

Credit Completion Due to Disability

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 a minimum of 24 credits after the student's second year of enrollment in order to receive the **Educational Assistance (EA) Grant or Guaranteed Access (GA) Grant** in the subsequent academic year(s). You may be eligible to appeal this requirement and receive an award if you have a disability that prevents you from completing 24 credits, but you have completed at least 18 credit hours.

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 prorated based on the total amount of credits that you completed in the previous academic year. **Audited courses cannot be used to attain minimum hours required for full-time status.**

You MUST submit documentation to confirm your disability. The documentation must include:

- o Medical documentation from your physician outlining the nature of your disability. The documentation should specify whether your disability is permanent or temporary. If it is a non-permanent disability you will have to provide medical documentation with each appeal each semester.

Appeal forms and supporting documentation must be submitted no later than **October 15, 2020** for the Fall semester and **March 15, 2021** for the Spring semester.

NOTE: Students with an approved appeal are still limited to eight semesters of the Howard P. Rawlings grant.

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: _____ 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., 1st Year, 2nd Year, etc...) _____ Declared major: _____
4. Number of credits completed in Fall 2019 _____ Spring 2020 _____

Student's signature: _____ **Date:** _____

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 for the 2020-2021 academic year. 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: GA Grant Verification
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.