

Credit Completion Appeal- Due to Academic Program

Appeal Form for EA or GA Grants

Academic Year 2020-2021

appeal.mhec@maryland.gov

SECTION A – Instructions:

Maryland law requires that a student complete 30 credits in order to renew the full amount of the **Howard P. Rawlings Educational Assistance (EA) Grant or Guaranteed Access (GA) Grant**, and a minimum of 24 credits to receive a prorated amount after the second year of enrollment. You may be eligible to appeal this requirement and receive an award if you were enrolled in a specific course or activity (e.g. internship, study abroad, clinical).

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 reinstated as funding permits.

You MUST provide documentation that includes:

- o A written statement explaining the circumstances which caused failure to meet the credit completion requirement
- o Documentation of the specific program (e.g. internship, study abroad, clinical) that you participated in, in the previous academic year

SECTION B - Personal Information:

1. MHEC ID Number: _____
2. Last name: _____ First name: _____
3. Permanent mailing address: _____
City: _____ State: _____ Zip code: _____
4. Home phone: _____ Email 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: _____
Semester: (e.g., Spring 2021) _____ # of credits for which registered: _____

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 2020-2021 academic year.

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

TITLE: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

Appeal and all required documentation must be received by August 1, 2020 for consideration and may be submitted in one of the following ways:

1. **By Mail:** Maryland Higher Education Commission
Office of Student Financial Assistance
Ground Floor Suite
6 N. Liberty Street, Ground Suite
Baltimore, MD 21201; or
2. **Email:** appeal.mhec@maryland.gov