

Enrolled for LESS THAN 12 CREDIT
Appeal Form for 2+2 Transfer Scholarship
Academic Year 2020-2021

appeal.mhec@maryland.gov

SECTION A – Instructions:

Maryland law requires that a student be enrolled for at least 12 credits each semester in order to receive a **2+2 Transfer Scholarship**. You may be eligible to appeal this requirement and receive an award if you are enrolled for less than 12 credits and you are enrolled in a specific course or activity (e.g. internship, practicum, clinical) that:

- o Is required by the institution to complete your academic program; and
- o Results in your being enrolled for less than 12 credit hours per semester; and
- o Is equal to or greater than 180 hours of actual time spent in the classroom, lab, or clinic.

Appeals will NOT be considered for: convenience; hardship; or because only a certain number of courses are needed to complete degree requirements.

If your appeal is approved, your award will be recalculated based on your part-time status. A student enrolled for 9-11 credits will receive three-quarters of the award. A student enrolled in 6-8 credits will receive one-half of the award. **A student with five (5) or less credits is not eligible for a grant. Audited courses cannot be used to attain minimum hours required for full-time status.**

You MUST submit a separate appeal form for each semester in which you are enrolled for less than 12 credits. You MUST provide documentation that includes:

- o Documentation of the courses and credits you are taking for the semester appealed (i.e. – class schedule); and
- A copy of the program curriculum from the institution's catalog or from the institution's website.

Appeals and supporting documentation must be received no later than October 15, 2020 if appealing for the Fall 2020 semester and March 15, 2021 if appealing for the Spring 2021 semester.

SECTION B - Personal Information:

1. MHEC ID Number: _____
2. Last name: _____ First name: _____ MI: _____
3. Permanent mailing address: _____
City: _____ State: _____ Zip code: _____
4. Home phone: _____ e-mail address: _____

SECTION C - School Information:

1. Institution currently attending: _____
2. Housing status: _____ on campus _____ off campus _____ with parents or other relatives
3. Year in school: (e.g., freshman) _____ Declared major: _____
4. Semester: (e.g., Fall 2020) _____ # of credits for which registered: _____
Specific courses for which registered (e.g. NURS 101) _____

Student's signature: _____ Date: _____

(Continued)

SECTION D – Financial Aid Officer Certification:

Your appeal will not be granted if you have been awarded a MD State Part-time grant by your financial aid office. Please have your financial aid office representative complete the following:

I certify that the above listed student has not been awarded a MD State Part-time grant by this institution for the semester(s) outlined above.

COMPLETED BY: _____ SIGNATURE: _____
Print Full Name of FAO

TITLE: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

This form and documentation as outlined above may be submitted in one of the following ways:

1. **By Mail:** Maryland Higher Education Commission
Office of Student Financial Assistance
Attention: Appeal Committee
6 N. Liberty Street, Ground Suite
Baltimore, MD 21201;
2. **Email:** appeal.mhec@maryland.gov; or
3. **Drop boxes, which are located in the MHEC lobbies, located** at 6 N. Liberty Street, Baltimore, MD 21201 and 200 West Baltimore Street, Baltimore, MD 21201.

Fall Deadline: October 15, 2020

Spring Deadline: March 15, 2021