MARYLAND HIGHER EDUCATION COMMISSION

Office of Student Financial Assistance

SENATORIAL SCHOLARSHIP PROGRAM

OPERATIONAL MANUAL

2009-2010 UPDATE

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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.

SENATORIAL SCHOLARSHIP PROGRAM

Eligibility Requirements

The Senatorial Scholarship Program (Annotated Code of Maryland - Education Article Section 18-401) was enacted into law by the Maryland General Assembly in 1957 and was last amended in 2007. Students may use this scholarship toward undergraduate, graduate, or professional studies and may attend full- 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 Senatorial Scholarship, the recipient must be a Maryland resident and must reside in the Senator's legislative district at the time the award is made. The recipient must also 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 Maryland 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 institution and enroll in an academic program that is not offered in Maryland, and/or are hearing impaired and attend an out-of-state institution that makes special provisions for hearing impaired students.

Application and Selection Process

Application Requirement

To apply for a Senatorial Scholarship, a student must complete the Free Application for Federal Student Aid (FAFSA). Students may submit the FAFSA beginning January 1 of each year. Students are encouraged to apply by March 1 to receive full consideration for all State need-based grants and scholarships.

Upon receipt of the completed FAFSA, the U. S. Department of Education:

1. calculates and determines the student's eligibility for Federal student aid and sends the student a Student Aid Report (SAR); and,

2. 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.

Testing Requirement

Students are also required to take the SAT or the ACT. The following categories of students are exempt from the testing requirement:

1. students who graduated from high school five years prior to filing the FAFSA;

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2. students who successfully completed one year of postsecondary education; or,
3. students planning to attend a community college or a private career school.

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 Senatorial 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, which 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 provide 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.

Additional Information

You may collect additional information to use in the selection of recipients. This information could include academic records and evidence of extracurricular activities and community service. Collection of such information is not required by law and is at your discretion.

Selection

It is your responsibility to establish a selection process for your scholarship applicants and to make your scholarship awards. According to the law governing this program, each Senator must consider the financial need of each applicant. You are the final judge of each applicant's financial need. You may establish other factors to be considered in the selection of recipients.

A variety of methods are used by Senators to select recipients. These methods can be grouped as follows: need-based selection only; selection based on a committee's recommendations; and 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 financial 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 FAFSA is provided on the Applicant Rosters supplied by OSFA.

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 Senatorial awards. You may 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 contact your OSFA staff person for further information.

Method of Awarding

Budget

Each Senator receives an annual allocation of $138,000 to provide scholarships to students who reside in their district. Of this amount, $34,500, as specified in statute, is for new renewable awards. The remaining portion is used for renewal awards for prior year recipients.

We ask that you award all funds by September 1 of each fiscal year. You may re-award scholarships awarded by September 1 that are later cancelled. If, at the end of a fiscal year, you have scholarship funds remaining from cancellations, those funds will be carried forward into the next fiscal year for you to award.

Questions about the method of awarding and your budget should be directed to your designated district representative at OSFA.

Award Amount and Renewals

Under the Senatorial Scholarship Program, awards may range from $400 to $9,000 annually. The amounts must be in $100 increments. The maximum cumulative amount a recipient may receive for undergraduate, graduate, or professional study is $9,000.

Full-time students may hold the scholarship for a maximum of four years, provided the student remains enrolled full-time at an eligible institution and remains a Maryland resident. Part-time students may hold the scholarship for a maximum of eight years, provided the student remains enrolled at least part-time at an eligible institution and remains a Maryland resident.

Once a student is offered a "renewable award", they do not have to reapply; they are automatically renewed each year as long as the student is enrolled in the undergraduate or graduate program for which the award was originally given and until the maximum dollar amount or length of time is reached. If you have used carry-forward funds to make "one-time only" awards, these students will not be automatically renewed. They will need to reapply for a renewable award or an additional one-time-only award if funds are available. Undergraduate awards cannot be carried over into graduate level without legislator approval.

Notification of Recipients to OSFA

Once you have selected recipients for the Senatorial Scholarship, it is your responsibility to notify OSFA, in writing, of the name, social security number, date of birth, award amount and name of the college the student is attending. OSFA should be informed if you have received any information that is different from the application data. This information should be addressed to the contact person for your legislative district.

SERVICES AND MATERIALS PROVIDED

OSFA is responsible for a variety of tasks in the administration of the Senatorial Scholarship Program. This section explains in detail the services provided and materials sent to you to assist in the selection and processing of Senatorial Scholarships. There is a Program Calendar for the upcoming academic year for the Senatorial 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 (Appendix II) 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.

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

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

Need-Based Scholarship Applications (Student Application Information Sheets)

When the student completes the FAFSA and submits his/her need-based application to the U.S. Department of Education, the Federal Processor enters all the student's information into their computer system and sends it electronically to OSFA.

OSFA reviews and edits student application information. Each applicant's legislative district is identified. OSFA then produces an Application Information Record for each applicant in your district. The application information record displays most information contained on the student's FAFSA. The Student Application Information Records will be sent to you in the beginning of March and April and in mid-June.

For academic year 2009-2010, the Student Application Information Records are available in an electronic format and sent to your office via email. The file is not cumulative, and each file will be identified by a sequential load number, which is based upon OSFA processing. Each file will be labeled with the type of report, the creation date, a confidentiality statement, and a filename representing the district, award year, and load number. The filename will appear in the following format:

Stud Appl Info Sheets-Legislative District LD for yy-yy for Load # nn where:

LD   represents Legislative District
yy-yy represents award year (ex. 09-10)
nn   represents load number (01-09)

The first record of each Student Application Information Record will contain column headers describing information in the file.

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 Student Financial Aid Reports." We anticipate providing this information to you via a secure Internet site in future years.

The applicant roster lists all students who have filed the FAFSA by the March 1 deadline and live in your district, as well as students whose scholarship awards have been renewed. The first applicant roster is sent at the end of April. In June, a second applicant roster is sent, which consists of every student who applied by the deadline along with those who have updated award information.

The Applicant Roster contains the following information:

- Student name, address, telephone number, and marital status;
- Student's expected family contribution (EFC) towards 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 or off campus;
- Any awards for the upcoming academic year; and,
- Any tentative Educational Assistance Grants for the upcoming academic year.

The Applicant Roster files are cumulative, so the latest one contains all current applicant information. Each Applicant Roster 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 ex. 09-10

The first record of each applicant roster will contain column headers describing information in the file. A detailed description of the Applicant Roster column headings can be found in this manual under Appendix III. Award codes (Appendix IV) and award status codes (Appendix V) can also be found in this manual.

Recipient Roster

The Recipient Roster lists all students who have been awarded a Senatorial Scholarship in your district. The Roster includes students who have been offered or who have accepted Senatorial 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:

- Student's name, address, telephone number, and birth date;
- Student's enrollment status;
- Student's legislative district;
- Session(s) for which the award is made;
- College code for institution student will attend;
- Amount of award;
- Status of award; and,
- Date the award was lasted updated.

The Recipient Roster files are cumulative, so the latest one contains all current award information. Each Recipient Roster 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 ex. 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 Recipient Roster column headings. Award status codes can be found in 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 Senatorial 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 Senatorial 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 SENATORIAL AWARDS

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

Notifying Students

When OSFA receives your award notification, OSFA staff enters the student's social security number, date of birth, award amount and school of attendance into our computer system. After awards have been entered, student award notification letters are generated (Appendix VIII). The award letter gives the student official notice from OSFA that they are being offered a scholarship. 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 Senatorial program and any other scholarship programs listed on the award letter. A Conditions of Award sheet can be found in Appendix IX.

The award letter is the key tool for communicating with students. In addition to the Senatorial award, the award letter lists all 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 the information in our computer system based on the student's response to the award letter. This involves posting the student's acceptance 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 Senatorial Scholarship to St. Mary's College of Maryland. Mike received an award letter from OSFA and returned it to us within three weeks but changed his school of attendance from St. Mary's College to Bennington College in Vermont. Because Mike has chosen a college out-of-state and is not enrolled in a unique major, his Senatorial award will be cancelled by OSFA. Mike will receive a letter from OSFA informing him that his scholarship has been cancelled.

Notification and Payment to Colleges

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 recipient's name, social security number, award type, and award amount. 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 Senatorial Scholarship Program, institutions are required to confirm:

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

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 forwards it to OSFA. OSFA 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, they will appear on the next roster. If the institution does not certify 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 <u>Howard P. Rawlings Educational Assistance Grant</u> 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, 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 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 public two-year schools. 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 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 <u>Guaranteed Access Grant</u> is for very low-income applicants and requires a 2.5 high school grade point average. The Guaranteed Access Grant covers 100% of the student financial need up to a maximum of an estimated $14,300 for the 2009-2010 academic year. The maximum for the 2009-2010 academic year will be determined in spring 2009.

A College Readiness Outreach program was established in statute in 2002 to allow ninth or tenth grade students to pre-qualify on the basis of financial need for a 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 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 Pell eligible Maryland residents enrolled at each institution. The Campus-Based 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 1st deadline and must be Pell 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. This program became decentralized beginning in academic year 2002-2003. 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 (an estimated $9,000 for 2009-2010.) Awards can be used out-of-state with unique major approval.

<h1 style="text-align:center">Merit-Based Programs</h1>

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 a 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 2009-2010 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 maintain a 3.0 GPA. They must enroll in an undergraduate program within one year of completing the required credit hours or degree.

<h2 style="text-align:center">Career and Occupational Programs</h2>

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 2008-2009 academic year, this program was consolidated into the 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 2008-2009 academic year, this program was consolidated into the 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 2008-2009 academic year, this program was consolidated into the 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 2008-2009 academic year, this program was consolidated into the 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 2-year or 4-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 for one year for each year of assistance received. Beginning in the 2008-2009 academic year, this program was consolidated into the 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 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 up to $30,000 loan repayment assistance 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 2008-2009 academic year, this program was consolidated into the 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 consolidates 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 full-time (in at least 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 14th birthday who were adopted after their 14th 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 ($9,026 for 2008-2009) 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.

2009-2010 SENATORIAL SCHOLARSHIP PROGRAM CALENDAR

Date (estimated)	Activity
January 1, 2009...............	Students begin filing FAFSAs for the 2009-2010 academic year.
February 9, 2009...........	Annual Workshop on Legislative Scholarships
March, 2009.................	OSFA begins sending student application information records to each Senator. Application information records are sent at the beginning of March, April and again in mid-June.
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 28, 2009...............	**First Applicant Roster** and Fund Balance Statements produced and emailed to each Senator. 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.
Mid-June, 2009...............	**Second Applicant Roster** is produced and emailed to each Senator. This roster identifies on-time students with updated State scholarships and renewal awardees since the first roster.
June 9, 2009.................	Priority date for awarding 2009-2010 Senatorial Scholarships.
August 15, 2009...............	**First Recipient Roster** is produced and emailed to each Senator. This roster lists all Senatorial Awards for the Senator and includes an up-to-date funds balance.
September 1, 2009............	Deadline for 2009-2010 Senatorial awards. If they are not awarded, after this date, OSFA will make awards to students in your district.
September 12, 2009 - January 16, 2010.............	Fall Billing Rosters are sent to the institutions.
November 14, 2009..........	**Second Recipient Roster**, Funds Balances and Audit Review Forms are produced and emailed to each Senator.
December 12, 2009...........	Deadline for Senators to return Audit Review Forms to OSFA.
December 31, 2009..........	Deadline for Senators to inform OSFA of new spring awards.
February 6, 2010 - June 26, 2010................	Spring Billing Rosters are sent to institutions.

INDEX OF APPLICANT ROSTER HEADING ABBREVIATIONS – CD-Rom

Abbreviation	Explanation

Abbreviation   **Explanation**

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 - lst 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

Award Codes	Program Title
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, 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 Expenses 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 (Rueben)
9D	Workforce Shortage Student Assistance Grant-Nursing
9E	Workforce Shortage Student Assistance Grant-T/OT
9G	Workforce Shortage Student Assistance Grant-William Donald Schaefer

STATUS CODES	Lists students' eligibility for Legislative award - based on students' school code
IS	In-state (eligible)
OS	Out-of-state (eligible)

Appendix V

STATE SCHOLARSHIP AWARD STATUS CODES

Code	Description
1	**Offered**
2	**Accepted**
5	**Declined by student**
B2	**Developmental Disabilities Cancelled** Student did not complete 12 credits.
CA	**Graduated** Student has graduated from their course of study.
CB	**Cancelled--No Promissory Note** Recipient of scholarship failed to provide a 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 fewer credits than are required for the award.
CL	**Cancelled—Loan Default**
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--Educational Assistance Grant for Other Scholarships**
	Student received an award that required the recalculation of the EAG. The recalculation resulted in the cancellation 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**
PN	**Pending Promissory Note**
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 this 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.

VW   **Award Cancelled**
Student did not comply with verification.

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   **Student made ISIR changes and sent to MHEC**

X3   **Institution made ISIR changes and sent to MHEC**

X4   **Cancelled – Income verification**
Verification provided by the student made he/she ineligible for the award.

XC   **Distinguished Scholar**
Student failed academic GPA Requirement

XV   **Cancelled Verification**
Student failed to submit requested documents for verification

Appendix VI
Index of Recipient Roster Heading Abbreviations

Headings   **Explanation**

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

LAST-UP ....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.

MARYLAND HIGHER EDUCATION COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE
External Audit of the Senatorial 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

Senator: _____

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

Student Name	Social Security Number	Discrepancy	Resolution/Initials/Date (completed by OSFA)

FINANCIAL AID NOTIFICATION
MARYLAND HIGHER EDUCATION COMMISSION

MD HIGHER EDUCATION COMMISSION   12/18/2008
839 BESTGATE ROAD, SUITE 400   DISTRICT-38
ANNAPOLIS MD 21401-3013
800-974-1024
410-260-4565

‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖

            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. 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
FALL 2008					
WSSAG RUBEN SCHOLARSHIP	09/12/08	$500.00	ACCEPTED	✓	_____
WOR WIC COMMUNITY COLLEGE					
DELEGATE F - A	12/11/08	$150.00	OFFERED	✓	_____
WOR WIC COMMUNITY COLLEGE					
SPRING 2009					
WSSAG RUBEN SCHOLARSHIP	09/12/08	$500.00	ACCEPTED	✓	_____
WOR WIC COMMUNITY COLLEGE					
RAWLINGS EA GRANT NEW	09/12/08	$550.00	ACCEPTED	✓	_____
WOR WIC COMMUNITY COLLEGE					
DELEGATE F - A	12/11/08	$150.00	OFFERED	✓	_____
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

SENATORIAL SCHOLARSHIP
Conditions of Award Renewal
Academic Year 2008-2009

Eligibility Requirements:

o   You must be a Maryland resident for the duration of this award. If you are a dependent student, your parents must also be Maryland residents for the duration of this award.

o   You must enroll each semester as a degree-seeking:
- 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 have **prior approval** from OSFA and/or your Senator 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** institution in Maryland).

o   It is your responsibility to **immediately** inform us, **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.

To Renew Your Award:

o   You must continue to meet the eligibility requirements as outlined above.

o   As long as your award remains active, it will automatically be renewed for up to three years or until completion of your degree, whichever occurs first.

o   If your award is used for undergraduate study, it will not be automatically renewed for graduate study. You must reapply to your Senator.

NOTE: Awards are subject to the availability of funds.

Payment to Your College: 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, please 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

School	DOE#	Tuition & Fees	Room & Board	TOTAL COST OF EDUCATION 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	11,450	-	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

Maryland Higher Education Commission
Office of Student Financial Assistance
839 Bestgate Road, Suite 400
Annapolis. MD 21401-3013
(410) 260-4565; (800) 974-1024
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TITLE IV and INSTITUTIONAL CODES FOR MARYLAND INSTITUTIONS
Academic Year 2009-2010

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		

002060	Baltimore Hebrew University		002078	Loyola College
001436	Capitol College		002080	Maryland Institute College of Art
002065	College of Notre Dame of Maryland		002109	McDaniel College
002067	Columbia Union College		002086	Mount Saint Mary's University
002073	Goucher College		M00177	National Labor College of the George Meany Center for Labor Studies
002076	Hood College			
004553	ITT Technical Institute		002087	Ner Israel Rabbinical College
			002092	St. John's College
The Johns Hopkins University			002096	St. Mary's Seminary and University
E00233	Peabody Institute		014994	Sojourner-Douglass College
E00473	School of Arts, Science and Engineering		G25784	Tai Sophia Institute
E00234	School of Public Health		002107	Villa Julie College
E00235	School of Medicine		001462	Washington Bible College
E00476	School of Nursing		002108	Washington College
E00475	Carey Business School		M00403	Women's Institute of Torah Seminary
			M00178	Yeshiva College of the Nation's Capital

Private Career Schools

030649	Aaron's Academy of Beauty		007341	International Beauty School - Cumberland
030972	Aesthetics Institute of Cosmetology		017288	L'Academie de Cuisine
034933	All-State Career School		007936	Lincoln Technical Institute
031483	American Beauty Academy		016510	Maryland Beauty Academy-Essex
037713	Americare School of Allied Health		016766	Maryland Beauty Academy-Owings Mills
008263	Award Beauty School		010319	The Medix School
032963	Baltimore School of Massage		016627	Montgomery Beauty School
016781	Baltimore Studio of Hair Design		033273	New Creations Academy of Hair Design
030272	Blades School of Hair Design		017074	North America Trade Schools
015069	Broadcasting Institute of Maryland		M00196	Omega Studios' School of Applied Recording Arts and Sciences
013863	Del-Mar-Va Beauty Academy			
M00400	Empire Beauty School		016833	Robert Paul Academy of Cosmetology Arts and Science
M00402	Everest Institute			
041216	The FILA Academy		E01134	Sanford Brown (formerly Ultrasound Diagnostic School
016509	Hair Academy - New Carrollton			
039655	Hair Expressions Academy		M00401	Sanz School
016012	International Beauty School - Bel Air			

PROGRAMS AND CONTACT PERSONS
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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

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

Legislative Districts	Staff Person	
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
11, 14, 15, 17, 18, 24, 28, 31, 36, 37, 44, 45, 47	Kathy Boswell	(410) 260-4513 - kboswell@mhec.state.md.us
All Guaranteed Access Grants	Theresa Lowe	(410) 260-4555 - tlowe@mhec.state.md.us
Loan Assistance Repayment Program/Primary Care Service Loan Assistance Repayment Program/Dent Care Tolbert Grant Program	Glenda Hamlet	(410) 260-4571 - 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

Distinguished Scholar Program	Tamika McKelvin	(410) 260-4546 - tmckelvi@mhec.state.md.us
	Danielle West	(410) 260-4574 - 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
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
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
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
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

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	Dawn Hastings	(410) 260-4568 - dhasting@mhec.state.md.us
I ----- M	Linda Asplin	(410) 260-4563 - lasplin@mhec.state.md.us
N ----- Z	Debbie Smith	(410) 260-4594 - 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

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