

DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Expiration Date
Bureau of Education & Training	February 24, 2016	

SUBJECT: Charles W. Riley Scholarship Program

APPLICABILITY: All Personnel

The Maryland Higher Education Commission (MHEC) offers the Charles W. Riley Scholarship Program for members of the firefighting, ambulance, and rescue organizations serving Maryland communities. This financial assistance is available to pursue credited courses that lead to a degree in fire service management, or public safety administration with a minor or concentration in fire service technology or fire management.

The deadline to submit an application for Fall 2016 and Spring 2017 courses is March 1, 2016.

HCDFRS personnel that are planning to attend undergraduate college courses, such as those associated with the Howard Community College and the Associates of Applied Science (AAS) in Fire Science and Leadership program, are encouraged to apply for the Charles W. Riley Firefighter and Ambulance and Rescue Squad member Scholarship Program.

Detailed information for the program is available at:

<http://www.mhec.state.md.us/financialAid/ProgramDescriptions/>

Please review the attached *Riley Frequently Ask Questions* document. Contact the Bureau of Education & Training if you require any assistance in this matter.

DEPARTMENT OF FIRE AND RESCUE SERVICES



Informational Bulletin

2016.01



Maryland Higher Education Commission
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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 MD CAPS starting in January. The application **and all supporting documents must be received by our office (not postdated) by March 1** to be considered 'on-time.'

2. How are awards determined?

For award year 2015-2016, all applications will be categorized as initial applicants, and ranked according to the submission date of their completed online application form. For award year 2016-2017 and thereafter, 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. Can I fax my application to Maryland Higher Education Commission?

No. Faxed copies of the application and supporting documents will not be accepted. Originals are required for most of the supporting documents.

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

You must apply online in our MD CAPS system at <https://mdcaps.mhec.state.md.us>. 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. You must also submit all required documentation by March 1st.

5. What is the awarding process?

If you are awarded, you will be notified by email in early May with an award offer. You must login to the MD CAPS system to accept your award within three (3) 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 MD CAPS system at: <https://mdcaps.mhec.state.md.us>

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. It is not wise to assume you will receive an award.