

MARYLAND REGISTER

**Proposed Action on Regulations**

<b>Transmittal Sheet</b>  <b>PROPOSED OR REPROPOSED</b>  <b>Actions on Regulations</b>	<b>Date Filed with AELR Committee</b>	<b>TO BE COMPLETED BY DSD</b>
	11/20/2015	Date Filed with Division of State Documents
		Document Number
		Date of Publication in MD Register

**1. Desired date of publication in Maryland Register:** 12/28/2015

**2. COMAR Codification**

**Title Subtitle Chapter Regulation**

13B 08 15 .01-.16

**3. Name of Promulgating Authority**

Maryland Higher Education Commission

**4. Name of Regulations Coordinator**

Tonya L Johnson

**Telephone Number**

410-767-3312

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6 N. Liberty St., 10th Floor

**City State Zip Code**

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tjohnson@mhec.state.md.us

**5. Name of Person to Call About this Document**

Mark Blom

**Telephone No.**

410-767-3311

**Email Address**

mark.blom@maryland.gov

**6. Check applicable items:**

**X-** New Regulations

☐ Amendments to Existing Regulations

Date when existing text was downloaded from COMAR online: .

☐ Repeal of Existing Regulations

☐ Recodification

☐ Incorporation by Reference of Documents Requiring DSD Approval

☐ Reproposal of Substantively Different Text:

: Md. R

(vol.) (issue) (page nos) (date)

Under Maryland Register docket no.: --P.

**7. Is there emergency text which is identical to this proposal:**

☐ Yes **X-** No

**8. Incorporation by Reference**

☐ Check if applicable: Incorporation by Reference (IBR) approval form(s) attached and 18 copies of documents proposed for incorporation submitted to DSD. (Submit 18 paper copies of IBR document to DSD and one copy to AELR.)

**9. Public Body - Open Meeting**

**X-** OPTIONAL - If promulgating authority is a public body, check to include a sentence in the Notice of Proposed Action that proposed action was considered at an open meeting held pursuant to State Government Article, §10-506(c), Annotated Code of Maryland.

☐ OPTIONAL - If promulgating authority is a public body, check to include a paragraph that final action will be considered at an open meeting.

**10. Children's Environmental Health and Protection**

☐ Check if the system should send a copy of the proposal to the Children's Environmental Health and Protection Advisory Council.

**11. Certificate of Authorized Officer**

I certify that the attached document is in compliance with the Administrative Procedure Act. I also certify that the attached text has been approved for legality by Mark Blom, Assistant Attorney General, (telephone #410-767-3311) on November 20, 2015. A written copy of the approval is on file at this agency.

**Name of Authorized Officer**

Mark Blom

**Title**

Principal Counsel

**Telephone No.**

410-767-3311

**Date**

November 20, 2015

**Title 13B**  
**B MARYLAND HIGHER EDUCATION COMMISSION**  
**Subtitle 08 FINANCIAL AID**

**13B.08.15 Delegate Howard P. Rawlings Program of Educational Excellence Awards**

Authority: Education Article, §§11-105(u) and 18-204(c) and Subtitle 3 of Article 18, Annotated Code of Maryland

**Notice of Proposed Action**

□

The Maryland Higher Education Commission proposes to add Chapter 15 Delegate Howard P. Rawlings Program of Educational Excellence Awards to subtitle 8 Financial Aid to Title 13B of COMAR

This action was considered at a public meeting on November 18, 2015

**Statement of Purpose**

The purpose of this action is to adopt regulations to implement the Delegate Howard P. Rawlings Program of Educational Excellence Awards program as provided in Subtitle 3 of Article 18, Annotated Code of Maryland.

**Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

**Estimate of Economic Impact**

The proposed action has no economic impact.

**Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

**Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

**Opportunity for Public Comment**

Comments may be sent to Donna Thomas, Director Office of Student Financial Assistance, Maryland Higher Education Commission, 6 N. Liberty St, 10th Floor Baltimore, Md 21201, or call 410-767-3109, or email to [donnae.thomas@maryland.gov](mailto:donnae.thomas@maryland.gov), or fax to 410-332-0270. Comments will be accepted through January 28, 2016. A public hearing has not been scheduled.

### **Economic Impact Statement Part C**

- A. Fiscal Year in which regulations will become effective: FY 16
- B. Does the budget for the fiscal year in which regulations become effective contain funds to implement the regulations?  
Yes
- C. If 'yes', state whether general, special (exact name), or federal funds will be used:  
General
- D. If 'no', identify the source(s) of funds necessary for implementation of these regulations:
- E. If these regulations have no economic impact under Part A, indicate reason briefly:  
These regulations address an existing previously implemented and funded program.
- F. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.  
These regulations do not affect small businesses.
- G. Small Business Worksheet:

Attached Document:

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## **Title 13B**

# **MARYLAND HIGHER EDUCATION COMMISSION**

## **Subtitle 08 FINANCIAL AID**

### **Chapter 15 Delegate Howard P. Rawlings Program of Educational Excellence Awards**

Authority: Education Article, §§11-105(u) and 18-204(c) and Subtitle 3 of Article 18, Annotated Code of Maryland

#### **.01 PURPOSE.**

- A. The purpose of the Delegate Howard P. Rawlings Program of Educational Excellence Awards program is to provide need-based scholarship assistance.
- B. The State's neediest students shall be guaranteed access to postsecondary education in Maryland through Delegate Howard P. Rawlings Guaranteed Access Grants.
- C. Low and middle-income students shall be awarded financial assistance through Delegate Howard P. Rawlings Educational Assistance Grants.
- D. The Delegate Howard P. Rawlings Program of Educational Excellence Awards shall use monies from the State of Maryland General Fund.

#### **.02 DEFINITIONS.**

- A. As used in this Chapter, the following terms have the meaning indicated.
- B. "Commission" means the Maryland Higher Education Commission.

C. "Educational Excellence Award" or "EEA" means the Delegate Howard P. Rawlings Program of Educational Excellence Awards comprising Delegate Howard P. Rawlings Guaranteed Access Grants and Delegate Howard P. Rawlings Educational Assistance Grants.

D. "Educational Assistance Grant" or "EA" means the Delegate Howard P. Rawlings Educational Assistance Grant by which low and middle-income students are awarded financial assistance.

E. "Guaranteed Access Grant" or "GA" means the Delegate Howard P. Rawlings Guaranteed Access Grant by which the State's neediest students are guaranteed access to postsecondary education in Maryland.

F. "FAFSA" means the Free Application for Federal Student Aid.

G. "OSFA" means the Office of Student Financial Assistance within the Commission.

### **.03 ELIGIBILITY.**

A. To be eligible for financial assistance under the Educational Excellence Award program, an applicant shall meet the following general requirements:

- (1) Be a Maryland resident;
- (2) File the FAFSA by March 1 for priority funding under the GA Program or be eligible for the EA Program;
- (3) Be enrolled as a full-time student;
- (4) Be accepted for admission in a regular undergraduate program leading to a degree or diploma at an eligible institution or be enrolled in a 2-year associate degree program in which the course work is acceptable for transfer credit to an accredited baccalaureate program at an eligible institution;
- (5) Demonstrate financial need based on the OSFA formula described in Regulation .06; and
- (6) Agree to provide any information or documentation requested by OSFA for the purpose of administering this program and, if requested, sign an authorization for the release of information to OSFA for the purpose of administering this program. The applicant's failure or refusal to provide requested information or a signed release may result in a determination of ineligibility, the cancellation of an award, or the denial of an appeal.

B. To be eligible for a Guaranteed Access Grant, an applicant shall meet the following requirements in addition to those in section A of this regulation:

- (1) File a GA Grant application with OSFA by March 1 to be eligible for priority funding;
- (2) Have an annual total family income as reported on the FAFSA that is below 130% of the federal poverty level or, if program funding allows, that is below 150% of the federal poverty level;
- (3) Begin college within one year of completing high school or, if failing to do so, provide satisfactory documentation of extenuating circumstances;
- (4) Be under the age of 22 at the time of receiving the first award;
- (5) Have successfully completed a college preparatory program in high school that is designed to prepare students for college level work, including courses that prepare students to obtain a two year technical degree from a community college;
- (6) Have completed high school with an unweighted cumulative grade point average of at least 2.5 on a 4.0 scale or its equivalent;
- (7) Submit a high school transcript to OSFA after the completion of the first semester of the senior year along with the GA application by March 1 for priority consideration; and
- (8) Be a senior year in high school at the time of initial application, or a student who has never attended postsecondary education and who has appealed due to extenuating circumstances.

### **.04 APPLICATION.**

A. An applicant for an Educational Assistance Grant shall file a FAFSA by March 1 each year.

B. An applicant for a Guaranteed Access Grant should:

- (1) File a FAFSA by March 1 each year for priority consideration; and
- (2) If a first time applicant, submit to OSFA a Guaranteed Access Grant Application by March 1 for priority consideration.

C. Applications for a Guaranteed Access Grant shall be accepted after March 1 and awards be made with available funds.

### **.05 AWARD AMOUNT.**

A. Educational Excellence Award program award amounts shall be determined by OSFA based on financial need.

B. Educational Assistance Grant award amounts shall range between \$400 and \$3,000 and be awarded in \$100 increments.

C. Students qualifying for a Guaranteed Access Grant shall receive an award equal to one hundred percent of the student's adjusted financial need as described in Regulation .06. Award amounts shall range from \$400 up to a maximum award not to exceed the equivalent annual expenses of a full-time resident undergraduate at the four-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and the University of Maryland, Baltimore, as calculated by OSFA, in \$100 increments.

### **.06 AWARD CALCULATION.**

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A. Determination of Financial Need

(1) The OSFA shall calculate an applicant's adjusted financial need using the following formula:

OSFA Cost of Attendance

- Expected Family Contribution Plus/Minus Regional Cost of Living Adjustment
- Workforce Shortage Student Assistance Grant or Economic Development Student Assistance Grant
- Estimated Pell Grant

= OSFA Adjusted Need

(2) The Expected Family Contribution shall be determined using Federal methodology.

(3) The Regional Cost of Living Adjustment shall be determined annually by the Commission.

(4) The OSFA Cost of Attendance is calculated using the following classifications:

(a) For a student living with parents, tuition and mandatory fees plus an allowance established by OSFA with a minimum value of \$3,200;

(b) For a student living off-campus, tuition and mandatory fees plus an allowance established by OSFA with a minimum value of \$5,100; and

(c) For a student living on-campus, tuition and mandatory fees, room and board plus an allowance established by OSFA with a minimum value of \$900.

B. Determination of EEA Awards

(1) Awards made under the EEA program are calculated using data from the FAFSA.

(2) Educational Assistance Grants shall be calculated using the percentage of need specified in the formulas in this regulation.

(3) Awards for students attending four-year public or independent institutions shall be calculated using the following formula: OSFA Adjusted Need x 40% = Educational Assistance Grant

(4) Awards for students attending a community college shall be calculated using the following formula: OSFA Adjusted Need x 60% = Educational Assistance Grant

(5) Guaranteed Access Grants shall be calculated using the following formula: OSFA Adjusted Need x 100% = Guaranteed Access Grant

(6) The maximum Guaranteed Access Grant is limited to the amount specified in Regulation .05.

(7) Award amounts shall be calculated on an annual basis and are rounded to the nearest \$100.

(8) If a student's award amount falls below \$400, they are not eligible for an award.

(9) Awards are made for the Fall and Spring semesters in the academic year with one-half of the annual amount awarded for each semester.

C. Awards shall be based on information provided by the student to the federal processor. Errors on the application that are corrected by students after the deadline shall be accepted by OSFA. Changes in award amounts as a result of corrections shall be handled as follows:

(1) For EA and GA Grants, if a correction results in a decrease in an award amount, the award shall be adjusted and the student notified of the change. If a correction results in an increase in an award, the increase shall be funded only if monies are available.

(2) For GA Grants only, if a correction in family income or size results in the student no longer being eligible for a GA Grant, the student's award shall be recalculated as an EA Grant.

**.07 AWARDING PRIORITIES AND DISTRIBUTION OF FUNDS.**

A. On an annual basis, the Commission shall establish awarding priorities for making awards under the Educational Excellence Awards Program.

B. Awarding priorities shall express the Commission's intent with respect to fund distribution in the program and assist OSFA staff in making final decisions in the awarding process. These priorities shall be based on projections using the estimated funding level for the program and shall take into consideration funds necessary to award Guaranteed Access Grants at 100 percent of need, with the remainder of the funds being awarded as Educational Assistance Grants.

C. As its first priority, the Commission should attempt to award recipients at the percent of need and maximum award established for the prior award year adjusting for tuition and fee increases. The Commission shall strive to maintain the overall number of awards in the EEA program as its second priority. Additional priorities shall be considered as appropriate.

**.08 SELECTION OF RECIPIENTS.**

A. Applications for the Guaranteed Access Grant that are filed by March 1 shall be funded prior to all other Educational Excellence Awards applicants.

B. Applications filed after March 1 shall be processed on a first-come, first-served basis.

C. First time GA applicants who submit their applications prior to March 1 and all renewal GA applicants who meet all eligibility requirements shall be awarded first.

D. All other GA applicants shall be awarded on a first-come first-served basis.

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E. Applicants eligible for the EA Grant shall be selected in the following manner:

- (1) Renewal applicants for EA Grants shall be awarded first as long as all criteria specified in Regulation .10 are met;
- (2) Remaining funds shall be awarded to all other eligible applicants until all funds are depleted; and
- (3) Students are selected based on a statewide ranking of each student's Expected Family Contribution (EFC) and need, with the lowest EFCs and greatest need awarded first.

**.09 AWARD NOTIFICATION.**

- A. Recipients shall be notified in writing of their award.
- B. To accept an award, initial EA Grant recipients shall provide written acceptance of the award and submit any other required documentation.
- C. A GA Grant recipient's award shall automatically be accepted for the student. The student shall contact OSFA in writing if he/she wishes to reject the award.

**.10 RENEWAL AND CONTINUATION.**

- A. An Educational Assistance Grant may be renewed if the recipient:
  - (1) Files a FAFSA by the March 1 deadline;
  - (2) Demonstrates financial need;
  - (3) Is enrolled in an eligible institution;
  - (4) Is enrolled as a full-time student at an eligible institution and takes at least 12 semester hours of courses each semester or its equivalent as determined by OSFA;
  - (5) Is making satisfactory progress according to institution standards in compliance with federal Title IV program regulations; and
  - (6) Is a resident of the State of Maryland as certified by the institution.
- B. A Guaranteed Access Grant may be renewed if the recipient:
  - (1) Files a FAFSA;
  - (2) Has an annual total family income as reported on the FAFSA which is below 150% of the federal poverty level;
  - (3) Is enrolled in an eligible institution;
  - (4) Is enrolled as a full-time student or the equivalent for each semester;
  - (5) Is making satisfactory progress according to institution standards in compliance with federal Title IV program regulations; and
  - (6) Is a resident of the State of Maryland, as certified by the institution.
- C. Recipients who do not meet these requirements shall be considered eligible for an EA Grant, as long as all other conditions described above are met.

**.11 CANCELLATION OF AWARD.**

- An award will be canceled if the:
- A. Recipient of an EA Grant fails to sign and return the award letter (along with any additional documentation requested by OSFA) within the time specified in the letter;
  - B. Recipient fails to pass verification requirements; or
  - C. Institution reports on the billing roster that the recipient is:
    - (1) Not enrolled at that institution in a regular undergraduate program;
    - (2) Not enrolled as a full-time undergraduate;
    - (3) Not making satisfactory academic progress;
    - (4) Not a resident of the State of Maryland; or
    - (5) In default of a Title IV loan or owes a refund of Title IV assistance.

**.12 PAYMENT.**

- A. Payment shall be made to the institution for each semester that the recipient is attending.
- B. At the beginning of each semester, institutions shall be asked to review billing rosters provided by OSFA to certify that the recipient meets the requirements described in section C. of regulation .11.
- C. For funds to be disbursed, the institution at which the student is enrolled shall maintain the student's FAFSA information on file.
- D. Institutions shall be responsible for disbursing the funds to eligible students in a timely fashion.

**.13 VERIFICATION.**

- A. In-house verification option.
  - (1) OSFA shall annually verify a percentage of all new Educational Excellence Award applications to determine if students are submitting accurate information.

(2) OSFA shall verify Educational Excellence Award applications for recipients identified by OSFA or institutions as having severe discrepancies in the information contained in their FAFSA or as having misreported their dependency or Maryland residency status.

(3) OSFA may also randomly select applications for verification.

(4) Selected recipients are required to provide documentation of financial data and to verify Maryland residency.

(5) OSFA shall annually verify the eligibility status of a percentage of GA Grant award recipients.

(6) New and renewal GA Grant recipients are required to provide documentation of financial data to verify eligibility criteria as requested.

(7) Students are notified in writing of their selection for verification and are required to provide the following documents within the time specified on the letter:

(a) Maryland Office of Student Financial Assistance Dependent or Independent Verification Form to verify:

(i) Child support;

(ii) Other untaxed income;

(iii) Maryland residency for non-tax filers; and

(iv) Non-filing status for non-tax filers; and

(b) Federal and state income tax returns and W-2 forms of parents, student and spouse, to verify:

(i) Income, federal taxes paid; and

(ii) Maryland residency.

(8) Awards for students who fail to provide the requested information by the deadline shall be canceled for the entire academic year.

(9) Students who provide the requested documentation shall be verified in accordance with the procedures established by OSFA. Awards for students with errors shall be recalculated and adjusted as specified in section C. of regulation .06 or canceled accordingly.

B. Institutional verification option.

(1) OSFA is required annually to verify application information for a percentage of all new Educational Excellence Award recipients to determine if students are submitting accurate financial data.

(2) OSFA shall select a percentage of all students who have received an EA Grant and were flagged for federal verification. The list of selected students shall be submitted to the institution at which the students are attending.

(3) Once students are selected, institutions shall verify the following data using federal standards:

(a) Taxable and non-taxable income of student and, if a dependent student, parents;

(b) Household Size;

(c) Number in College;

(d) Enrollment status (undergraduate or graduate);

(e) Housing status;

(f) Dependency status;

(g) Expected Family Contribution; and

(h) Transaction number of Institutional Student Information Report used.

(4) Institutions shall provide updated and verified data to OSFA by the date established each year.

(5) Information verified by the institutions shall be used to update OSFA records.

(6) Awards for students with corrections and errors shall be recalculated and adjusted as specified in section C. of regulation .06 or cancelled accordingly.

#### **.14 LATE AWARDS.**

A. OSFA shall consider students for late EA Grants should funds become available after initial awards have been made.

B. Priority for Late Awards

Consideration for a late award shall be given in the following descending order to students who:

(1) Were previously awarded and have requested reinstatement of a canceled award;

(2) Applied on time and filed an appeal based on changes in their financial circumstances;

(3) Applied on time and were eligible for an award but were not funded;

(4) Were late in applying, appealed for consideration and were placed on the waiting list; and

(5) Applied after the deadline.

C. Selection of Recipients

(1) If funds are available to make late awards, OSFA shall fund EA grant recipients as specified in section B of this regulation, and shall notify recipients and institutions.

(2) If funds become available after commencement of the Fall semester and are sufficient to issue late awards OSFA shall have the eligibility of students certified by the institution before making awards.

#### **.15 APPEALS.**

A. Categories of Appeals

(1) EA and GA Grant applicants and recipients may appeal their eligibility for an award based on the following reasons:



(a) Full-time status. Students that are not enrolled full-time, defined as 12 or more credits, may be considered eligible for the EEA program if they are participating in a specific course or activity (such as an internship, practicum, or clinic) that is required by the institution to complete their academic program. To be eligible, the student must be enrolled for a minimum of 6 credit hours and the actual time spent in the course or activity must equal 180 clock hours or more in a regular semester.

(b) Fifth year award. Students may hold an award for a fifth year if:

(i) The institution confirms that the student is enrolled in an academic program that requires five years to complete; or

(ii) The student provides OSFA with evidence of extenuating financial, academic, or other circumstances that prevent the student from completing their academic program in four years.

(c) Special financial circumstances. OSFA recognizes that the financial circumstances of students can change dramatically after their applications for need-based scholarships have been filed. In order to assist these students, OSFA shall make adjustments as follows with adequate documentation that the student has experienced special financial circumstances that directly impact the family contribution:

(i) If the student's parent(s) or spouse dies after submission of the application, OSFA shall adjust the FAFSA income information to exclude the income of the parent(s) or spouse affected;

(ii) If the student or the student's parents divorce or separate after submission of the application, OSFA shall adjust the FAFSA income information to exclude the income of the parent(s) or spouse affected;

(iii) If the student, student's parent (if dependent) or student's spouse, if married and independent, becomes involuntarily unemployed for at least ten consecutive weeks in the current year, OSFA shall calculate the student's family contribution and total family income using an estimated income for the current calendar year; and

(iv) If the student or the student's parent(s) loses, as a result of the student reaching the age of majority, benefits from Social Security, TNAF, or child support, OSFA shall calculate the student's family contribution and total family income using an estimated income for the current calendar year.

(2) GA applicants and recipients may appeal their eligibility for an award based on the following reasons:

(a) Grade point average. An applicant who has not completed high school with an unweighted grade point average of at least 2.5 on a 4.0 scale or its equivalent due to extenuating circumstances may appeal.

(b) Failure to begin college. An applicant who does not begin college within one year of high school graduation may appeal.

(c) Annual family income. A student who is no longer eligible for the GA program because their annual family income rises above the 150 % poverty level may appeal.

#### B. Appeal Procedures

(1) A recipient may file an appeal in accordance with this regulation by submitting a completed appeal form provided by the Office of Student Financial Assistance.

(2) In addition to the appeal form, the student shall submit the following documentation based on the reason for the appeal:

(a) Full-time equivalency. Documentation shall include a statement from the student's department chair that describes the program requirements for that semester and a catalog description of the program and classes involved. The documentation shall also list the number of clock hours required for the student's activity.

(b) Academic requirements. Documentation shall include, as applicable, a death certificate or statement from an attending physician, psychologist, mental health professional, guidance counselor, social worker, or the Dean of Students or other officer at the student's institution confirming the:

(i) Serious illness or injury of the student;

(ii) Serious illness of a member of the student's immediate family;

(iii) Serious emotional difficulties of the student;

(iv) Death of a member of the student's immediate family;

(v) Existence of other serious personal circumstances; or

(vi) For fifth year award appeals only, student's enrollment in an academic program that requires 5 years to complete;

(c) Special financial circumstances. Documentation shall be an appeal form along with a copy of the deceased's death certificate, separation agreement or divorce decree, notice of job termination or layoff, copies of Federal tax returns and/or W-2 forms, or copies of termination notices or unemployment benefits from relevant agencies.

(d) Grade point average (GPA) not met. Documentation shall include:

(i) An appeal form;

(ii) A letter from the student explaining why the GPA requirement was not met;

(iii) An unofficial transcript to verify the student's GPA; and

(iv) Supporting documentation describing the circumstances that prohibited the student from obtaining the required GPA.

(e) Applicants who do not begin college within one year of high school graduation. Documentation shall include:

(i) An appeal form;

(ii) A letter from the student explaining why the student did not begin college within 1 year of high school graduation; and

(iii) *A letter of reference from an employer, teacher, or organization that the applicant is affiliated with describing the applicant's commitment to attending college and earning a degree.*

(f) Students who are no longer eligible for the GA program because their annual family incomes rise above the poverty level. Documentation shall include:

(i) An appeal form; and

(ii) Supporting documentation identifying the change in income level that resulted in the family income exceeding the 150% poverty threshold and why the income should be omitted from the award calculation.

(3) Upon receipt of an appeal, the documentation shall be reviewed and a decision rendered within 30 days, and the student notified of the outcome.

(4) Adjustment of Awards

The following adjustment of awards shall be made for appeals that are granted:

(a) If an appeal is granted prior to awards being made for the upcoming year, the student's eligibility for an award shall be based on the new information;

(b) If the student has not been awarded a scholarship and submits the appeal after awards have been made for the upcoming year and the appeal is granted, the student shall be placed on the waiting list for an award if the change in circumstances makes that student eligible for an award;

(c) If the student has already been awarded a scholarship and submits an appeal and the appeal is granted, the student shall be placed on a waiting list for any additional funds for which they may be eligible due to the outcome of the appeal.

(d) If a student's appeal based on 12-credit equivalency has been approved, the student shall receive three-quarters of the original award if enrolled in 9-11 credits and one-half of the original award if enrolled for 6-9 credits. No award shall be less than the statutory minimum award.

#### **.16 DELEGATE HOWARD P. RAWLINGS CAMPUS-BASED AWARDS.**

A. The Commission shall allocate funds to institutions of higher education to make awards to students who applied for an Educational Excellence Award after the March 1<sup>st</sup> deadline or who have other extenuating circumstances.

B. Funds shall be awarded to institutions based on the proportion of full-time Pell Grant eligible Maryland residents enrolled at each institution.

C. Funds shall be awarded by institutions to students who meet the eligibility criteria for EA Grant awards as described in subsections (1), (3),(4) and (5) of section A of regulation .03 but who did not apply by the March 1 deadline or who have other extenuating circumstances. These students must be eligible for a Pell Grant.

D. Awards shall be made in the amounts and the manner described in Regulation .06 with the same minimum (\$400), maximum (established annually) and percent of need (established annually) and rounded to the nearest \$100 increment.

E. An institution may not award a Delegate Howard P. Rawlings Campus-Based Educational Assistance Grant to a recipient of a Guaranteed Access or Educational Assistance Grant offered by OSFA.

F. Students may hold other State scholarships or grants but must meet all conditions for all awards and may not receive an amount combined from all State programs that exceeds the maximum amount established in the OSFA General Policies. Students who have had appeals approved to take less than 12 credits in a term may not also receive a Part-Time Grant during that same term.

G. Each institution of higher education that participates in the Campus-based Educational Assistance Grant program shall submit by:

(1) October 15, a report of initial awards for the academic year containing:

(a) Student name;

(b) Social security number;

(c) Institutional cost of attendance;

(d) Expected Family Contribution;

(e) Amount of Pell Grant disbursed;

(f) Amount of Campus-based EA grant awarded; and

(g) Pell I.D. and transaction number from the Institutional Student Information Report used for awarding;

(2) January 15, a report of subsequent awards for the academic year containing:

(a) Student name;

(b) Social security number;

(c) Institutional cost of attendance;

(d) Expected Family Contribution;

(e) Amount of Pell Grant disbursed; and

(f) Amount of Campus-based EA grant awarded; and

(3) June 15, a final end of year report containing:

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- (a) A final cumulative list of recipients including:
  - (i) Name;
  - (ii) Social security number; and
  - (iii) Award amount;
- (b) The total number of students receiving the award;
- (c) The total number of students eligible for award; and
- (d) The following demographic information provided in the aggregate:
  - (i) Year in school in which the student received the award;
  - (ii) Income data;
  - (iii) Age of recipient;
  - (iv) Gender of recipient;
  - (v) Independent or dependent status; and
  - (vi) Number of recipients registering for the following year or transferring to a four-year institution.