

MARYLAND HIGHER EDUCATION COMMISSION

Office of Student Financial Assistance

*DELEGATE SCHOLARSHIP PROGRAM*

*OPERATIONAL MANUAL*

*2009-2010 UPDATE*

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Governor

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## OVERVIEW

The Maryland Higher Education Commission was created in 1988 and is responsible for the planning and coordination of Maryland's postsecondary education at the University System of Maryland, Morgan State University, St. Mary's College of Maryland, community colleges, independent colleges and universities and private career schools. The Commission provides statewide planning, leadership, vision, balance, coordination and advocacy for higher education in Maryland. More specifically, the Commission approves campus mission statements, the operation of new colleges and universities, and new academic programs; regulates private career schools; reviews and prepares performance accountability reports; reviews capital budgets; establishes funding guidelines; administers aid to community colleges and independent colleges; administers educational grants and State financial assistance; and coordinates outreach efforts.

To carry out these responsibilities, the Commission is organized into three major divisions: Administration, Planning and Academic Affairs, and Finance Policy. The Office of Student Financial Assistance (OSFA) falls under the Division of Finance Policy and administers State financial aid and assists the Commission with its outreach efforts.

OSFA is responsible for the administration of 22 State financial assistance programs. These programs are designed to improve access to higher education for needy students; encourage students to major in areas of great economic need to the State, such as teaching and nursing; and encourage Maryland's brightest students to attend college in-state. Maryland students use the assistance from these programs at community colleges, independent colleges and universities, private career schools, and the State's public four-year campuses. Programs are classified in one of five categories:

- Need-Based Aid Programs
- Legislative Programs
- Merit-Based Programs
- Career and Occupational Programs
- Unique Population Programs

Descriptions of each financial assistance program by category can be found in Appendix I.

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.

## DESCRIPTION OF DELEGATE SCHOLARSHIP PROGRAM

### Eligibility Requirements

The Delegate Scholarship Program (Annotated Code of Maryland - Education Article Section 18-501) was enacted into law by the Maryland General Assembly in 1957 and was last amended in 1991. Students may use this scholarship toward undergraduate, graduate, or professional studies and may attend full-time or part-time. Full-time attendance is defined as 12 or more credits per semester for undergraduates and 9 or more credits per semester for graduate students. Part-time attendance is defined as 6 to 11 credits per semester for undergraduates and 6 to 8 credits per semester for graduate students.

To be eligible for a Delegate Scholarship, the recipient must be a Maryland resident and attend a Maryland college or university, or a private career school. Private career schools must have the Commission's approval to operate and be accredited by a national accrediting association approved by the United States Department of Education. Recipients may also attend a hospital nursing diploma school if the curriculum is approved by the Commission. In addition, applicants may be eligible for assistance if they plan to attend an out-of-state school and enroll in an academic program that is not offered in Maryland, and have unique major approval from the Commission.

### Application and Selection Process

#### Application Requirement

It is your responsibility to establish an application and selection process for your applicants. The law governing the Delegate Scholarship Program gives no minimum student requirements or any other direction in the application and selection process. The law states that recipients are selected on any basis that you consider appropriate. When students contact OSFA they are referred directly to you for information on your program.

#### Certification of Unique Major Status

Applicants who will be attending an out-of-state school enrolled in a program of study that is considered to be unique, i.e., not offered in Maryland, must submit, in writing to OSFA, a request that their major be identified as such for the purposes of applying for the Delegate Scholarship Program.

The letter should include the student's name, date of birth, social security number, phone number, Maryland address, Maryland legislative district, academic year of attendance, name of the program and degree, and name and location of the out-of-state institution. The applicant should attach to the letter a copy of the program curriculum from the out-of-state institution's catalog that includes a short description of the program and a list of required classes. Once the letter is received, OSFA will forward the request to the Division of Planning and Academic Affairs for review. When a determination has been made, the Director will then notify the student, in writing, of program approval or denial. If approved, the Delegates and Senator in the student's district will also be notified.

After a program has been determined to be a unique major, a review will be conducted each year thereafter to certify that the student continues to be enrolled in the approved program. The institution will submit written documentation identifying the student's declared major. Failure to comply with this requirement or failure to stay enrolled in the approved unique major will result in the cancellation of the student's award.

## Selection

It is your responsibility to establish a selection process for your scholarship applicants and to make your scholarship awards. A variety of methods are used by Delegates to select recipients. These methods can be grouped as follows: need-based selection only; selection based on a committee's recommendations; or selection based on an additional questionnaire and/or private interviews and financial need. These methods are described below:

### 1) Need-Based Selection

Selection of recipients based on need utilizes the expected family contribution (EFC) amount that is calculated under the Federal Methodology (FM). The FM formula determines an amount the family is expected to pay for their son or daughter's education. The EFC for each student who completes a Free Application for Federal Student Aid (FAFSA) is provided on the Applicant Rosters supplied by OSFA. A description of the Applicant Roster can be found in the next section of this document and in Appendix III.

### 2) Committee Selection

This method of selection requires that you establish a review committee. The committee could review the Applicant Roster and make recommendations from that information or require additional information from applicants.

### 3) Additional Questionnaire and/or Private Interviews

This method of selection would require each applicant to provide additional information such as academic records, extracurricular activities or community service, in addition to reviewing the applicant's financial need. Interviews may be held with all or top candidates if desired.

The methods listed above are only examples of the various selection processes used to make Delegate awards. You can establish a selection method that meets your needs. In addition, you may choose to transfer your scholarship funds to OSFA to be awarded. Certain conditions and criteria may apply under this option. Please call your designated district representative for further information.

## Method of Awarding

Under the Delegate Scholarship Program, you have a choice between two methods of awarding your scholarships. Method A awards recipients a scholarship in the amount of their tuition and mandatory fees. Method B awards recipients set dollar amounts. More detail about these two methods for awarding is provided below. A choice between these methods must be made at the beginning of each four-year term of office. Awards made under the Delegate Scholarship program are not automatically renewable.

Once a choice is made, the method of awarding will remain in place until the beginning of your next term of office. If you have any questions, please call your designated district representative. Each year, you will be notified of your funds balance.

You may authorize OSFA to award all or a portion of your funds to eligible recipients of an Educational Assistance Grant. If you are interested in transferring all or a portion of your Delegate Scholarship funds to the Educational Assistance Grant Program or another State scholarship program, except the Distinguished Scholar Program, you should contact your designated district representative for additional information.

### Method A

Under Method A, you have the equivalent of four, 4-year, full-time scholarships to award. Scholarship awards may not be less than \$200 or exceed the equivalent annual tuition and mandatory fees of an undergraduate program at the four-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and University of Maryland, Baltimore, with the highest annual expense for a full-time resident undergraduate. For the current academic year, this figure is \$9,000. Awards can be made over the Delegate's four-year term, in 1-, 2-, 3-, or 4-year periods. This can also be defined as 16 full-time one-year awards to be made over the course of your four-year term. Awards under this method may not extend beyond your term of office.

For example, Delegate Jones is beginning her first year in office. Delegate Jones has selected four students in her district for a Delegate scholarship. Sally is going to be a freshman at the University of Maryland, College Park. Bob and Jane are two college juniors attending Bowie State University, and Crystal is a senior attending The Johns Hopkins University.

Sally will be attending college for four years before she graduates, Bob and Jane for two years each and Crystal will attend for one year. Totaling the years, Delegate Jones has awarded 9 of her 16 full-time, one-year awards. During Delegate Jones' remaining term in office, she will have up to 7 additional one-year scholarships to award.

Instead of automatically renewing the scholarships each year, Delegate Jones can choose to award her scholarships for one-year only. Using the above example, if Delegate Jones chooses one-year only awards, she would have 12 full-time one-year scholarships to award for the remaining term. The students in the above example would have their tuition and mandatory fees paid as recipients of this scholarship, with the exception of Crystal. Since Crystal is attending The

Johns Hopkins University, an independent college, the amount of her award would be capped at \$9,000.

To summarize, Method A allows you to make up to 16 full-time, one-year awards to students in your legislative district over the course of your four-year term in office. The amount of the assistance is as follows:

<b>College Type</b>	<b>Amount of Assistance</b>
Community College	Undergraduate Tuition and Mandatory Fees
Public Four-Year College/University	Undergraduate Tuition and Mandatory Fees
Independent Four-Year	Up to Undergraduate Tuition and Mandatory Fees for the same student attending an institution within the University System of Maryland, other than the University of Maryland University College and University of Maryland, Baltimore, with the highest annual expense for a full-time resident undergraduate
Out-of-State School	Up to Undergraduate Tuition and Mandatory Fees for the same student attending an institution within the University System of Maryland, other than the University of Maryland University College and University of Maryland, Baltimore, with the highest annual expense for a full-time resident undergraduate
All Graduate Programs	Up to Undergraduate Tuition and Mandatory Fees for the same student attending an institution within the University System of Maryland, other than the University of Maryland University College and University of Maryland, Baltimore, with the highest annual expense for a full-time resident undergraduate

NOTE: The annual amount a Delegate receives is based on the program appropriation, not on the actual tuition and mandatory fees at the highest cost USM institution. The Commission received a ruling from the Attorney General's Office stating that the maximum amount for student awards is governed by the program's appropriation. Therefore, a student who receives an award under Method A may not have their award adjusted to reflect actual tuition and mandatory fees if the adjustment would cause the total awards to exceed the appropriation. If this occurs, OSFA will notify all recipients of the changes.

## Method B

Under Method B, you have an annual budget based on four-times the projected tuition and mandatory fees for the same student attending an institution within the University System of Maryland, other than the University of Maryland University College and University of Maryland, Baltimore, with the highest annual expense for a full-time resident undergraduate. If you choose this method, the minimum award must be \$200 and the maximum is \$9,000 for academic year 2008-2009. The maximum award amount for the upcoming year will be determined in late spring. If at the end of an award year you have not spent all of your funds, the amount will carry over into the next fiscal year for awarding.

For example, Delegate Smith is beginning his first year in office and has selected this method for awarding his scholarships. Delegate Smith has a budget of \$36,000 for academic year 2008-2009. The amount of \$36,000 equals four times the tuition and mandatory fees at the University of Maryland, Baltimore County. NOTE: The annual amount a Delegate receives is based on the program appropriation, not on the actual tuition and mandatory fees at the highest cost USM institution.

Delegate Smith decides to make twenty-five \$400 awards to students in his legislative district. These twenty-five awards total \$10,000. Delegate Smith then decides to award 20 students \$1,000 each. Delegate Smith has used \$30,000 of his \$36,000 budget for academic year 2008-2009. For Delegate Smith's second year in office, his scholarship budget would be the \$6,000 left over from the 2008-2009 year plus the appropriated amount for 2009-2010, which is based on four times the projected tuition and mandatory fees for the same student attending an institution within the University System of Maryland, other than the University of Maryland University College and University of Maryland, Baltimore, with the highest annual expenses for a full-time resident undergraduate. The third and fourth year of a Delegate's term would continue the same way.

Once you have chosen a method of awarding, OSFA assigns you an award code. These codes are used to distinguish among the Delegates within a district and track out-of-district awards. Examples of Delegate award codes are as follows:

### METHOD A

Delegate 3A

Delegate 3B

Delegate 3C

### METHOD B

Delegate 3D, 3K, 3Q, 3W

Delegate 3E, 3L, 3R, 3X

Delegate 3F, 3M, 3S, 3Y

Award Codes 3A through 3C are for Delegates who have chosen Method A. Award Codes 3D through 3F are for Delegates who have chosen Method B. Other award codes above are used for out of district awards. These award codes are used to determine your recipients on the Applicant Roster and Funds Summary Report.



## **Notification of Recipients to Scholarship Division**

Once you have chosen recipients for your scholarship funds, it is your responsibility to notify OSFA, in writing, of the name, social security number, date of birth, address, enrollment status, college, and award amount for each recipient each year. OSFA supplies appointment forms (Appendix XII) to you for this purpose. Please make additional copies, as needed (white paper is acceptable). These forms should be addressed to the OSFA contact person for your legislative district.

## SERVICES AND MATERIALS PROVIDED

OSFA is responsible for a variety of tasks in the administration of the Delegate Scholarship Program. This section explains in detail the services provided and materials sent to you to assist in the selection and processing of Delegate Scholarships. There is a Program Calendar for the upcoming academic year for the Delegate Scholarship Program. An updated calendar will be sent to you as necessary. You will be notified of any significant changes in the schedule. The Program Calendar is intended to give you an idea of when important events occur. You may wish to refer to the Program Calendar as you review this section (Appendix II).

Early in the year (January or February), OSFA holds a workshop for you and your staff members to discuss any changes in award processing and to answer any questions. The intent is to ensure that everyone is as knowledgeable about the scholarship process as possible.

OSFA staff members are here to assist you in administering the program. If you have any questions, or need assistance, please do not hesitate to call your OSFA designated district representative.

### Need-Based Scholarship Applications

In order to apply for the State's need-based programs – Howard P. Rawlings Educational Assistance Grant (EA Grant), Howard P. Rawlings Guaranteed Access Grant (GA Grant), Part-Time Grant and Graduate and Professional Scholarship, as well as the Senatorial Scholarship Program-- a student must complete the Free Application for Federal Student Aid (FAFSA). This form is used to apply for federal and institutional financial aid as well as State need-based financial aid.

Although the FAFSA is not required for the Delegate Scholarship Program, the information from this form appears on the Applicant Roster that is sent to you. The Applicant Roster is described later in this section.

The following description of the processing of need-based applications is provided for your information. Students are not required to complete this form to apply for Delegate Scholarships.

Students may submit the FAFSA beginning January 1st of each year. Students are encouraged to apply by March 1 to receive full consideration for all State need-based grants and scholarships.

When the student completes the FAFSA and sends it to the U.S. Department of Education, the following activities are performed:

- A. The Federal Processor calculates and determines the student's eligibility for federal student aid and sends the student a Student Aid Report (SAR); and,
- B. The Federal Processor sends the student's application information to OSFA and all schools listed on the FAFSA. Once OSFA receives the student application information, OSFA edits the information and makes any necessary corrections.

## **Applicant Roster**

For the 2009-2010 academic year, each legislator will receive the Applicant Roster as an electronic file via email. You will receive the Applicant Roster after all new and renewal awards have been made in April. Instructions for using the file are available in the companion manual, "Legislative Scholarship Program Manual for Electronic Student Financial Aid Reports." We anticipate providing this information to you via a secure Internet site in future years.

The Applicant Roster contains the following information as provided by the student on the need-based application:

- Student's name, address, telephone number and marital status;
- Student's expected family contribution (EFC) toward college;
- Student's remaining financial need;
- College code and the cost for attending that institution;
- Year in college and whether the student is planning to live on/off campus;
- Any awards for the upcoming academic year; and,
- Any tentative Howard P. Rawlings Educational Assistance (EA) Grants for the upcoming academic year.

The first Applicant Roster will be sent to you at the end of April. This Roster will list all students who have filed a FAFSA by the March 1 deadline, initial need-based awards, and other award renewals. In late June, you will receive the second Applicant Roster. This roster will include every on-time student and any updated award information since the 1<sup>st</sup> Applicant Roster.

The Applicant Roster files will be labeled with the type of roster, the file creation date, a confidentiality statement, and a filename representing the district and award year. The filename will appear in the following format:

Applicant Roster-Legislative District LD for yy-yy where:

LD     represents Legislative District  
yy-yy  represents award year (for example, 09-10)

A detailed description of the Applicant Roster column headings (Appendix III), award codes (Appendix IV) and award status codes (Appendix V) can be found in this manual.

## **Recipient Roster**

The Recipient Roster lists all students who have been awarded a Delegate Scholarship in your district. The Roster includes students who have been offered or who have accepted Delegate Scholarships, as well as students previously awarded whose awards have been cancelled. The Recipient Roster will be sent to you via email twice a year, in August and November.

The Recipient Roster contains the following information:

1. Student's name, address, telephone number;
2. Student's enrollment status;
3. Student's legislative district;
4. Session(s) for which the award is made;
5. College code for institution student will attend;
6. Amount of award; and,
7. Date the award was last updated.

The Recipient Roster files are cumulative, so the latest one contains all current award information. Each file will be labeled with the type of roster, the file creation date, a confidentiality statement, and a filename representing the district and award year. The filename will appear in the following format:

Recipient Roster-Legislative District LD for yy-yy where:

LD represents Legislative District  
yy-yy represents award year (for example, 09-10)

The first record of each Recipient Roster file will contain column headers describing information in the file. Appendix VI is a detailed description of the column headings. Award status codes can also be found in this manual under Appendix V.

### **External Audit Review Form**

The Maryland Higher Education Commission is required to provide an independent review of awards processed by OSFA. Since OSFA is responsible for payment of Delegate Scholarships awarded by you, oversight by your office is necessary to ensure that your awards are processed accurately. An External Audit Review Form (Appendix VII) will be sent to you each year with the November Recipient Roster. You are requested to review the Recipient Roster and indicate on the Audit Review Form any discrepancies between the Delegate awards listed on the roster and your records. Once the review is complete, the signed Audit Review Form should be returned to OSFA by the date indicated on the form.

## PROCESSING OF DELEGATE AWARDS

Once OSFA receives information about your scholarship recipients, it is OSFA's responsibility to notify you, the students, and the schools if any problems arise in the administration of your awards.

### Notifying Students

When OSFA receives your award notification, OSFA staff enters the student's name, address, social security number, date of birth, award amount and school of attendance into OSFA's computer system.

After awards have been entered, student award notification letters are generated. The award letter gives the student official notice from OSFA that they are being offered a Delegate Scholarship award. Students must sign and return the award letter to OSFA within three weeks or the award offer will be cancelled. Included with the letter is a Conditions of Award sheet for the Delegate Scholarship program and sheets for any other scholarship programs listed on the award letter. Examples of an award letter (Appendix VIII) and a Conditions of Award sheet (Appendix IX) can be found in this manual.

The award letter is the key tool for communicating with students. In addition to the Delegate award, the award letter lists other State scholarships the student may have been offered.

Award letters are generated on a daily basis.

### Updating Computer System

On a daily basis, OSFA staff updates information in the OSFA computer system based on the student's response to the award letter. This involves posting student acceptance/denial of an award, making changes to the student's address or social security number, if necessary, and changing colleges or universities, should the student indicate a change of school.

Sometimes the effect of these changes is cancellation of a student's award. For example, Mike was awarded a Delegate Scholarship to St. Mary's College of Maryland. Mike received the award letter from OSFA and returned it to us within three weeks but changed his school of attendance from St. Mary's to Bennington College in Vermont. His Delegate award will be canceled by OSFA because Mike has chosen a college out-of-state and is not enrolled in a unique major. Mike will receive a letter from OSFA informing him that his scholarship has been cancelled.

### Notification and Payment to Colleges and Universities

#### *Award Rosters*

OSFA notifies colleges and universities throughout the year of all State scholarship awards to that institution through an Award Roster. The Award Roster lists, in alphabetical order by program, the recipients' names, social security numbers, award type, and award amounts. Colleges

and universities use this information in determining student need for other types of financial aid and to determine the total bill to be paid by the student.

### *Billing Rosters*

Beginning in early September, OSFA requires institutions to confirm that students are enrolled at that institution and are meeting the specific scholarship program requirements. This is called the Billing Roster process.

For the Delegate Scholarship Program, institutions are required to confirm:

1. Designation of undergraduate or graduate status;
2. Enrollment status;
3. Maryland residency;
4. Satisfactory academic progress, and,
5. Program enrollment to confirm unique major (out-of-state institutions only)

Institutions are also required to calculate scholarship amounts for awards made under Method A.

If an institution finds that one of the above conditions is not being met, the institution places the appropriate cancellation code on the Billing Roster. Once the institution has verified all students listed on the Billing Roster, the institution returns the Billing Roster to OSFA. OSFA staff then updates each student's information based upon the completed Billing Roster. If a student has been cancelled by the school for one of the above reasons, that information is placed in the student's record and a letter is generated notifying the student of the reason for cancellation.

The Accounting Division of the Commission processes the disbursement of the funds in the name of the student to that institution. The Accounting Division never makes payment directly to the student.

Billing Rosters are sent to the institutions every two weeks starting in September and continuing through May. If a student did not appear on a previous Billing Roster, he/she will appear on the next roster. If the institution does not certify the students and/or return the roster to OSFA, the institution will not receive payment for those students.

## Appendix I

### OVERVIEW OF STATE FINANCIAL ASSISTANCE PROGRAMS

#### Need-Based Aid Programs

##### Howard P. Rawlings Program of Educational Excellence Awards

The Educational Excellence Awards program is the State's largest need-based program. It has two components, the Howard P. Rawlings Educational Assistance Grant and the Howard P. Rawlings Guaranteed Access Grant.

The Howard P. Rawlings Educational Assistance Grant is targeted to low- to moderate-income families and is based on financial need. Financial need is determined based on the cost of the college the student attends (includes: tuition and fees, room and board, books and supplies, transportation, and personal expenses), the Expected Family Contribution (based on income, family size, number of children attending college), other grant or scholarship awards, and the Federal Pell Grant (if any). Financial need is calculated as follows:

OSFA Adjusted Need is calculated as follows:

	OSFA Cost of Attendance
minus	Expected Family Contribution +/- Regional Cost of Living Adjustment
minus	Other State Scholarships (if applicable)
<u>minus</u>	<u>Estimated Pell Grant Amount (if any)</u>
equals	OSFA Adjusted Need

The amount of the Howard P. Rawlings Educational Assistance Grant (EAG) is 40% of the calculated financial need for students enrolled at four-year institutions. The EA Grant is calculated at 60% of financial need for students attending community colleges. In both cases, the minimum EA Grant is \$400 and the maximum grant is \$3,000.

Legislation passed in the 2002 session provided that a portion of the Howard P. Rawlings Educational Assistance Grant may be decentralized (funds given to a higher education institution for distribution) to better meet student needs. In 2003-2004 the Campus-Based Educational Assistance Grant was implemented. Information on this program is listed later in this section.

The Howard P. Rawlings Guaranteed Access Grant is for very low-income high school applicants and requires a 2.5 high school grade point average. The Guaranteed Access Grant covers 100% of the student financial need up to an estimated maximum amount of \$14,300 for the 2009-2010 academic year.

A College Readiness Outreach program was established in statute in 2002 to allow ninth or tenth grade students to prequalify on the basis of financial need for a Howard P. Rawlings Guaranteed Access Grant. However, funding has not been provided to implement the program in FY 2009.

### Howard P. Rawlings Campus-Based Educational Assistance Grant

The Howard P. Rawlings Campus-Based Educational Assistance Grant is a decentralized program that allocates funds to individual Maryland institutions to make awards to students. Funds are allocated to institutions based upon the number of full-time Federal Pell Grant eligible Maryland residents enrolled at each institution. The Campus-Based EAG program provides awards between \$400 and \$3,000 to full-time, degree-seeking, undergraduate students. Students must apply through the institution's financial aid office. Students must have filed a FAFSA after the March 1<sup>st</sup> deadline and must be Pell Grant eligible. Students cannot also be recipients of an EA or GA Grant in the same academic year, but may hold other OSFA awards.

### Part- Time Grant

The Part-Time Grant provides up to \$2,000 for part-time, degree-seeking, undergraduate students. Funds are allocated to institutions of higher education for distribution based upon the number of undergraduate part-time students with financial need, enrolled in degree-granting programs.

### Graduate and Professional Scholarship

The Graduate and Professional Scholarship provides up to \$5,000 to full-time and part-time graduate and professional students in nursing, pharmacy, dentistry, law, medicine, veterinary medicine, and social work. Funds are allocated to eligible institutions that then select recipients.

## Legislative Programs

### Senatorial Scholarships

Annual funding per legislative district totals \$138,000, which covers renewal and new awards. Individual awards range from \$400 to \$9,000 per year at approved Maryland postsecondary institutions. Students must demonstrate financial need. Awards can be used out-of-state with unique major approval.

### Delegate Scholarships

Each member of the House of Delegates may award scholarships to students attending approved Maryland postsecondary institutions. The minimum award is \$200. The maximum award may not exceed the cost of tuition and fees at the highest University System of Maryland campus excluding UMUC and UMB, which is estimated at \$9,000 for 2009-2010. Awards can be used out-of-state with unique major approval.



## **Merit-Based Programs**

### **Distinguished Scholar Program**

The Distinguished Scholar Program is designed to keep exceptionally talented students in Maryland. It provides 350 students an award of \$3,000 each year for up to four years. National Merit Scholarship and National Achievement Scholarship finalists are offered the scholarship if they attend a Maryland college. Maryland high schools can nominate five juniors to audition in visual arts, instrumental music, vocal music, dance and drama. Individuals with an un-weighted cumulative grade point average of at least a 3.7 may also apply. Awards are based on a ranking of applicants that combines grades and standardized test (SAT1, PSAT, or ACT) results.

### **Distinguished Scholar Teacher Award**

This program provides an additional award of \$3,000 per year to encourage recipients of the Distinguished Scholar award to teach in a Maryland public school. Recipients are required to teach one year for each year of assistance received. Beginning in the 2007-2008 academic year, this program was consolidated into the Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the DS Teacher program title.

### **Distinguished Scholar Community College Transfer Award**

This program provides \$3,000 per year for up to two years to encourage students attending community colleges to enroll as full time undergraduate students at Maryland four-year institutions. Eligible applicants must have completed their Associates Degree or 60-credit hours and maintained a 3.0 GPA. They must enroll in an undergraduate program within one year of completing the required credit hours or degree.

## **Career and Occupational Programs**

### **Sharon Christa McAuliffe Memorial Teacher Education Award**

The Sharon Christa McAuliffe Memorial Teacher Education Award provides assistance to students pursuing a career in public school teaching in an area of critical shortage. The maximum award may not exceed the amount of tuition, mandatory fees, and room and board for a student at the University System of Maryland campus with the highest cost of attendance, excluding UMUC and UMB (\$19,000 for 2008-2009). Recipients are required to work in Maryland one year for each year of assistance received. Beginning in the 2007-2008 academic year, this program was consolidated into the new Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the Sharon Christa McAuliffe program title.

### Child Care Provider

The Child Care Provider Program provides scholarships to students pursuing a career in child care services. Awards are provided for tuition up to \$2,000 per year and recipients are required to provide child care services in Maryland one year for each year of assistance received. Beginning in the 2007-2008 academic year, this program was consolidated into the new Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the Child Care Provider program title.

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

This program provides funds to students pursuing an undergraduate or graduate degree in a human services field. Students are required to work at an eligible employment site in a human services occupation for a specified number of hours dependent on the total amount of assistance received. Award amounts may be up to \$3,000 annually. Beginning in the 2007-2008 academic year, this program was consolidated into the new Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the Developmental Disabilities program title.

### Nursing Scholarship

The Nursing Scholarship provides scholarships to students pursuing a career in nursing. Awards are provided for tuition and mandatory fees, up to \$3,000 annually. Recipients are required to serve in a nursing shortage area in Maryland one year for each year assistance is received. Nursing students enrolled in a program that includes mandatory summer academic sessions may be awarded the amount of tuition and fees not to exceed \$4,500 per calendar year. Beginning in the 2007-2008 academic year, this program was consolidated into the new Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the Nursing Scholarship program title.

### Tuition Reduction for Non-Resident Nursing Students

The Tuition Reduction for Non-Resident Nursing Students reduces the tuition charged by the school for out-of-State students to that of a Maryland Resident. Eligible students must be non-residents of Maryland attending a two-year or four-year public Maryland institution. Recipients are required to serve as a full-time nurse in a Maryland hospital or related institution for four years. Applications are submitted to the school's financial aid office.

### Physical and Occupational Therapists and Assistants Scholarship Program

The Physical and Occupational Therapy Program provides scholarships to students pursuing licensure as a physical therapist, occupational therapist, physical therapy assistant, or occupational therapy assistant. Awards are provided for tuition and fees of up to \$2,000 annually and recipients are required to work in certain physical or occupational therapy fields

one year for each year of assistance received. Beginning in the 2007-2008 academic year, this program was consolidated into the new Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the Physical and Occupational Therapist program title.

#### *Charles W. Riley Fire and Emergency Medical Services Tuition Reimbursement Program*

The Charles W. Riley Fire and Emergency Medical Services Tuition Reimbursement Program provides tuition reimbursement for firefighters, ambulance and rescue squad members who serve a Maryland community while taking college courses and continue to serve for another year after completing the courses. The courses must be in fire service technology or emergency medical technology. Awards are based on the tuition rate at the highest cost public institution in Maryland, excluding UMUC and UMB.

#### *Janet L. Hoffman Loan Assistance Repayment Program (LARP)*

The Janet L. Hoffman Loan Assistance Repayment Program (LARP) provides awards to individuals working in specified fields to assist in the repayment of educational loan debt. LARP is comprised of two components. The LARP general program provides up to \$10,000 annually for lawyers, nurses, nurse faculty, physical and occupational therapists, social workers, speech pathologists, and some teachers who work for Maryland State or local government or nonprofit agencies.

The Loan Assistance Repayment Program Primary Care Services (LARP-PCS) provides between \$25,000 and \$30,000 annually for primary care physicians and primary care medical residents who serve as full-time primary care physicians in underserved areas in Maryland for two to four years.

#### *Maryland Dent-Care Loan Assistance Repayment Program*

The Maryland Dent-Care Loan Assistance Repayment Program (MDC-LARP) provides \$30,000 annually to dentists who maintain at least 30% of their patient population as Maryland Medical Assistance Program recipients.

#### *William Donald Schaefer Scholarship Program*

The William Donald Schaefer Scholarship Program provides opportunities for young people to attend institutions of higher education so that they may prepare for and pursue careers in public service. The award, up to \$9,000 in 2008-2009, is renewable for up to three additional years for those students enrolled full time. Students are required to sign a promissory note agreeing to work in the State in an approved public service position one year for each year, or portion thereof, they received the award. Beginning in the 2007-2008 academic year, this program was consolidated into the new Workforce Shortage Student Assistance Grant Program. Only renewal awards continue to be made under the William Donald Schaefer Scholarship program title.

### Workforce Shortage Student Assistance Grant Program

This program consolidated seven of OSFA's career/occupational scholarship programs. The Sharon Christa McAuliffe, Physical and Occupational Therapists, Distinguished Scholar Teacher, Child Care Provider, William Donald Schaefer, State Nursing, and Developmental Disabilities Scholarship programs were consolidated as a result of HB 988, which passed during the 2006 General Assembly session. An Advisory Council has been appointed to look at workforce shortage areas biennially. Awards range from \$1,000 to \$4,000 annually.

### Optometry Tuition Reduction Program

This program provides tuition assistance to Maryland residents attending the Pennsylvania College of Optometry, through an interstate compact between the State of Maryland and the College. Five students in each class may receive up to \$8,275 each year. Students may renew awards up to three years and are required to work in Maryland one year for each year of assistance received.

### Graduate Nursing Faculty Scholarship and Living Expenses Grant

The purpose of the Graduate Nursing Faculty Scholarship Program is to increase the number of qualified bedside nurses in Maryland hospitals through Statewide Initiatives administered by the Maryland Higher Education Commission (MHEC) on behalf of HSCRC. The Graduate Nursing Faculty Scholarship and Living Expenses Grant is one of the Statewide Initiatives. Students may receive up to \$13,000 per year in the scholarship portion of the program and up to \$25,000 per year in the living expenses portion of the program.

## Unique Population Programs

### Jack F. Tolbert Memorial Student Grant Program (Tolbert Grant)

The Tolbert Grant Program provides awards of up to \$500 to students attending a private career school. Awards are made based on need, and students must be enrolled in at least full-time (18 clock hours per week).

### Edward T. Conroy Memorial Scholarship Program

The Edward T. Conroy Memorial Scholarship Program provides up to the full cost of tuition and fees based on the University System of Maryland campus with the highest cost of attendance excluding UMUC and UMB (estimated \$9,000 for 2009-2010). To be eligible a student must be:

- the son or daughter of a member of the United States Armed Forces who died as a result of military service or who suffered a service connected 100 percent permanent disability as result of military service;

- a veteran who suffers a service-connected disability of 25 percent or greater, as a result of military service, and has exhausted or is no longer eligible for federal veterans' educational benefits;
- the son, daughter, or surviving spouse of a victim of the September 11, 2001 terrorist attacks who died 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;
- a POW/MIA of the Vietnam Conflict or his/her son or daughter;
- the son, daughter or surviving spouse (who has not remarried) of a state or local public safety employee or volunteer who died in the line of duty or who was 100 percent disabled in the line of duty;
- or a state or local public safety employee or volunteer who was 100 percent disabled in the line of duty.

#### Tuition Waiver for Foster Care Recipients

The Tuition Waiver for Foster Care Recipients provides tuition waivers for those students residing in an out-of-home placement at the time of their high school graduation or upon completion of their GED or those residing in an out-of-home placement on their 14<sup>th</sup> birthday who were adopted after their 14<sup>th</sup> birthday. The Department of Human Resources confirms student eligibility for the waiver. All other forms of grant or scholarship financial assistance must be applied before the waiver (Pell Grant, State financial aid programs, etc). Students must attend a public two- or four-year institution to be eligible.

#### GEAR UP Scholarship

The GEAR UP Scholarship Program is to provide funding to full- or part-time students who have participated in an early intervention program funded under the Maryland "Gaining Early Awareness and Readiness for Undergraduate Programs" (GEAR UP) state grant between the 1999-2000 academic year and the 2005-2006 academic year. The purpose of the GEAR UP Program is to prepare and motivate low-income middle-to-high school students to participate and succeed in postsecondary education and to assist them in paying the expenses associated with college. The overall goal is to increase the percentage of students, especially African-American students, enrolling in accredited two- or four-year colleges or universities following high school graduation. Students must apply each year for the scholarship.

#### Veterans of the Afghanistan and Iraq Conflicts Scholarship

This program was created as a result of legislation passed during the 2006 General Assembly session in HB 3. This program is designed to provide financial assistance to United States armed forces personnel who served in the Afghanistan or Iraq Conflicts, and their sons, daughters, or

spouses attending a Maryland postsecondary institution. The annual award may not exceed 50% of the equivalent annual tuition and mandatory fees and room and board of a resident undergraduate at a four-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and the University of Maryland, Baltimore, with the highest annual expenses for a full-time resident undergraduate. The maximum award for 2008-2009 is \$9,026.

## Appendix II

### 2009-2010 DELEGATE SCHOLARSHIP PROGRAM CALENDAR

<u>Date (estimated)</u>	<u>Activity</u>
January 1, 2009.....	Students begin filing FAFSAs for the 2009-2010 academic year.
February 9, 2009.....	Annual Workshop on Legislative Scholarships
March 1, 2009.....	Deadline date for on-time FAFSA filers.
April 18, 2009.....	Editing of all on-time applicants is completed. Educational Assistance Grants are awarded.
April 25, 2009.....	<b>First Applicant Roster</b> and Fund Balance Statement, and appointment certificate forms and certificates are produced and emailed to each Delegate. The Applicant Roster identifies all on-time FAFSA filers, as well as renewal awardees as of April. Award Rosters are sent to institutions listing all student awards. Institutional Award Rosters are sent continuously throughout the year. Award notification to students begins April 2009.
Mid-June, 2009.....	<b>Second Applicant Roster</b> is produced and emailed to each Delegate. This roster identifies on-time students with updated State scholarship information and renewal awardees since the first roster.
June 6, 2009.....	Priority date for awarding 2009-2010 Delegate Scholarships
August 15, 2009.....	<b>First Recipient Roster</b> is produced and emailed to each Delegate. This roster identifies all Delegate Awards for the legislator and includes an up-to-date funds balance.
September 1, 2009.....	Recommended date for awarding 2009-2010 Delegate Scholarships
September 12, 2009 - January 18, 2010.....	Fall Billing Rosters are sent to the institutions.
November 14, 2009.....	<b>Second Recipient Roster</b> , Funds Balances and Audit Review Forms are produced and emailed to each Delegate.
December 12, 2009.....	Deadline for Delegates to return Audit Review Forms to OSFA.
February 8, 2010 - June 27, 2010.....	Spring Billing Rosters are sent to institutions.

### Appendix III

#### INDEX OF APPLICANT ROSTER HEADING ABBREVIATIONS

<u>Abbreviation</u>	<u>Explanation</u>
LASTNAME.....	Student's Last Name
FIRSTNAME.....	Student's First Name
ADDRESS1.....	Student's Address
ADDRESS2.....	Student's Address
CITY.....	Student's City
STATE.....	Student's State
ZIP.....	Student's Zip Code
TELEPHONE.....	Student's Telephone
DEP/INDEP .....	Dependency Status of Applicant
	D = Dependent [A dependent student is defined as one that is financially supported by his/her parents.]
	I = Independent [An independent student is defined as one who is financially independent of his/her parents.]
MARITAL .....	Marital Status of Applicant
	MD = Married
	SG = Single (includes single, divorced or widowed)
	SP = Separated from spouse
SEX.....	Sex of Applicant
	(Data collected from FAFSA-question 21- are you male or female?)
	M = Male
	F = Female
INCOME .....	Family Income as reported on the FAFSA



BUDGET ..... Cost of attendance for the institution the applicant plans to attend.  
This includes tuition, mandatory fees, room, board, and standard living allowance from OSFA.

TFC..... Total Family Contribution [The amount the applicant (and parents) are expected to pay toward the applicant's education. This is based on a federal formula.]

NEED ..... The Financial Need of the applicant based on the budget of the college indicated on the FAFSA. The TFC is then subtracted from the institution budget.

COLLEGE ..... The Title IV Institution Code for the college listed by the applicant on the FAFSA.

IS/OS/ES ..... **Maryland Institution Status**

IS     =     In-State Institution  
OS     =     Out-of-State Institution  
ES     =     Eligible Private Career School

HOUSING..... **Housing Code of Applicant**

1 - With Parents  
2 - On Campus Housing  
3 - Off-Campus Housing

SAT(M+CR)..... Sum of the applicant's math and critical reading (old verbal) scores on the Scholastic Aptitude Test (SAT).

SAT (W)..... Applicant's writing score on the Scholastic Aptitude Test (SAT). If field is populated, student took the new format of SAT; if field is blank, student took old format of SAT.

FT/PT ..... **Enrollment Status reported by Applicant**

F       =       Full-time (12 or more undergraduate credits or 9 or more graduate credits)  
P       =       Part-time (6-11 undergraduate credits or 6-8 graduate credits).

YRSCHL ..... **Year in College of Applicant**

Undergraduate Codes are:  
1 - 1st Year/Never attended college  
2 - 1st Year/Attended college  
3 - 2nd Year

4 - 3rd Year  
5 - 4th Year  
6 - 5th Year or more Undergraduate

Graduate Codes are:  
7 - 1st Year Graduate  
8 - Continuing Graduate

TENT

EA GRANT ..... Tentative Educational Assistance Grant (EA) Amount. The applicant is eligible for an EA Grant, but has NOT been awarded one. This is the amount that they would be awarded **should** funds become available.

AWARD ..... Current Award Code(s) for present academic year. (see Award Code List-Appendix IV)

SUMMER/

OTHER ..... Current Summer Award Amount for present academic year.

SUMMST ..... Current Summer Award Status for present academic year  
(see Award Status List-Appendix V)

FALL..... Current Fall Award Amount for present academic year.

FALLST ..... Current Fall Award Status for present academic year.  
(see Award Status List-Appendix V)

SPRING..... Current Spring Award Amount for present academic year.

SPRST ..... Current Spring Award Status for present academic year.  
(see Award Status List-Appendix V)

TOTAL ..... Total Award Amounts for the present academic year.

## Appendix IV

### STATE SCHOLARSHIP AWARD CODES

<u>Award Codes</u>	<u>Program Title</u>
04	Edward T. Conroy Grant
05	Janet L. Hoffman Loan Assistance Repayment Program
06	Child Care Provider Program (renewals only)
07	Sharon Christa McAuliffe Teacher Scholarship (renewals only)
15	Firefighter Tuition Reimbursement Program
17	Jack Tolbert Grant
18	State Nursing Scholarship (renewals only)
19	Physical and Occupational Therapists Program (renewals only)
3D	Delegate D - in-state - alternate method
3E	Delegate E - in-state - alternate method
3F	Delegate F - in-state - alternate method
3K	Delegate D - out-of-district - alternate method
3L	Delegate E - out-of-district - alternate method
3M	Delegate F - out-of-district - alternate method
3Q	Delegate D - out-of-district - alternate method
3R	Delegate E - out-of-district - alternate method
3S	Delegate F - out-of-district - alternate method
3W	Delegate D - out-of-district - alternate method
3X	Delegate E - out-of-district - alternate method
3Y	Delegate F - out-of-district - alternate method
40	Senatorial - in-state renewable award
41	Senatorial - out-of-state renewable award
42	Senatorial - one-time only award
43	Senatorial - in-state renewable award
44	Senatorial - continued renewable award, in-state
45	Senatorial - continued renewable, out-of-state
46	Senatorial - new renewable award, in-state
47	Senatorial - new renewable award, out-of-state
6A	Development Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance (renewals only)
61	Distinguished Scholar Program - Talent
62	Distinguished Scholar Program - Test
63	Distinguished Scholar Program - Achievement
64	Distinguished Scholar Program - Teacher (renewals only)
65	Distinguished Scholar Program - Community College Transfer
70	Howard P. Rawlings Guaranteed Access Grant - Renewal
71	Howard P. Rawlings Guaranteed Access Grant - New
74	Howard P. Rawlings Educational Assistance Grants - Renewal

75	Howard P. Rawlings Educational Assistance Grants - New
76	Howard P. Rawlings Educational Assistance Grants - Campus-Based
82	Graduate Nursing Faculty Scholarship
83	Graduate Nursing Faculty Living Expense Grant
90	William Donald Schaefer Scholarship (renewals only)
91	GEAR UP Scholarship
93	Veterans of the Afghanistan and Iraq Conflicts Scholarship
9A	Workforce Shortage Student Assistance Grant - Childcare
9B	Workforce Shortage Student Assistance Grant - Teacher Education
9C	Workforce Shortage Student Assistance Grant - Human Services (Ruben)
9D	Workforce Shortage Student Assistance Grant - Nursing
9E	Workforce Shortage Student Assistance Grant - PT/OT
9G	Workforce Shortage Student Assistance Grant - William Donald Schaefer

#### STATUS CODES

Lists student's eligibility for Legislative award - based on student's school code

IS	In-state (eligible)
OS	Out-of-state (eligible)

## Appendix V

### STATE SCHOLARSHIP AWARD STATUS CODES

<b><u>Code</u></b>	<b><u>Description</u></b>
<b>1</b>	<b>Offered</b>
<b>2</b>	<b>Accepted</b>
<b>5</b>	<b>Declined by student</b>
<b>B2</b>	<b>Developmental Disabilities Cancelled</b> Student did not complete 12 credits.
<b>CA</b>	<b>Graduated</b> Student has graduated from their course of study.
<b>CB</b>	<b>Cancelled--No Promissory Note</b> Recipient of scholarship failed to provide a signed promissory note as part of their acceptance of the award.
<b>CE</b>	<b>Cancelled--Mail Not Deliverable by Post Office</b>
<b>CF</b>	<b>Cancelled--Academically Ineligible</b> Student did not meet satisfactory progress academic requirements at their school.
<b>CG</b>	<b>Cancelled--Graduate Student</b> Student is enrolled in a graduate program. Certain awards require that recipients be enrolled in an undergraduate program.
<b>CH</b>	<b>Cancelled--No Response from Student</b> Student did not return signed award letter within 30 days of notification.
<b>CJ</b>	<b>Cancelled--Ineligible Institution</b> 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.
<b>CK</b>	<b>Cancelled--Below Credits</b> Student is enrolled for fewer credits than are required for the award.
<b>CL</b>	<b>Cancelled--Loan Default</b>
<b>CM</b>	<b>Cancelled--Not Matriculated</b> Student is not enrolled in a degree seeking or certificate seeking program.

<b>CN</b>	<b>Cancelled--No Need</b> 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.
<b>CR</b>	<b>Cancelled--Not a Maryland Resident</b>
<b>CT</b>	<b>Cancelled— Educational Assistance Grant for Other Scholarship</b> Student received an award that required the recalculation of the EAG. The recalculation resulted in the cancellation of their EAG.
<b>CU</b>	<b>Cancelled--Unique Major Verification</b> Student did not respond to unique major verification process.
<b>CV</b>	<b>Cancelled--Verification Incomplete</b> Student did not return sufficient documentation in order for OSFA to complete verification of their Educational Assistance Grant or Guaranteed Access Grant application.
<b>CW</b>	<b>Cancelled--Paid Four Years</b> Student has received the award for the maximum number of years.
<b>CX</b>	<b>Cancelled--Not Enrolled</b>
<b>CY</b>	<b>Cancelled--Other</b> Student's award has been cancelled for a reason other than those listed above.
<b>CZ</b>	<b>Cancelled – Academically Dismissed</b>
<b>H8</b>	<b>HOPE renewal cancelled - Below Required 3.0 GPA</b>
<b>I2</b>	<b>Child Care Provider renewal cancelled – GPA too low</b>
<b>J2</b>	<b>McAuliffe Renewal cancelled – GPA too low</b>
<b>M8</b>	<b>MD Teacher renewal cancelled - Below Required 3.0 GPA</b>
<b>MC</b>	<b>Major Change</b> Student changed to an ineligible major for the scholarship program.
<b>ML</b>	<b>Military Leave</b>
<b>N5</b>	<b>Nursing Renewal cancelled – GPA too low</b>
<b>OV</b>	<b>Overaward</b>
<b>PN</b>	<b>Pending Promissory Note</b>

<b>S8</b>	<b>Science &amp; Technology renewal cancelled - Below Required 3.0 GPA</b>
<b>T</b>	<b>Tentative Award</b> Student applied for and was eligible to receive an EA Grant; however, funds were not available to make the award.
<b>TR</b>	<b>Transferred Institutions</b> Student originally applied for a scholarship for this institution, but has since transferred to another institution.
<b>VF</b>	<b>Failed Verification</b> 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.
<b>VG</b>	<b>Verified Data – GA award changed to EA award</b> Student failed GA verification but is eligible for an EA Grant.
<b>VR</b>	<b>Verified – Ineligible for award</b> Student does not meet eligibility requirements of the award.
<b>VW</b>	<b>Award Cancelled</b> Student did not comply with verification.
<b>VZ</b>	<b>Verification Incomplete</b> Student did not return all required verification documents.
<b>W4</b>	<b>Wait List - Reinstatement Requests - EA Grants</b> Student requested reinstatement of a cancelled award and has been placed on a wait list for funds.
<b>X1</b>	<b>Student made ISIR changes and sent to MHEC</b>
<b>X3</b>	<b>Institution made ISIR changes and sent to MHEC</b>
<b>X4</b>	<b>Cancelled – Income verification</b> Verification provided by the student made he/she ineligible for the award.
<b>XC</b>	<b>Distinguished Scholar</b> Student failed academic GPA Requirement
<b>XV</b>	<b>Cancelled Verification</b> Student failed to submit requested documents for verification

## Appendix VI

### Index of Recipient Roster Heading Abbreviations

<u>Headings</u>	<u>Explanation</u>
LASTNAME .....	Student's Last Name
FIRSTNAME.....	Student's First Name
ADDRESS1.....	Student's Address
ADDRESS2.....	Student's Address
CITY .....	Student's City
STATE .....	Student's State
ZIP .....	Student's Zip Code
TELEPHONE .....	Student's Telephone
MISC .....	Student's Status
	UF = Undergraduate Full-time
	UP = Undergraduate Part-time
	GF = Graduate Full-time
	GP = Graduate Part-time
SEX .....	Sex of Recipient (Data collected from FAFSA question 21, are you male or female?)
	M = Male
	F = Female
RC.....	Race Code (not required)
BIRTH .....	Date of Birth
RS .....	Residence State
ST .....	Status Code
	UN = Undergraduate
	GD = Graduate
	PR = Private Career School



DSR .....Legislative District of Residence

EL .....Eligibility for Award

APLY .....Most Recent Year Student Applied

SESS .....Session Awarded

2102 = Fall Semester

2103 = Spring Semester

AWARD .....Scholarship Program from which student is awarded.  
(See Award Codes-Appendix IV)

STAT .....Status of Student's Award  
(See Award Status Codes-Appendix V)

ELIGIBLE .....Active award amount appears in this column

INELIG.....Inactive award amount appears in this column

DSC .....Legislative district to which award is charged

LASTUP .....Date award amount was last updated

SCHCODE.....Title IV Institution Code Number

Note: The SESS heading through SCHCODE heading will repeat to accommodate up to 6 awards.

## Appendix VII- Audit Review Form

**MARYLAND HIGHER EDUCATION COMMISSION**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**External Audit of the Delegate Scholarship Program**  
**Recipient Roster**

PLEASE COMPLETE THIS FORM ***BY JANUARY 18, 2010*** AND RETURN IT TO:  
MHEC - OSFA, 839 Bestgate Road, Suite 400, Annapolis, MD 21401

Delegate: \_\_\_\_\_

Legislative District: \_\_\_\_\_

I certify that I have reviewed the Recipient Roster and that it agrees with our records except for any discrepancies noted below.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Telephone: \_\_\_\_\_

## DISCREPANCIES IN THE RECIPIENT ROSTER

[illegible]

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## Appendix VIII

**F I N A N C I A L    A I D    N O T I F I C A T I O N**  
**MARYLAND HIGHER EDUCATION COMMISSION**

MD HIGHER EDUCATION COMMISSION  
 839 BESTGATE ROAD, SUITE 400  
 ANNAPOLIS MD 21401-3013  
 800-974-1024  
 410-260-4565

12/18/2008  
 DISTRICT-38



Jones

STUDENT NUMBER  
 5127

Salisbury

MD 21803

B04

Governor Martin O'Malley and the Maryland Higher Education Commission are pleased to offer you financial assistance for the 2008-2009 academic year. These funds are intended to assist you with meeting the cost of attending the college or university listed below. Please be aware that this offer may change or be cancelled if you transfer schools, if the information on your financial aid form changes, if you fail to meet satisfactory academic progress, or if you fail to honor your pledge to remain drug free. Both you and your parents (if you are a dependent student) must meet and maintain Maryland residency requirements for the duration of your award, as verified by your college. ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS.

You must accept or decline awards for each term that you plan to enroll. Before you accept any offered award, please make sure that you have read and understand the Conditions of Award document(s) enclosed. STUDENTS ACCEPTING MULTIPLE AWARDS WITH SERVICE OBLIGATIONS MUST SERVE THEIR OBLIGATIONS IN CONSECUTIVE YEARS. For awards listed in an accepted status on this letter, please view the Conditions of Award on our website, [www.mhec.state.md.us](http://www.mhec.state.md.us). Click on Financial Aid Applications. If you have questions, please telephone us at 1-800-974-1024 or 410-260-4565.

If any of the information in this letter (your name, address, the school you will attend, etc.) is incorrect, please make the necessary changes on the letter BEFORE you sign and return it to the address listed above. You must return this letter within three (3) weeks of the date at the top of this page. Please keep a copy of all documents. You may always check the status of your award on our website. Click on Student Inquiry.

Congratulations on your award(s), and best wishes for your academic success.

A W A R D		AMOUNT		ACCEPT	REJECT
<b>FALL 2008</b>					
WSSAG RUBEN SCHOLARSHIP	09/12/08	\$500.00	ACCEPTED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WOR WIC COMMUNITY COLLEGE					
DELEGATE F - A	12/11/08	\$150.00	OFFERED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WOR WIC COMMUNITY COLLEGE					
<b>SPRING 2009</b>					
WSSAG RUBEN SCHOLARSHIP	09/12/08	\$500.00	ACCEPTED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WOR WIC COMMUNITY COLLEGE					
RAWLINGS EA GRANT NEW	09/12/08	\$550.00	ACCEPTED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WOR WIC COMMUNITY COLLEGE					
DELEGATE F - A	12/11/08	\$150.00	OFFERED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WOR WIC COMMUNITY COLLEGE					

This is a REVISED notification, the previous was issued 09/18/2008

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

## DELEGATE SCHOLARSHIP

### Conditions of Award Academic Year 2008-2009

#### Eligibility Requirements:

- o You must be a Maryland resident and enroll each semester as an:
  - o Undergraduate - full-time (12+ credits per semester) or part-time (6-11 credits per semester); or
  - o Graduate - full-time (9+ credits per semester) or part-time (6-8 credits per semester).
  - o Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.
- o You must initial, sign and return the enclosed award letter to the Office of Student Financial Assistance (OSFA) by the date specified in the letter.
- o You must have prior approval from OSFA and/or your Delegate in order to change from full-time to part-time enrollment.
- o You may use this award at colleges and universities or at certain private career schools in Maryland.
- o You may use this award at an out-of-state institution if the Maryland Higher Education Commission has approved your major as unique (a major not available at any Maryland institution).
- o It is your responsibility to immediately inform OSFA, in writing, of all matters relating to your award
- o The total dollar amount of all State scholarship awards may not exceed your cost of attendance, as determined by your school's financial aid office, or \$19,000, whichever is less.

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

**NOTE: If you fail to meet any of these eligibility requirements, your award will be canceled.**

**Delegate Scholarships are not automatically renewed.**

#### To Renew Your Award:

- o You must reapply to your Delegate(s) each year by their specified deadline.
- o You must continue to meet the eligibility requirements as outlined above.

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

#### Payment to Your Institution:

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

#### For More Information:

If you have questions, contact the staff person for your legislative district as listed below. Your legislative district number is found in the upper right hand corner of your award letter.

Districts	Staff	Contact Information
11, 14, 15, 17, 18, 24, 28, 31, 36, 37, 44, 45, 47	Kathy Boswell	(410) 260-4513 – kboswell@mhec.state.md.us
04, 09, 10, 12, 19, 20, 33, 34, 35, 38, 39, 42, 43	Carl Brooks	(410) 260-4593 - cbrooks@mhec.state.md.us
01, 02, 05, 25, 26, 27, 30, 46	Glenda Hamlet	(410) 260-4571 - ghamlet@mhec.state.md.us
03, 06, 07, 08, 13, 16, 21, 22, 23, 29, 32, 40, 41	Sue Koch	(410) 260-4548 - skoch@mhec.state.md.us

**Appendix X**

**Maryland Higher Education Commission  
Office of Student Financial Assistance  
Institutional Costs and Student Budgets  
2008-2009 Academic Year**

School	DOE#	TOTAL COST OF EDUCATION				
		Tuition & Fees	Room & Board	With Parents	On-Campus	Off-Campus
Allegany College of MD	002057	\$ 3,073	\$ -	\$ 6,273	\$ 6,273	\$ 8,173
Anne Arundel CC	002058	2,546	-	5,746	5,746	7,646
Baltimore City CC	002061	2,662	-	5,862	5,862	7,762
Baltimore Hebrew University	002060	14,450	-	14,650	14,650	16,550
Baltimore International College	016376	26,086	9,324	29,286	36,310	31,186
Bowie State University	002062	6,005	7,152	9,205	14,057	11,105
Capitol College	001436	19,320	4,514	22,520	24,662	24,420
Carroll CC	031007	3,407	-	6,607	6,607	8,507
Cecil CC	008308	2,924	-	6,124	6,124	8,024
Chesapeake College	004650	3,030	-	6,230	6,230	8,130
College of Notre Dame	002065	25,750	8,900	28,950	35,550	30,850
College of Southern MD	002064	2,708	-	5,908	5,908	7,808
Columbia Union College	002067	19,350	6,886	22,550	27,136	24,450
Community College of Baltimore County	002063	3,288	-	6,488	6,488	8,388
Coppin State University	002068	5,315	6,815	8,515	13,030	10,415
Frederick CC	002071	2,121	-	5,321	5,321	7,221
Frostburg State University	002072	6,614	7,818	9,814	15,332	11,714
Garrett College	010014	2,970	7,228	6,170	11,098	8,070
Goucher College	002073	32,636	9,758	35,836	43,294	37,736
Kaplan College (formerly Hagerstown Business)	007946	11,291	3,705	14,491	15,896	16,391
Hagerstown CC	002074	3,879	-	7,079	7,079	8,979
Harford CC	002075	3,616	-	6,816	6,816	7,641
Hood College	002076	26,578	8,970	29,778	36,448	31,678
Howard CC	008175	3,178	-	6,378	6,378	8,278
JHU Arts/Science/Engineering	E00473	37,700	11,578	40,900	50,178	42,800
JHU Nursing	E00476	31,244	11,295	34,444	43,439	36,344
JHU Peabody	E00233	35,025	10,200	38,225	46,125	40,125
JHU Prof Studies Bus/Ed	E00475	12,080	-	15,280	15,280	17,180
JHU Public Health	E00234	34,944	-	38,144	38,144	40,044
Loyola College	002078	36,240	9,670	39,440	46,810	41,340
McDaniel College	002109	30,780	6,150	33,980	37,830	35,880
MD Institute, College of Art	002080	32,670	9,355	35,870	42,025	37,770
Montgomery College	006911	3,718	-	6,986	4,618	8,886
Morgan State University	002083	6,438	7,810	9,638	15,148	11,538
Mt. St. Mary's University	002086	27,560	9,520	30,760	37,980	32,660
Ner Israel Rabbinical College	002087	8,500	6,500	11,700	15,900	13,600
Prince George's CC	002089	3,287	-	6,487	6,487	8,387
St. John's College	002092	39,154	9,284	42,354	49,338	44,254
St. Mary's College of MD	002095	12,604	9,240	15,804	22,744	17,704
St. Mary's Seminary*	002096	10,900	7,980	14,100	19,780	16,000
Salisbury University	002091	6,442	7,528	9,642	14,870	11,542
Sojourner-Douglass	014994	7,478	-	10,678	10,678	12,578
Tai Sophia Institute	025784	18,231	-	21,431	19,815	23,331
TESST College of Technology (Baltimore)	007491	11,204	-	14,404	14,404	16,304
TESST College of Technology (Beltsville)	012983	11,204	-	14,404	14,404	16,304
TESST College of Technology (Towson)	010410	13,070	-	16,270	16,270	18,170
Towson University	002099	7,450	8,306	10,650	16,656	12,550
University of Baltimore	002102	6,934	-	10,134	10,134	12,034
UMAB	002104	7,477	10,629	10,677	19,006	12,577
UMBC	002105	8,780	9,272	11,980	18,952	13,880
UMCP	002103	8,005	9,109	11,205	18,014	13,105
UMES	002106	6,042	6,880	9,242	13,822	11,142
UMUC	011644	5,760	-	8,960	8,840	10,860
Stevenson University (formerly Villa Julie)	002107	19,200	9,856	22,400	29,956	24,300
Washington Bible College*	001462	10,570	8,240	13,770	17,190	15,670
Washington College	002108	34,004	7,180	37,204	42,084	39,104
Wor-Wic CC	013842	2,404	-	5,604	5,604	7,504
Yeshiva College of the Nations Capital	M00178	9,000	7,000	12,200	16,900	14,100

\* Institution did not return budget survey prior to awarding; prior year budget figures have been used.

April 2007

## Appendix XI

# **TITLE IV and INSTITUTIONAL CODES FOR MARYLAND INSTITUTIONS Academic Year 2009-2010**

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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  
osfamail@mhec.state.md.us

### **Two-Year Public Institutions**

002057 Allegany College of Maryland  
002058 Anne Arundel Community College  
002061 Baltimore City Community College  
031007 Carroll Community College  
008308 Cecil College  
004650 Chesapeake College  
002064 College of Southern Maryland  
002063 The Community College of Baltimore County - Catonsville Campus  
The Community College of Baltimore County - Dundalk Campus  
The Community College of Baltimore County - Essex Campus  
002071 Frederick Community College  
010014 Garrett College  
002074 Hagerstown Community College  
002075 Harford Community College  
008175 Howard Community College  
006911 Montgomery College  
002089 Prince George's Community College  
013842 Wor-Wic Community College

### **Two-Year Non-Public Institutions**

016376 Baltimore International College  
007491 TESST College – Baltimore Campus  
012983 TESST College – Beltsville Campus  
010410 TESST College – Towson Campus

### **Four-Year Public Institutions**

002062	Bowie State University	002104	University of Maryland, Baltimore
002068	Coppin State University	002105	University of Maryland, Baltimore County
002072	Frostburg State University	002103	University of Maryland, College Park
002083	Morgan State University	002106	University of Maryland Eastern Shore
002095	St. Mary's College of Maryland	011644	University of Maryland University College
002091	Salisbury University	003754	Virginia/Maryland Regional Veterinary College
002099	Towson University		
002102	University of Baltimore		

## Appendix XI

### Four-Year Non-Public Institutions

002060 Baltimore Hebrew University  
001436 Capitol College  
002065 College of Notre Dame of Maryland  
002067 Columbia Union College  
002073 Goucher College  
002076 Hood College  
004553 ITT Technical Institute

#### The Johns Hopkins University

E00233 Peabody Institute  
E00473 School of Arts, Science and Engineering  
E00234 School of Public Health  
E00235 School of Medicine  
E00476 School of Nursing  
E00475 Carey Business School

002078 Loyola College  
002080 Maryland Institute College of Art  
002109 McDaniel College  
002086 Mount Saint Mary's University  
M00177 National Labor College of the George Meany  
Center for Labor Studies  
002087 Ner Israel Rabbinical College  
002092 St. John's College  
002096 St. Mary's Seminary and University  
014994 Sojourner-Douglass College  
G25784 Tai Sophia Institute  
002107 Villa Julie College  
001462 Washington Bible College  
002108 Washington College  
M00403 Women's Institute of Torah Seminary  
M00178 Yeshiva College of the Nation's Capital

### Private Career Schools

030649 Aaron's Academy of Beauty  
030972 Aesthetics Institute of Cosmetology  
034933 All-State Career School  
031483 American Beauty Academy  
037713 Americare School of Allied Health  
008263 Award Beauty School  
032963 Baltimore School of Massage  
016781 Baltimore Studio of Hair Design  
030272 Blades School of Hair Design  
015069 Broadcasting Institute of Maryland  
013863 Del-Mar-Va Beauty Academy  
M00400 Empire Beauty School  
M00402 Everest Institute  
041216 The FILA Academy  
016509 Hair Academy - New Carrollton  
039655 Hair Expressions Academy  
016012 International Beauty School - Bel Air

007341 International Beauty School - Cumberland  
017288 L'Academie de Cuisine  
007936 Lincoln Technical Institute  
016510 Maryland Beauty Academy-Essex  
016766 Maryland Beauty Academy-Owings Mills  
010319 The Medix School  
016627 Montgomery Beauty School  
033273 New Creations Academy of Hair Design  
017074 North America Trade Schools  
M00196 Omega Studios' School of Applied Recording  
Arts and Sciences  
016833 Robert Paul Academy of Cosmetology Arts  
and Science  
E01134 Sanford Brown (formerly Ultrasound  
Diagnostic School  
M00401 Sanz School

## Appendix XII- Delegate Appointment Form



### Delegate Scholarship Program Appointment Certification Form

Under the conditions as provided in the Annotated Code of Maryland - Education Article 18-501, please be advised that I am awarding

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_

Street  
address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

a Delegate Scholarship in the amount of \$ \_\_\_\_\_ to attend \_\_\_\_\_  
Name of institution

Please check one:

☐ Fall only ☐ Spring only ☐ academic year \_\_\_\_\_

Funds may be used for (please check all that apply):

☐ undergraduate ☐ full-time (12+ credits per semester)  
☐ part-time (6-11 credits per semester)  
☐ graduate ☐ full-time (9+ credits per semester)  
☐ part-time (6-8 credits per semester)

Date Delegate name (printed) Delegate signature Phone number District



## Appendix XIII

Maryland Higher Education Commission  
Office of Student Financial Assistance

839 Bestgate Road, Suite 400  
Annapolis, Maryland 21401-3013  
(800) 974-1024  
(410) 260-4565

### Maryland Senatorial and Delegate Scholarship Programs Student Financial Aid Reports Participation Agreement

Execution of this agreement indicates the express intent of the signatory legislator to receive from the Maryland Higher Education Commission the following student financial aid reports: FAFSA Results (Senators only), Applicant Roster, and Recipient Roster.

The information provided on these reports contain confidential student records and information, the disclosure of which is governed by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 C.F.R. Part 99). It is provided to the signatory legislator in connection with a student's application for, or receipt of, financial aid and for the sole purpose of administering Maryland's Senatorial and Delegate Scholarship programs under State law. The recipient legislator, and by extension respective legislative staff, are prohibited from using any and all information contained in these records in any manner or form for any purpose other than a student's application for, or receipt of, financial aid under Maryland's Senatorial and Delegate Scholarship programs. The recipient legislator is prohibited from disclosing, releasing or discussing any and all information contained in these records with any party other than designated legislative staff specifically identified herein and responsible for processing and tracking the legislative scholarships. The recipient legislator shall ensure that all necessary and appropriate security measures are in place to deny access to these records by all other parties. All information contained in these records shall be destroyed when it is no longer needed for the sole purpose for which it is provided and, at a minimum, it shall be destroyed by May 15 of each academic year from which awards were made.

AGREED: Legislator's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Please Print

Legislator's Name \_\_\_\_\_ District \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Please complete and mail to:

Maryland Higher Education Commission  
Office of Student Financial Assistance  
Attn: Legislative Scholarships  
839 Bestgate Road, Suite 400  
Annapolis, MD 21401-3013

or send facsimile to:

(410) 260-3202

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

Robert Parker – Director  
(410) 260-4558 – [rparker@mhec.state.md.us](mailto:rparker@mhec.state.md.us)

## PROGRAMS AND CONTACT PERSONS

[www.mhec.state.md.us](http://www.mhec.state.md.us)  
[osfamail@mhec.state.md.us](mailto:osfamail@mhec.state.md.us)

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

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

Monica Wheatley - Program Manager – (410) 260-4560  
[mwheatle@mhec.state.md.us](mailto:mwheatle@mhec.state.md.us)

Julie Perrotta - Program Supervisor – (410) 260-4547  
[jperrott@mhec.state.md.us](mailto:jperrott@mhec.state.md.us)

#### Legislative Districts

04, 09, 10, 12, 19, 20, 33, 34, 35, 38, 39, 42, 43

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

03, 06, 07, 08, 13, 16, 21, 22, 23, 29, 32, 40, 41

11, 14, 15, 17, 18, 24, 28, 31, 36, 37, 44, 45, 47

All Guaranteed Access Grants

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

#### Staff Person

Carl Brooks (410) 260-4593 - [cbrooks@mhec.state.md.us](mailto:cbrooks@mhec.state.md.us)

Glenda Hamlet (410) 260-4571 - [ghamlet@mhec.state.md.us](mailto:ghamlet@mhec.state.md.us)

Sue Koch (410) 260-4548 - [skoch@mhec.state.md.us](mailto:skoch@mhec.state.md.us)

Kathy Boswell (410) 260-4513 - [kboswell@mhec.state.md.us](mailto:kboswell@mhec.state.md.us)

Theresa Lowe (410) 260-4555 - [tlowe@mhec.state.md.us](mailto:tlowe@mhec.state.md.us)

Glenda Hamlet (410) 260-4571 - [ghamlet@mhec.state.md.us](mailto:ghamlet@mhec.state.md.us)

### Distinguished Scholar Program, Career/Occupational Programs, and Unique Populations Programs

Maura Sappington - Program Manager - (410) 260-4569 – [msapping@mhec.state.md.us](mailto:msapping@mhec.state.md.us)

Distinguished Scholar Program

Tamika McKelvin (410) 260-4546 - [tmckelvi@mhec.state.md.us](mailto:tmckelvi@mhec.state.md.us)

Danielle West (410) 260-4574 - [dwest@mhec.state.md.us](mailto:dwest@mhec.state.md.us)

Janet L. Hoffman Loan Assistance Repayment Program

Distinguished Scholar Community College Transfer Scholarship

Tamika McKelvin (410) 260-4546 - [tmckelvi@mhec.state.md.us](mailto:tmckelvi@mhec.state.md.us)

Edward T. Conroy Memorial Scholarship

Foster Care Tuition Waiver

Veterans of the Afghanistan & Iraq Conflicts Scholarship

William Donald Schaefer Scholarship

Child Care Provider Scholarship

Linda Asplin (410) 260-4563 - [lasplin@mhec.state.md.us](mailto:lasplin@mhec.state.md.us)

Developmental Disabilities, Mental Health, Child Welfare, and

Juvenile Justice Workforce Tuition Assistance Program

Graduate Nursing Faculty Scholarship

Physical & Occupational Therapist & Assistants Scholarship

Debbie Smith (410) 260-4594 - [dsmith@mhec.state.md.us](mailto:dsmith@mhec.state.md.us)

Tuition Reduction for Nonresident Nursing Students

Charles W. Riley Fire and Emergency Medical Services

Tuition Reimbursement Program

Maura Sappington (410) 260-4569 - [msapping@mhec.state.md.us](mailto:msapping@mhec.state.md.us)

Sharon Christa McAuliffe Teacher Scholarship

Distinguished Scholar Teacher Education Program

Optometry Tuition Reduction Program

State Nursing Scholarship/Living Expenses Grant

Dawn Hastings (410) 260-4568 - [dhasting@mhec.state.md.us](mailto:dhasting@mhec.state.md.us)

Workforce Shortage Student Assistance Grant and the Maryland HOPE Scholarship Programs (HOPE Community College Transfer; Hope (general); Maryland Teacher; and Science and Technology Scholarships)

For students whose last names begin with:

A ---- H

I ---- M

N ---- Z

Dawn Hastings (410) 260-4568 - [dhasting@mhec.state.md.us](mailto:dhasting@mhec.state.md.us)

Linda Asplin (410) 260-4563 - [lasplin@mhec.state.md.us](mailto:lasplin@mhec.state.md.us)

Debbie Smith (410) 260-4594 - [dsmith@mhec.state.md.us](mailto:dsmith@mhec.state.md.us)

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

Monica Wheatley – Program Manager – (410) 260-4560 – [mwheatle@mhec.state.md.us](mailto:mwheatle@mhec.state.md.us)

Campus-Based Educational Assistance Grant

Early College Access Grant

Graduate and Professional Scholarship Program

Part-Time Grant