program of teacher certification in the field for which the award is given, or is not located in Maryland; or
- E. does not maintain Maryland residency.

State Nursing Scholarship

Award Code 18

Purpose

The Maryland State Nursing Scholarship Program is designed to attract qualified students into the field of nursing by providing financial assistance to full-time and part-time, undergraduate and graduate nursing students. Recipients agree to work in the State of Maryland as full-time nurses in approved settings one year for each year they receive the award.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following criteria:

- A. maintain Maryland residency;
- B. be enrolled in an eligible Maryland institution that offers a program leading to a nursing degree;
- C. possess a cumulative 3.0 GPA from high school or postsecondary coursework.

Recipients are competitively selected on the basis of the following criteria:

- A. cumulative GPA;
- B. official acceptance into a nursing program of study leading to a degree or diploma;
- C. type of nursing degree.

Minimum/Maximum Award

Awards are for tuition and mandatory fees up to a maximum of \$3,000 per academic year. Awards listed on the Award Roster are estimated. These awards should be adjusted to reflect tuition and mandatory fees as reported to OSFA on the annual College Cost Survey up to \$1,500 per semester. 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. Nursing students enrolled in a program that includes mandatory summer academic sessions shall be awarded the amount of tuition and fees not to exceed \$4,500 per calendar year.

Eligibility Criteria

Undergraduate and graduate students must be enrolled for at least six credits each semester.

Cancellation

A State Nursing Scholarship will be cancelled if the recipient:

- A. fails to sign and return the award letter and promissory note;
- B. is enrolled for less than six credits per semester;
- C. is not enrolled for the current semester;
- D. changes to a major other than nursing; or
- E. drops below a 3.0 annual GPA

Other Information

State Nursing Scholarship recipients are required to maintain a minimum annual 3.0 GPA in their coursework for their nursing degree. OSFA verifies recipients' GPA after the conclusion of the spring semester. If an institution feels that a student is not meeting this requirement, please notify OSFA.

State Nursing Scholarship Living Expenses Grant

Award Code 16

Purpose

The State Nursing Scholarship Living Expenses Grant is designed to provide financial assistance to recipients of the State Nursing Scholarship who demonstrate financial need.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following criteria:

- A. maintain Maryland residency;
- B. be a recipient of the State Nursing Scholarship; and
- C. demonstrate financial need.

Recipients are selected on the basis of the following criteria:

- A. acceptance of the State Nursing Scholarship; and
- B. demonstrated financial need.

Priority is given to those who file a FAFSA by the March 1 deadline. Need is calculated in the same manner as the EAG scholarship. Award amounts are based on the number of eligible applicants and the funds available in the program. The amount of need met is generally between 15 and 30 percent.

Minimum/Maximum Award

The minimum award is \$100 per semester and the maximum is \$1,500 per semester. Award amounts are **not** adjustable.

Cancellation

The Living Expenses Grant will be cancelled if the State Nursing Scholarship is cancelled.

Tolbert Grant
Award Code 17

Purpose

To provide financial assistance to full-time students attending approved Maryland private career schools.

Qualifications and Selection of Recipients

To be eligible for consideration, an applicant must meet the following criteria:

- A. maintain Maryland residency;
- B. be accepted for admission to or enrolled in a private career school approved by the Maryland Higher Education Commission; and
- C. demonstrate financial need.

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.

Award Amount: \$300.00

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

Eligibility Criteria

Recipients must be enrolled for 18 or more clock hours per week.

Cancellation

The Tolbert Grant will be cancelled if the recipient is not enrolled on a full-time basis:

To Apply: Contact the private career school for an application and information.

Science and Technology Scholarship Program

Award Codes 8A - 8G

Purpose

The purpose of this program is to assist in meeting the State's need for well trained and highly skilled workers in shortage areas. Students who perform well academically in high school or college, and agree to use their training in eligible programs as members of Maryland's workforce qualify for scholarship assistance.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following general requirements:

- A. be a Maryland resident;
- B. be a U.S. citizen or eligible non-citizen;
- C. submit a completed Maryland Science and Technology Scholarship application to OSFA by March 1;
- D. have an unweighted, minimum cumulative grade point average of at least 3.0 on a 4.0 scale or its equivalent after the completion of the first semester of the senior year; or a 3.0 cumulative average in college coursework if applying as an undergraduate;
- E. graduate from a secondary school;
- F. be accepted for admission in an eligible undergraduate program at a Maryland higher education institution;
- G. begin college within 5 years of completing high school;
- H. enroll as a full-time student in an eligible academic program and;
- I. agree to perform the required service or repay the State if the service obligation is not performed.

Minimum/Maximum Award

The amount of the scholarship is \$3,000 per academic year for students enrolled at 4-year higher education institutions (renewable for three years) and \$1,000 per academic year for students enrolled at 2-year higher education institutions (renewable for one year). The scholarship may be used for tuition and mandatory fees.

Eligibility Criteria

Recipients must be Maryland residents and must enroll full-time as undergraduate students pursuing their first undergraduate degree. They must agree to perform a specified service after graduation in exchange for this scholarship. If a student holds more than one scholarship requiring a service obligation, the service must be performed in consecutive years.

Cancellation

Science and Technology Scholarship will be canceled if the recipient:

- A. ceases to be a Maryland resident;
- B. fails to enroll at a Maryland higher education institution in an eligible program;
- C. fails to enroll as a full-time student and takes less than 12 credit hours each semester or its equivalent;
- D. does not earn an annual 3.0 GPA;
- E. fails to make satisfactory academic progress toward a degree; or
- F. fails to maintain the standards of the institution.

Other Information

Appeal -- Renewal Requirements for Minimum Credit Hours and GPA

Science and Technology recipients can appeal their eligibility for an award for the following criteria:

- A. enroll as a full-time student and take at least 12 semester hours of courses each semester or its equivalent: Students enrolled for less than 12 credits can still be considered eligible for the Science and Technology 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. 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. The student must be enrolled for a minimum of 6 credit hours.
- B. maintenance of a 3.0 annual grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to OSFA of extenuating circumstances that prevented the student from achieving the required GPA:

1. serious illness or injury of the student;
2. serious illness of a member of the student's immediate family;
3. serious personal emotional difficulties of the student;
4. death of a member of the student's immediate family;
5. other serious personal circumstances.

Eligible Majors:

A list of eligible majors, by institution, is available at:

http://www.mhec.state.md.us/financialAid/ProgramDescriptions/prog_hopesci.asp

Maryland Teacher Scholarship

Award Code 1A

Purpose

The purpose of this program is to assist in meeting the State's need for well trained and highly skilled elementary and secondary school teachers. Students who perform well academically in high school or college and agree to use their training as certified public school teachers qualify for scholarship assistance.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following general requirements:

- A. be a Maryland resident;
- B. be a U.S. citizen or eligible non-citizen;
- C. be a high school senior, college student or graduate at the time of application;
- D. submit an appropriately completed Maryland Teacher Scholarship application to OSFA by March 1;
- E. have an unweighted, cumulative grade point average of at least 3.0 on a 4.0 scale or its equivalent after the completion of the first semester of the senior year, if applying as a high school senior; have a cumulative grade point average of at least 3.0 on a 4.0 scale for all college course work completed, if applying as an undergraduate or graduate student;
- F. graduate from a secondary school;
- G. be accepted for admission in a regular undergraduate or graduate program at a Maryland higher education institution;
- H. agree to perform the required service as an elementary or secondary school teacher within the Maryland public school system or repay the State if the service obligation is not performed; and
- I. enroll as a full-time student or part-time undergraduate or graduate student in a program leading to initial teacher certification.

Minimum/Maximum Award

Full-time students receive \$5,000 per year at a 4-year institution or \$2,000 per year at a community college. Part-time students receive \$2,500 per year at a 4-year institution or \$1,000 per year for 2-year institutions.

Eligibility Criteria

Recipients must be Maryland residents and must enroll full-time or part-time as undergraduate or graduate students pursuing their initial teacher certification.

They must agree to perform a specified service after graduation in exchange for this scholarship. If a student holds more than one scholarship requiring a service obligation, the service must be performed in consecutive years.

Cancellation

A Maryland Teacher Scholarship will be canceled if the recipient:

- A. ceases to be a Maryland resident;
- B. fails to enroll at a Maryland higher education institution in an eligible program;
- C. fails to enroll as a full-time student and takes less than 12 credit hours each semester as an undergraduate or 9 credits as a graduate student or its equivalent;
- D. fails to enroll as a part-time undergraduate taking 6 to 11 credits or 6 to 8 credits as a graduate student or its equivalent.
- E. does not earn a cumulative 3.0 GPA;
- F. fails to make satisfactory academic progress toward a degree; or
- G. fails to maintain the standards of the institution.

Other Information

Appeal -- Renewal Requirements for Minimum Credit Hours and GPA

Maryland Teacher Scholarship recipients can appeal their eligibility for an award for the following criteria:

- A. enroll as a full-time student and take at least 12 semester hours each semester or its equivalent as an undergraduate, or 9 semester hours as a graduate student. Students enrolled for less credits can still be considered eligible for the Maryland Teacher 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. 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. The student must be enrolled for a minimum of 6 credit hours.

B. maintenance of a 3.0 cumulative grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to OSFA of extenuating circumstances that prevented the student from achieving the required GPA:

1. serious illness or injury of the student;
2. serious illness of a member of the student's immediate family;
3. serious personal emotional difficulties of the student;
4. death of a member of the student's immediate family;
5. other serious personal circumstances.

Maryland Hope Scholarship
Award Codes 4A thru 4G, 4J, 4K, 4L, 4N

Purpose

The purpose of this program is to assist in meeting the State's need for well-trained and highly skilled workers in shortage areas. Students who perform well academically in high school and agree to use their training in eligible programs as members of Maryland's workforce qualify for scholarship assistance.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following general requirements:

- A. be a Maryland resident;
- B. be a U.S. citizen or eligible non-citizen;
- C. be a high school senior at the time of application;
- D. submit an appropriately completed Hope Scholarship application to OSFA by March 1;
- E. have an unweighted cumulative grade point average of at least 3.0 on a 4.0 scale or its equivalent after the completion of the first semester of the senior year;
- F. graduate from a secondary school;
- G. be accepted for admission in a eligible undergraduate program at a Maryland higher education institution;
- H. begin college within 2 years of completing high school,
- I. enroll as a full-time student in a eligible academic program;
- J. file a Free Application for Federal Student Aid (FAFSA) by March 1;
- K. have an annual total family income of \$95,000 or below; and
- L. agree to perform the required service or repay the State if the service obligation is not performed.

Minimum/Maximum Award

The amount of the scholarship is \$3,000 per academic year for students enrolled at a 4-year higher education institution (renewable for three years) and \$1,000 per academic year for students enrolled at a 2-year higher education institution (renewable for one year). The scholarship may be used for tuition and mandatory fees.

Eligibility Criteria

Recipients must be Maryland residents and must enroll full-time as undergraduate students pursuing their first undergraduate degree.

They must agree to perform a specified service after graduation in exchange for this scholarship. If a student holds more than one scholarship requiring a service obligation, the service must be performed in consecutive years.

Cancellation

The Hope Scholarship will be canceled if the recipient:

- A. ceases to be a Maryland resident;
- B. fails to enroll at a Maryland higher education institution in an eligible program;
- C. fails to enroll as a full-time student and takes less than 12 credit hours each semester or its equivalent;
- D. does not earn a cumulative 3.0 GPA;
- E. fails to make satisfactory academic progress toward a degree
- F. fails to maintain the standards of the institution; or
- G. is verified to have total family income higher than \$95,000.

Other Information

Appeal -- Renewal Requirements for Minimum Credit Hours and GPA

Hope Scholarship recipients can appeal their eligibility for an award for the following criteria:

- A. enroll as a full-time student and take at least 12 semester hours each semester or its equivalent: Students enrolled for less than 12 credits can still be considered eligible for the Hope 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. 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. The student must be enrolled for a minimum of 6 credit hours.
- B. maintenance of a 3.0 cumulative grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to OSFA of extenuating circumstances that prevented the student from achieving the required GPA:
1. serious illness or injury of the student;
 2. serious illness of a member of the student's immediate family;
 3. serious personal emotional difficulties of the student;
 4. death of a member of the student's immediate family;
 5. other serious personal circumstances.

Eligible Majors:

A list of eligible majors, by institution, is available at

http://www.mhec.state.md.us/financialAid/ProgramDescriptions/prog_hopegen.asp

**Developmental Disabilities, Mental Health, Child Welfare, and Juvenile Justice
Workforce Tuition Assistance Program
Award Code 6A**

Purpose

The purpose of this program is to establish a program of tuition assistance to certain individuals who are employees or agree to work as employees of community-based programs serving individuals with certain disabilities or those under the supervision of the Department of Social Services or the Department of Juvenile Justice.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following general requirements:

- A. be a Maryland resident;
- B. be a U.S. citizen or eligible non-citizen;
- C. possess a high school diploma or GED;
- D. be accepted for admission in a degree seeking program at a Maryland higher education institution;
- E. enroll as a full-time student (minimum 12 credits for undergraduates or 9 credits for graduates) or part-time students (minimum 6 credits) or register for less than 6 credits;
- F. enroll in a **human services degree program:**

aging services, counseling, disability services, mental health, nursing, occupational therapy, physical therapy, psychology, rehabilitation, social work, special education, supported employment or vocational rehabilitation or any other concentration in the healing arts or programs providing support services to individuals with special needs;
- G. submit a completed Developmental Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance Program application to OSFA by July 1 (applications submitted after July 1 will be considered as long as funds remain available); and
- H. agree to perform the required service or repay the State if the service obligation is not performed.

Minimum/Maximum Award

Tuition assistance may not exceed:

- o \$100 per credit hour for students registered for less than 6 credits;
- o \$500 in any one semester for a part-time student enrolled at a community college;
- o \$750 in any one semester for a part-time student enrolled at a 4-year institution;
- o \$1,000 in any one semester for a full-time student enrolled at a community college;
- o \$1,500 in any one semester for a full-time student enrolled at a 4-year institution; or
- o \$6,000 over a five-year period.

If a student registers for less than 6 credits, you must note the actual number of credits and adjust the award amount to the cost per credit as reported to OSFA that cannot exceed \$100 per credit (i.e., a student in a 3 credit course with a tuition charge of \$450 could only receive a \$300 award).

Eligibility Criteria

Priority will be given to applicants who are currently employed by an eligible site licensed by the Developmental Disabilities Administration, approved by the Department of Social Services or the Department of Juvenile Justice. Students not currently employed in a human services field may be ranked by cumulative high school grade point average or by grade point average earned in all college course work completed.

A student must complete 12 credits within the academic year, including summer courses, to receive funds.

Undergraduate and graduate students may apply.

Cancellation

The Developmental Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance award will be canceled if the recipient:

- A. ceases to be a Maryland resident;
- B. fails to enroll at a Maryland higher education institution in an eligible human services degree program;
- C. fails to enroll as a full-time or a part-time student;
- D. fails to earn at least 12 semester credit hours each academic year;
- E. fails to make satisfactory academic progress toward a degree; or
- F. fails to maintain the standards of the institution.

Community College Transfer Hope Scholarship

Award Code 37

Purpose

The purpose of the HOPE for Nontraditional Students-Community College Transfer Scholarship is to assist and encourage transfer students to attend a 4-year institution within the State. Recipients must agree to work within the State of Maryland one year for each year they accept the award.

Qualifications and Selection of Recipients

To be eligible for assistance, an applicant must meet the following general requirements:

- A. be a Maryland resident;
- B. be a U.S. citizen or eligible non-citizen;
- C. be currently enrolled at a community college in Maryland;
- D. maintain a minimum cumulative 3.0 grade point average on a 4.0 scale while a student at a community college in Maryland;
- E. have completed at least 60 credits at a community college in Maryland, or have earned an associate's degree by the end of the semester in which the applicant plans to transfer;
- F. enroll as a full-time, degree-seeking student at a Maryland 4-year institution;
- G. file the Free Application for Federal Student Aid (FAFSA) by March 1;
- H. have an annual total family income of \$95,000 or below; and
- I. agree to perform the required service or repay the State if the service obligation is not performed.

Award Amount

The award amount will be \$3,000 for students enrolled at 4-year higher education institutions. The scholarship may be used for tuition and mandatory fees.

Eligibility Criteria

Recipients must be Maryland residents and must enroll full-time as undergraduate students pursuing their first undergraduate degree.

They must agree to perform a specified service after graduation in exchange for this scholarship. If a student holds more than one scholarship requiring a service obligation, the service must be performed in consecutive years.

Cancellation

The Community College Transfer Scholarship will be canceled if the recipient:

- A. fails to maintain the academic standards of the institution;
- B. fails to maintain Maryland residency;
- C. fails to maintain an annual 3.0 grade point average;
- D. fails to enroll as a full-time degree-seeking student taking at least 12 credit hours each semester; or
- E. is verified to have total family income higher than \$95,000.

Other Information

Appeal – Hope Community College Transfer Scholarship recipients can appeal their eligibility for an award on the basis of the following criteria:

- A. Enrollment as a full-time degree-seeking student (at least 12 semester hours or courses each semester or its equivalent). Students enrolled for less than 12 credits can still be considered eligible for the Community College 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. 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. The student must be enrolled for a minimum of 6 credit hours.
- B. Maintenance of a 3.0 annual grade point average: If a student should fail to meet this requirement, satisfactory evidence as specified below must be presented to OSFA of extenuating circumstances that prevented the student from achieving the required GPA:
 - 1. serious illness or injury of the student;
 - 2. serious illness of a member of the student's immediate family;
 - 3. serious personal emotional difficulties of the student;
 - 4. death of a member of the student's immediate family;
 - 5. other serious personal circumstances.

Graduate and Professional Scholarship Program

Purpose

The program provides funds to selected Maryland institutions to provide financial assistance to students in the fields of medicine, dentistry, law, pharmacy, social work, nursing, and veterinary medicine if the applicant has demonstrated financial need.

Qualifications and Selection of Recipients

To be eligible for award consideration, applicants must meet the following criteria:

- A. maintain Maryland residency;
- B. 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.
- C. be a graduate or professional student attending one of the following schools: 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; any Maryland institution offering a master's degree in Nursing or Social Work.
- D. demonstrate financial need
- E. students are selected by eligible institutions
- F. recipients must file the Free Application for Federal Student Aid (FAFSA).

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.

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.

Part-Time Grant Program

Purpose

The program provides funds to Maryland public and independent colleges and universities so they may provide grants to eligible part-time students.

Qualifications and Selection of Recipients

An undergraduate applicant must:

- A. be enrolled as a degree-seeking undergraduate student for at least six but fewer than 12 undergraduate credits per academic term;
- B. maintain Maryland residency;
- C. have applied for a Pell Grant and demonstrate financial need;
- D. not be in default of a Federal Family Education Loan, nor owe a refund for any previous financial aid received;
- E. be in compliance with federal law regarding the Selective Service Registration;
- F. pledge to remain drug-free during the term of the award; and
- G. maintain satisfactory academic progress.

To be considered for an award under this program as a dually enrolled student, the recipient must:

- A. be dually enrolled in a secondary school or an eligible home-school program in the State and at an institution of higher education;
- B. Maintain Maryland residency;
- C. 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 \$1,000. Recipients may hold this award for a maximum of eight years provided all eligibility requirements continue to be met.

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 degrees.

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

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

Cancellation

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

**Firefighter, Ambulance and Rescue Squad Member
Tuition Reimbursement Program**
Award Code 15

Purpose

The purpose of this tuition reimbursement program is to encourage members of fire fighting, ambulance, and rescue organizations serving Maryland communities to improve their professional skills by reimbursing them for the tuition costs of courses leading to a degree in fire service technology or emergency medical technology.

Qualifications and Selection of Recipients

To be eligible for consideration, applicants must meet the following criteria:

- A. be an active career or volunteer firefighter, ambulance or rescue squad member serving a Maryland community while taking coursework and for an additional year after completion of coursework;
- B. be enrolled in a degree or certificate program for fire service technology or emergency medical technology.

Minimum/Maximum Award

Award amount may not exceed \$6,130 per semester.

Award is made for the dollar amount of tuition only as reported to OSFA.

Tuition reimbursement requires fulfillment of a two-year service obligation. The first year of service must be while the student is taking courses. The second must be the year immediately following.

Eligibility Criteria

Applicant must:

- A. be enrolled full time or part time in a fire service or EMT program at graduate or undergraduate level;
- B. file separate applications for each school attended;
- C. have received at least a grade of "C" or a "pass" in any course specifically required for program completion.

Janet L. Hoffman Loan Assistance Repayment Program

Purpose

This program is designed to assist in educational loan repayment for individuals employed in state and local government and the non-profit sector in areas in which there are critical manpower shortages in the State and lower salaries than in the private sector.

Qualification and Selection of Recipients

Applicants must be Maryland residents, have received an undergraduate, graduate or professional degree from a college or university in Maryland or a School of Law, and be employed full-time in Maryland State or local government, or a Maryland non-profit organization. Loans must have been obtained for postsecondary study and have been used toward tuition, educational or living expenses.

Applicant's annual gross salary may not exceed \$50,000 and a married couple's combined annual gross salary may not exceed \$110,000.

Minimum/Maximum Award

Maximum award is \$7,500 per year. Awards are calculated annually and are based upon the applicant's total annual loan debt minus the applicant's annual expected contribution. Payments are made to the recipient and a lender and are taxable.

Eligibility Criteria

Priority is given to applicants who have graduated in the last three years, and who are employed in one of the priority critical shortage fields, which are listed on the application each year.

Pre-Graduation Application Procedures for Law Students

The applicant must attend law school at the University of Maryland Baltimore or University of Baltimore and be in their third and final year. The student must file a pre-graduate application and the general application. Five students will be selected for an award on the basis of a pre-employment offer. Students must meet all eligibility requirements of the LARP Program.

Cancellation

Award will be cancelled if the recipient:

- A. does not remain in eligible employment for the duration of the award (one calendar year from date of award);
- B. defaults on education debt; and/or;
- C. fails to notify OSFA of any changes in name, address, or employment status that would change award amount or eligibility.

Loan Assistance Repayment Program Primary Care Services

Purpose

This program provides assistance for primary care physicians and medical residents specializing in primary care, who either pledge to or are currently providing primary care services in Maryland.

Qualifications and Selection of Recipients

Applicants must provide proof of graduation from an accredited school of medicine, and documentation of amounts and holders of the applicant's outstanding eligible higher education loans.

Physicians must also provide a letter of intent or an employment contract with an eligible practice site.

Medical residents must agree:

- A. to practice for at least two years at an eligible practice site;
- B. to begin fulfilling the service obligation at an eligible practice site within three months of completing resident training in primary care;
- C. not to participate in medical residency training program other than in general internal medicine, family practice, general pediatrics, or obstetrics/gynecology prior to fulfilling the service obligation.

The Department of Health and Mental Hygiene appoints and convenes a Review Panel to assist in the annual selection of LARP recipients.

Minimum/Maximum Award

A LARP physician recipient may not receive total LARP funds of more than \$120,000 plus 39 percent, and awards may not exceed the recipient's total indebtedness from eligible higher education loans.

A LARP medical resident recipient may not receive total LARP funds of more than \$25,000 plus a 39 percent supplement during the period of the residency training. Upon completion of the residency and upon commencement of service, the recipient is eligible for the same amount of funds as the physician recipient. The medical residents must reapply as a physician for consideration.

For more information, please contact OSFA.

Loan Assistance Repayment Program Dent-Care

Purpose

The goal of this program is to increase access to oral health services for Maryland Medical Assistance Program recipients (MMAP). This program provides direct clinical care services in Maryland in federal, state or local government programs, or nonprofit or for-profit private dental practices.

Qualifications and Selection of Recipients

An applicant must be employed as a full-time dentist in Maryland.

Minimum/Maximum Award

The annual award is \$23,740 and includes a 39% supplement for the associated tax liability.

Eligibility Criteria

Recipients must work in a dental geographic shortage area in Maryland and have a valid, unrestricted license to practice dentistry in Maryland. The eligible dental facility must treat all persons and agree that a minimum of 30% of its practice patient population will be MMAP recipients.

For more information, please contact OSFA.

Appendix A1
Award Types - Type Code Order

Award Type Code	Award Codes*	Scholarship Program	Award Program Short Name	Annual Award Maximum
10	74, 75, 77	Educational Assistance Grant	EASR; EASN	\$ 2,700
10	70, 71	Guaranteed Access Grant	GAISR; GAISN	\$ 12,800
12	40 - 47	Senatorial Scholarship	SEN IS; SEN OS; SEN 1YR; SENRENIS; SENRENOS; SENOTHER; SENNEWIS; SENNEWOS	\$ 2,000
14	04	Edward T. Conroy Grant	CONROY	\$ 7,950
15	3D - 3Y	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	\$ 10,571
20	61 - 63	Distinguished Scholar	DS TALNT; DS TEST; DS ACHV	\$ 3,000
21	17	Tolbert Memorial Grant (Private Career School)	TOLBERT	\$ 300
22	07, 7A	Sharon Christa McAuliffe Teacher	CM TEACH	\$ 15,900
24	64	Distinguished Scholar-Teacher Ed	DS TEACH	\$ 3,000
27	18	State Nursing	SNS	\$ 3,000
27	16	State Nursing-Living Expenses Grant	SNSLVEXP	\$ 3,000
29	19	Physical & Occupational Therapy	PTOT	\$ 2,000
31	06	Child Care Providers	CCP	\$ 2,000
32	8A - 8G	Science and Technology	SCI-TECH	\$ 3,000
33	1A	HOPE - Maryland Teacher Scholarship	HOPE-TCH	\$ 5,000
34	4A - 4N	Hope (General) Scholarship	HOPE-HTH; HOPE-BUS; HOPE-PUB; HOPE-SS; HOPE-FA; HOPE-FL; HOPE-PSY; HOPE-COM; HOPE-HE; HOPE-LET; HOPE-AGR	\$ 3,000
35	6A	Developmental Disabilities	DEV-DIS	\$ 3,000
38	37	HOPE - Community College Transfer	HOPE-TRN	\$ 3,000

*Defined on the Program Description page

Appendix A2
Award Types - Alpha Order

Award Type Code	Award Codes*	Scholarship Program	Award Program Short Name	Annual Award Maximum
31	06	Child Care Providers	CCP	\$ 2,000
15	3D - 3Y	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	\$ 10,571
35	6A	Developmental Disabilities	DEV-DIS	\$ 3,000
20	61 - 63	Distinguished Scholar	DS TALNT; DS TEST; DS ACHV	\$ 3,000
24	64	Distinguished Scholar-Teacher Ed	DS TEACH	\$ 3,000
10	74, 75, 77	Educational Assistance Grant	EASR; EASN	\$ 2,700
14	04	Edward T. Conroy Grant	CONROY	\$ 7,950
10	70, 71	Guaranteed Access Grant	GAISR; GAISN	\$ 12,800
38	37	HOPE - Community College Transfer	HOPE-TRN	\$ 3,000
33	1A	HOPE - Maryland Teacher Scholarship	HOPE-TCH	\$ 5,000
34	4A - 4N	Hope (General) Scholarship	HOPE-HTH; HOPE-BUS; HOPE-PUB; HOPE-SS; HOPE-FA; HOPE-FL; HOPE-PSY; HOPE-COM; HOPE-HE; HOPE-LET; HOPE-AGR	\$ 3,000
29	19	Physical & Occupational Therapy	PTOT	\$ 2,000
32	8A - 8G	Science and Technology	SCI-TECH	\$ 3,000
12	40 - 47	Senatorial Scholarship	SEN IS; SEN OS; SEN 1YR;SENRENIS; SENRENOS;SENOTHER;SENNEWIS;SENNEWOS	\$ 2,000
22	07, 7A	Sharon Christa McAuliffe Teacher	CM TEACH	\$ 15,900
27	18	State Nursing	SNS	\$ 3,000
27	16	State Nursing-Living Expenses Grant	SNSLVEXP	\$ 3,000
21	17	Tolbert Memorial Grant (Private Career School)	TOLBERT	\$ 300

*Defined on the Program Description page

Appendix B
AWARD STATUS CODES

<u>Code</u>	<u>Description</u>
1	Offered
2	Accepted
5	Declined by student
A8	Hope Community College Transfer renewal cancelled - Below Required 3.0 GPA
CA	Graduated Student has graduated from their course of study.
CB	Cancelled--No Promissory Note Recipient of scholarship failed to provide signed promissory note as part of their acceptance of the award.
CE	Cancelled--Mail Not Deliverable by Post Office
CF	Cancelled--Academically Ineligible Student did not meet satisfactory progress academic requirements at their school.
CG	Cancelled--Graduate Student Student is enrolled in a graduate program. Certain awards require that recipients be enrolled in an undergraduate program.
CH	Cancelled--No Response from Student Student did not return signed award letter within 30 days of notification.
CJ	Cancelled--Ineligible Institution Student indicated to OSFA that they were transferring to another institution that is not eligible for OSFA scholarships. This notation will appear on your roster for students who originally received a scholarship for an eligible institution, but later indicated a change in the school to be attended.
CK	Cancelled--Below Credits Student is enrolled for less credits than are required for the award.
CL	Cancelled--Loan Default Student is in default of a Title IV federal student loan or owes a refund on Title IV federal student aid. (Applies only to Educational Excellence Awards and Tolbert Grants.)

CM	Cancelled--Not Matriculated Student is not enrolled in a degree seeking or certificate seeking program.
CN	Cancelled--No Need Student's award was recalculated due to a change in costs due to transferring to another institution. The result of the recalculation indicated that the student no longer qualified for an award.
CR	Cancelled--Not a Maryland Resident
CT	Cancelled—Reduce Educational Assistance Grant for Hope Student received an award that required the recalculation of the EAG. The recalculation resulted in the reduction of their EAG.
CU	Cancelled--Unique Major Verification Student did not respond to unique major verification process.
CV	Cancelled--Verification Incomplete Student did not return sufficient documentation in order for OSFA to complete verification of their Educational Assistance Grant or Guaranteed Access Grant application.
CW	Cancelled--Paid Four Years Student has received the award for the maximum number of years.
CX	Cancelled--Not Enrolled
CY	Cancelled--Other Student's award has been cancelled for a reason other than those listed above.
CZ	Cancelled – Academically Dismissed
H8	HOPE renewal cancelled - Below Required 3.0 GPA
I2	Child Care Provider renewal cancelled – GPA too low
J2	McAuliffe Renewal cancelled – GPA too low
M8	MD Teacher renewal cancelled - Below Required 3.0 GPA
MC	Major Change Student changed to an ineligible major for the scholarship program
ML	Military Leave
N5	Nursing Renewal cancelled – GPA too low

OV	Overaward
S8	Science & Technology - Cancelled-Below Required 3.0 GPA
T	Tentative Award Student applied for and was eligible to receive an EA Grant; however, funds were not available to make the award.
TR	Transferred Institutions Student originally applied for a scholarship for your institution, but has since transferred to another institution.
VF	Failed Verification Student's application for an EA Grant or GA Grant was verified, and as a result the student was not eligible to retain the scholarship award.
VG	Verified Data – GA award changed to EA award Student failed GA verification but is eligible for an EA Grant.
VR	Verified – Ineligible for award Student does not meet eligibility requirements of the award.
VZ	Verification Incomplete Student did not return all required verification documents.
W4	Wait List - Reinstatement Requests - EA Grants Student requested reinstatement of a cancelled award and has been placed on a wait list for funds.
X1	ISIR change - no need
X3	ISIR change – EA award reduced
X4	Cancelled – Income verification Verification proved the student ineligible for the award.
XC	Distinguished Scholar Student failed academic GPA Requirement

Appendix C
AWARD SESSION DATES

2004-2005 Academic Year

<u>Session</u>	<u>Term</u>	<u>Starting Date</u>	<u>Ending Date</u>
2051	Summer 2004	06/01/04	08/31/04
2052	Fall 2004	09/01/04	12/31/04
2053	Spring 2005	01/01/05	05/31/05
2054	Summer 2005	06/01/05	06/30/05
205A	Clock Hour	07/01/04	08/31/05
205B	Clock Hour	10/01/04	12/31/04
205C	Clock Hour	01/01/05	06/30/05
205D	LARP	07/01/04	12/31/04
205E	LARP	01/01/05	06/30/05

Appendix D

Maryland Higher Education Commission
Office of Student Financial Assistance
839 Bestgate Road, Suite 400
Annapolis, MD 21401-3013
(410) 260-4565; (800) 974-1024
TTY for the Deaf - (800) 735-2258
www.mhec.state.md.us

**CERTIFICATION OF
INDEPENDENT STUDENT STATUS**

Academic Year 2004-2005
Theresa Lowe – (410) 260-4555
tlowe@mhec.state.md.us

To be completed by an official of the college/university Office of Student Financial Aid.

I have reviewed the following student's dependency status.

1. Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

2. Last name: _____ First name: _____ MI: ____

Based on documents provided by the student and retained at my institution, we have determined that this student is independent for financial aid purposes.

Explanation/Justification:

Name of person completing this form (please print): _____

Signature: _____ Date: _____

Title: _____ Telephone: (____) _____

Institution: _____

Address: _____

City: _____ State: _____ Zip code: _____

E-mail address: _____

Appendix E
2004-2005 OPERATING CALENDAR
Award Roster and Billing Roster Schedules
(for paper roster schools)

Date	Contents
May 1, 2004	Award Roster #1: New and Renewal Educational Assistance Grants, Guaranteed Access Grants, Science & Technology Awards, Maryland Teacher, Maryland Hope, Community College Transfer, and Renewals of Senatorial, Distinguished Scholar, Distinguished Scholar Teacher Education Awards, State Nursing Scholarship, Edward T. Conroy and Sharon Christa McAuliffe Teacher awards.
June 16, 2004	Award Roster #2: Active and Inactive awards; new Senatorial, Delegate, and Sharon Christa McAuliffe Teacher Education awards.
July 16, 2004	Award Roster #3: Updated Active and Inactive Awards; new Child Care Providers, Nursing, Distinguished Scholar, DS Teacher Education, Physical and Occupational Therapist awards; additional Senatorial and Delegate awards.
August 15, 2004.....	Award Roster #4: Updated Active and Inactive Awards; new Conroy awards.
September 16, 2004.....	Billing Roster #B1 sent for Fall 2004 awards.
October 13, 2004	Remaining Billing Rosters will be sent every two weeks.
November 17, 2004	Award Roster #5: Updated Active and Inactive awards.
January 12, 2005	Award Roster #6: Updated Active and Inactive awards; new spring semester awards.
February 16, 2005.....	Billing Roster #B1 sent for Spring 2005 awards.
March 15, 2005.....	Remaining Billing Rosters will be sent every two weeks.
April 15, 2005.....	Award Roster #7: Updated Active and Inactive awards.

PROGRAMS AND CONTACT PERSONS

Academic Year 2004-2005

www.mhec.state.md.us
osfamail@mhec.state.md.us

Andrea E. Mansfield – Director
(410) 260-4558 – amansfie@mhec.state.md.us

Elizabeth Urbanski – Associate Director
(410) 260-4561 – eurbansk@mhec.state.md.us

Educational Assistance Grant, Guaranteed Access Grant, Senatorial Scholarship Program, Delegate Scholarship Program, and Other State Programs

Jerry McKeen - Program Manager - (410) 260-4518 - jmckeen@mhec.state.md.us

Legislative Districts
04, 09, 10, 12, 19, 20, 34, 38, 39, 43

17, 21, 22, 35

01, 02, 05, 25, 26, 27, 30, 46

03, 06, 07, 08, 13, 16, 23, 29, 31, 41

14, 33, 40, 42, 47

11, 15, 18, 24, 28, 32, 36, 37, 44, 45

Staff Person
Carl Brooks (410) 260-4593 - cbrooks@mhec.state.md.us

Julie Perrotta (410) 260-4547 - jperrott@mhec.state.md.us

Glenda Hamlet (410) 260-4571 - ghamlet@mhec.state.md.us

Sue Koch (410) 260-4548 - skoch@mhec.state.md.us

Shavon Henson (410) 260-4592 - shenson@mhec.state.md.us

Dawn Hastings (410) 260-4513 - dhasting@mhec.state.md.us

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

Glenda Hamlet (410) 260-4571 - ghamlet@mhec.state.md.us

All Guaranteed Access Grants

Loan Assistance Repayment Program/Primary Care Service
Loan Assistance Repayment Program/Dent Care
Tolbert Grant Program

Distinguished Scholar Program, Maryland HOPE Scholarship Program, and Other State Programs

Marie Janiszewski - Program Manager - (410) 260-4569 – mjanisze@mhec.state.md.us

Distinguished Scholar Program

Maura Sappington (410) 260-4545 - msapping@mhec.state.md.us
Gerrie Rogers (410) 260-4574 - grogers@mhec.state.md.us

Loan Assistance Repayment Program
State Nursing Scholarship/Living Expenses Grant
Tuition Reduction for Nonresident Nursing Students

Ellen Flemma (410) 260-4546 - eflemma@mhec.state.md.us

Child Care Provider Scholarship
Edward T. Conroy Memorial Scholarship

Linda Asplin (410) 260-4563 - lasplin@mhec.state.md.us

Sharon Christa McAuliffe Teacher Scholarship

Maura Sappington (410) 260-4545 - msapping@mhec.state.md.us

Developmental Disabilities, Mental Health, Child Welfare, and
Juvenile Justice Workforce Tuition Assistance Program

Debbie Smith (410) 260-4594 - dsmith@mhec.state.md.us

Physical and Occupational Therapists and Assistants Scholarship
Tuition Reimbursement of Firefighters and Rescue Squad Members

Gerrie Rogers (410) 260-4574 - grogers@mhec.state.md.us

Maryland HOPE Scholarship Program: Community College Transfer Student Hope Scholarship; Hope (general) Scholarship; Maryland Teacher Scholarship; and Science and Technology Scholarship

For students whose last name begins with:

A ---- K

Linda Asplin (410) 260-4563 - lasplin@mhec.state.md.us

L ---- Z

Debbie Smith (410) 260-4594 - dsmith@mhec.state.md.us

Campus-Based State Scholarship Programs (contact school for application procedures)

Elizabeth Urbanski – Associate Director - (410) 260-4561 - eurbansk@mhec.state.md.us

Graduate and Professional Scholarship Program
Part-Time Grant