



Frequently Asked Questions

- 1. I applied last year. Do I have to provide the supporting documents again this year?**
Yes, we require all new supporting documents with the application. We cannot use documents from a prior year's file.
- 2. What is the deadline date?**
Applications are available each year on our web site starting in June. The application and all supporting documents must be postmarked by September 30 to be considered 'on time'. Refer to Section C on the application for a list of supporting documents.
- 3. How are awards determined?**
Applications are grouped by employment field and within employment field are grouped by renewal, priority and non-priority. Renewals are awarded first, then priority and then non-priority applicants. For additional information, refer to the student information and instructions sheet.
- 4. What is the award process?**
If you are awarded, you will be notified by mail in mid- to late-December with an award offer. You must return the offer indicating your acceptance along with, possibly, other supporting documents. After we have received your acceptance of the award, the first six months of employment will be verified. It takes 4-6 weeks from receipt of the employment verification from your employer for you to receive the award check.
- 5. What is a co-pay check?**
Award checks are issued with the applicant's name and his/her lender's name on it. Applicants are to endorse the check and forward it on to the lender on the check. The lender will then credit the student loan account for the amount of the check.
- 6. Can I fax my application to Maryland Higher Education Commission?**
No. Faxed copies of the application and supporting documents will not be accepted. Originals are required for most of the supporting documents.
- 7. I do not live/work in Maryland. Do I qualify? I did not graduate from a MD college. Do I qualify?**
Applicants must meet all of the eligibility requirements—Maryland resident, graduate from a Maryland college, be employed full-time in a shortage area, have student loans that are not in default. Teachers must have a resident teacher certificate from Maryland State Department of Education.
- 8. Are there any other documents that I need to supply if I did not graduate from a Maryland college as a teacher?**
Yes. You must submit an official transcript from your institution and a copy of your resident teaching certificate from MSDE by the September 30th deadline.
- 9. My student loans are in deferment/grace status. Do they qualify?**

Yes. All student loans the applicant has are to be included in the lender verifications. Loans that are for coursework unrelated to the employment field are to be included. Loans for course work done at a college other than a Maryland college are to be included. Loans for undergraduate and graduate course work are to be included.

10. I have consolidated my loans. Do they qualify?

Yes, all student loans that are not in default qualify for inclusion.

11. I didn't file a Maryland State tax return last year? What should I provide?

You should provide a copy of your Federal tax return. If you did not file either Maryland or Federal tax returns last year, you must get Letter 1077 from the IRS. This letter states that the IRS has no record of a Federal tax return filing from you. Letter 1077 is not a form. It is a letter that you request from the IRS. This letter must be included with your supporting documents by the September 30th deadline.

12. My address has changed/my lender has changed. What should I do?

Send an e-mail with the changes to: osfamail@mhec.state.md.us or write to us at Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401.

13. I can't download/print the application. How can I get an application?

Call our office at (410) 260-4565 and request an application be sent to you or e-mail us at osfamail@mhec.state.md.us with your address.

14. Is my school a Title 1 school?

Each year the schools with a Title 1 designation can change. The link to the list of Title 1 schools for the current year is at the bottom of the opening web page for the Janet L. Hoffman program. This list is the official school list we that will use for the current application year.

15. I am currently fulfilling a State service obligation (e.g.: Hope, Nursing, Developmental Disabilities Scholarship). Am I eligible to apply?

No, not at this time. Prior service obligations from other State of Maryland scholarships must be completed before July 1, 2008.