

Maryland Police Scholarship

Frequently Asked Questions

1. How do I apply for the Maryland Police Officers Scholarship program?

Students must complete the Maryland Police Officers Scholarship application online through the [Maryland College Aid Processing System \(MDCAPS\)](#). Once the application is submitted, follow the prompts to view the documents required for further consideration of the scholarship.

2. What documents must the student submit for consideration?

Once the student submits the scholarship application, they must complete the *Institutional Certification Form* and *Employer Verification Form*. Both forms are downloadable under the “Check Application Status” link of their MDCAPS account.

If awarded, the student must electronically sign the Police Scholarship Master Promissory Note and Service Obligation Agreement in MDCAPS prior to receiving the award.

3. What is the deadline to submit the application and all required documentation?

The deadline to submit the application and all required documentation is **September 15, 2022**.

4. Is the FAFSA or MSFAA required for consideration of the Police Officers scholarship program?


No, students are not required to submit the FAFSA or MSFAA for consideration of the Police Officers Scholarship.

5. Is there a GPA requirement for the Maryland Police Officers Scholarship program?

No, there is no GPA required to qualify for the scholarship.

6. How should the required documentation be submitted?

All required documents must be submitted to MHEC by **SECURE UPLOAD** online through the student’s MDCAPS account.

Important Note: Similar to other scholarship programs, students will have an “incomplete” status (i.e. the ) in MDCAPS until all documentation is submitted. Once the student submits

all documentation, the status will change to “Qualified” and the Program Administrator will verify the eligibility of the student.

7. What type of Police Officer must an applicant be in order to meet the service obligation?

A recipient must work as a police officer as defined in [§ 3–201 of the Public Safety Article](#) in the State no less than five years during the eight-year period after graduation.

“Police Officers” include individuals who:

(i) are authorized to enforce the general criminal laws of the State; and

(ii) are a member of one of the following law enforcement agencies:

1. the Department of State Police;
2. the Police Department of Baltimore City;
3. the police department, bureau, or force of a county;
4. the police department, bureau, or force of a municipal corporation;
5. the Maryland Transit Administration police force;
6. the Maryland Transportation Authority Police;
7. the police forces of the University System of Maryland;
8. the police force of Morgan State University;
9. the office of the sheriff of a county;
10. the police forces of the Department of Natural Resources;
11. the police force of the Maryland Capitol Police of the Department of General Services;
12. the police force of a State, county, or municipal corporation if the special police officers are appointed under Subtitle 3 of this title;
13. the Housing Authority of Baltimore City Police Force;
14. the Baltimore City School Police Force;
15. the Crofton Police Department;
16. the Washington Suburban Sanitary Commission Police Force;
17. the Ocean Pines Police Department;
18. the police force of the Baltimore City Community College;
19. the police force of the Hagerstown Community College;
20. the Warrant Apprehension Unit of the Intelligence and Investigative Division in the Department;
21. the police force of the Anne Arundel Community College; or
22. the police department of the Johns Hopkins University established in accordance with Title Subtitle 12 of the Education Article.
23. a member of the Field Enforcement Bureau of the Comptroller's Office;
24. a member of the Field Enforcement Division of the Alcohol and Tobacco Commission;
25. the State Fire Marshal or a deputy State fire marshal;
26. an investigator of the Intelligence and Investigative Division of the Department;
27. a Montgomery County fire and explosive investigator as defined in § 2-208.1 of the Criminal Procedure Article;

28. an Anne Arundel County or City of Annapolis fire and explosive investigator as defined in § 2-208.2 of the Criminal Procedure Article;
29. a Prince George's County fire and explosive investigator as defined in § 2-208.3 of the Criminal Procedure Article;
30. a Worcester County fire and explosive investigator as defined in § 2-208.4 of the Criminal Procedure Article;
31. a City of Hagerstown fire and explosive investigator as defined in § 2-208.5 of the Criminal Procedure Article; and
32. a Howard County fire and explosive investigator as defined in § 2-208.6 of the Criminal Procedure Article.

8. What type of institution must an applicant enroll in for consideration of the Police Officers Scholarship?

To receive the scholarship, students must attend a **four-year public senior higher education institution**. In other words, students must attend one of the below institutions for consideration of the Police scholarship:

Morgan State University
St. Mary's College of Maryland
Bowie State University
Coppin State University
Frostburg State University
Salisbury University
Towson University
University of Baltimore
University of Maryland, Baltimore
University of Maryland Baltimore County
University of Maryland, College Park
University of Maryland Eastern Shore
University of Maryland Global Campus

*Students attending a private institution or community college are **not** eligible for the scholarship.*

9. What must I review when tracking in the Institutional Certification Form and Employer Verification Forms?

Prior to “approving” the document, you must check that:

- a. **All** fields in Sections A and B of each form are complete and including all required signatures.
- b. The institution listed on the Institutional Certification Form is a public senior higher education institution. (*See question 8 for a list of all eligible institutions*)

c. The student is working at an eligible Law Enforcement Agency as noted in Section B of the Employer Verification form. *(See question 7 for a full list of eligible employers)*

If the form(s) is **incomplete**, you must reject the document and send a manual notification through MDCAPS to the student requesting the correct information. *See a sample Incomplete Notification Template in Appendix A.*

If the form indicates that the student is not attending an eligible institution or they are not in an eligible employment field, send a manual notification explaining that the student will not be considered for the scholarship given the information provided. *See a sample notification in Appendix B.*

10. Is there an appeal process if a student is determined as ineligible for the scholarship?

No, currently there is no appeal process available to students.

11. Do I have to pay back the Maryland Police Officers Scholarship for any reason?

The recipient of a Maryland Police Officers Scholarship is required to pay back the amount received if the recipient does not:

- a. Satisfy the degree requirements of the eligible course of study or program; or
- b. Perform the service obligation to work as a police officer for at least five years during the eight-year period after graduation.

12. When will awarding occur?

OSFA will begin the awarding process on October 1st for the 2022-2023 academic year.

The application and awarding process will move up beginning with the 2023-2024 academic year.

13. Does the student have to submit any additional documentation prior to the award being paid to their account in MDCAPS?

Yes, students are required to electronically sign the Police Scholarship Master Promissory Note and Service Obligation Agreement in MDCAPS. Both documents can be found under “Check Application Status” of the student’s MDCAPS account.

14. 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.** Students 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.

15. What is the annual appropriation for the Police Officers Scholarship program?

The fiscal year 2023 annual appropriation is \$8 million.

- \$6 million for applicants intending to become police officers
- \$2.5 million for applicants that are existing police officers

16. How are applicants ranked/selected for the scholarship?

Eligible applicants shall be ranked as follows:

Applicants who are not currently police officers and intend to become police officers after graduation shall be ranked based on their application submission date in the following descending order:

- (a) Applicants who Maryland residents;
- (b) Applicants who are not Maryland residents but graduated from a Maryland high school.

Applicants who are current police officers shall be ranked based on their application submission date in the following descending order:

- (a) Applicants who are Maryland residents;
- (b) Applicants who are not Maryland residents but graduated from a Maryland high school.

Renewal recipients shall be prioritized over initial applicants.

Application Process

An application and required documentation not received by the established deadline shall not be considered.

An applicant must submit the following required documentation:

(1) Proof from the eligible institution that the applicant is pursuing a course of study or program that would further their career in law enforcement;

(2) If an applicant graduated from a Maryland high school and is not a Maryland resident, a high school transcript; and

(3) If an applicant is a current police officer, documentation of current employment with an eligible law enforcement agency.

Each applicant must agree to provide any information or documentation requested by the Office for the purpose of administering this program. The applicant's failure or refusal to provide requested information may result in a determination of ineligibility, the cancellation of an award, and the denial of a request for the deferment or waiver of a service obligation.

Appendix A

Incomplete Notification Template

Notification Subject: 2022-2023 Maryland Police Officer Scholarship Application Update

Body of Notification:

Dear [First Name] [Last Name]

The Maryland Higher Education Commission (MHEC), Office of Student Financial Assistance (OSFA) needs additional information in order to consider you for the **2022-2023 Maryland Police Officer Scholarship Program**.

As of today, you must submit the following document(s) to our office for consideration:

[Document Required]- [Reason that initial document was incomplete]

All required documentation must be submitted no later than **September 15, 2022** for final consideration of the 2022-2023 Maryland Police Officer Scholarship Program.

Sincerely,

Office of Student Financial Assistance

Appendix B

Sample Ineligibility notification

Notification Subject: 2022-2023 Maryland Police Officer Scholarship Application Update

Body of Notification:

Dear Applicant,

Thank you for submitting documentation for consideration of the **2022-2023 Maryland Police Officer Scholarship Program**.

Based on the review of the documentation provided you appear to be ineligible for the program due to the following reason:

[Insert Reason for Ineligibility]

If the information that you provided to our office is incorrect and you would like to be reconsidered for the Maryland Police Officer Scholarship program, we encourage you to resubmit the correct documentation to our office by **September 15, 2022**.

If you have any other questions, you may email our office at osfamail.mhec@maryland.gov.

Sincerely,

Office of Applicant Financial Assistance