

**CHARLES W. RILEY FIREFIGHTER AND AMBULANCE  
AND RESCUE SQUAD MEMBER SCHOLARSHIP PROGRAM**  
**Riley Fire Frequently Asked Questions**



**1. What is the application deadline date?**

Applications are available each year through the [Maryland College Aid Processing System \(MDCAPS\)](#). All supporting documents must be completed and received by our office no later than **May 1, 2022** in order to be considered 'on-time.' **Documents that have been uploaded on or before May 1st will be accepted for consideration.** Late applications and supporting documents will be accepted and only considered if there are funds available after all eligible on-time applicants are awarded.

**2. How are awards determined?**

Eligible applicants who are renewals will be given priority over initial applicants. Within these groups, applicants will be ranked and awarded according to the submission date of their completed online application form.

**3. How do I submit my documents to the Maryland Higher Education Commission?**

Submit all required documents to MHEC by [SECURE UPLOAD](#) online through your MDCAPS account. Once logged in, select "**Electronic File Upload**" from the homepage then follow the prompts.

**4. How do I apply for the Riley Fire scholarship?**

You must apply online in our [MDCAPS](#) system. You will be required to create a user id and password before you can log in to the system. You will then be sent an email with an activation link. You **MUST** activate your account prior to your first login. You will then be able to apply online for programs, as well as check the status of your application.

**5. What is the awarding process?**

If you are awarded, you will be notified by email with an award offer. You must login to the MDCAPS system to accept your award within three (6) weeks of the date of notification. You must also submit the online promissory note and service obligation agreement.

**6. I have filed my application. How do I find out the status?**

You can access that information on the [MDCAPS](#) system. Once you have logged into MDCAPS select *Check Your Application Status* for more details.

**7. How will the scholarship funds be paid to my 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.

**8. If I filed my application on time and I meet all the requirements, can I assume I will receive an award?**

No. **All awards are subject to the availability of funding.** You should seek financial aid from all sources - state, federal, private and public institutions - as well as local clubs and organizations within your community. There is a limited amount of funding for each scholarship program.