Guidelines for the Edward T. Conroy Memorial Scholarship Program

Approved: June 13, 2007

Guidelines for the
Edward T. Conroy Memorial Scholarship Program
AUTHORITY

The Edward T. Conroy Memorial Scholarship Program (Annotated Code of Maryland - Education Article Section 18-601) was consolidated with two other memorial scholarship programs in the 1990 Maryland General Assembly session. Under law (Annotated Code of Maryland - Education Article Section 18-204)

A. PURPOSE

The Edward T. Conroy Memorial Scholarship Program is designed to provide financial aid to sons and daughters of deceased, missing in action or prisoner of war United States armed forces personnel, sons and daughters of deceased public safety personnel, surviving spouses who have not remarried of deceased public safety personnel, disabled public safety personnel and sons, daughters and/or surviving spouses of victims of the September 11, 2001 terrorist attacks, attending a Maryland postsecondary institution.

B. DEFINITIONS

The following terms have the meaning indicated:

1. "State or local public safety employee" means as a person who is:
   i. a career or volunteer member of a fire department, ambulance/rescue company or squad;
   ii. a law enforcement officer;
   iii. a correctional officer; or
   iv. a Maryland resident who was a member of the Maryland National Guard at the time of death.

2. "Disabled public safety employee" means a state or local public safety employee who sustains an injury in the line of duty that precludes the individual from continuing to serve or be employed as a state or local public safety employee. If the individual is a volunteer member of a fire department, ambulance/rescue squad or company, the disability must preclude the member from continuing to be employed in a nonpublic safety occupation in which the member was engaged at the time of injury.

3. "Victim of the September 11, 2001 terrorist attacks" means a Maryland resident who was killed as a result of the attacks on the World Trade Center in New York City, the attack on the Pentagon in Virginia, or the crash of United Airlines flight #93 in Pennsylvania on September 11, 2001.

4. "Service connected" means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in the line of duty in the active military.

C. ELIGIBILITY

1. A. Be a son or daughter of a member of the armed forces or a State or local public safety employee who meets one of the conditions in B. below, and who is at least 16 years old and:
   i. with the exception of a spouse, son or daughter of a State or local public safety employee killed in the line of duty, must be a resident of Maryland;
   ii. a student at a Maryland high school at the time of application (2004 only); or
   iii. graduated from a Maryland high school within three months of application (2004 only).

B. The member of the armed forces or the State or local public safety employee must meet one of the following conditions:
i. served in the United States Armed Forces after December 7, 1941 and died or suffered a service connected 100% permanent disability as a result of military service;
ii. was declared to be a prisoner of war or missing in action as a result of the Vietnam Conflict on or after January 1, 1960;
iii. was a State or local public safety employee killed in the line of duty, or sustained an injury in the line of duty that renders the public safety employee 100% disabled; or
iv. was a victim of the September 11, 2001 terrorist attacks.

2. a surviving spouse (a person who has not remarried) of a State or local public safety employee killed in the line of duty or who sustained an injury in the line of duty that rendered the public safety employee 100% disabled;

3. a surviving spouse of a victim of the September 11, 2001 terrorist attacks:

4. a 100 percent disabled public safety employee; or

5. a Veteran who suffers a service connected disability of 25% or greater; and who has exhausted or is no longer eligible for federal veteran's educational benefits.

(Sections C.1.ii and C.1.iii shall remain effective for a period of 10 years and no longer be in effect as of June 30, 2014.)

C. AWARD AMOUNT

The annual award may not exceed the equivalent annual tuition and mandatory fees of a resident undergraduate at a 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, with the highest annual expenses for a full-time resident undergraduate.

Awards to the sons, daughters or spouses of victims of the September 11, 2001 terrorist attacks may not exceed the amount specified above when combined with any other scholarships received by a student based on the student's status as a child or spouse of a victim of the September 11, 2001 terrorist attacks.

D. APPLICATION PROCEDURES

Completion of a specific program application form is required for the Edward T. Conroy Memorial Scholarship Program. The application form is available from the Office of Student Financial Aid.

To apply, a student must provide:

1. a completed Application Form;
2. if a child is applying, a birth certificate showing the names of both parents;
3. if a spouse is applying, a marriage certificate; and
4. official verification from:
a) the United States Veterans Administration if the applicant's parent was killed, or suffered a service connected 100% permanent disability as a result of military service or is a prisoner of war or missing in action;
b) the United States Veterans Administration if the applicant is a Veteran who suffers a service connected disability of 25% or greater; and who has exhausted or is no longer eligible for federal veteran's educational benefits;
c) the State or local public safety personnel office if the applicant's spouse was killed in the line of duty;
d) the State or local public safety personnel office if the applicant's parent was killed in the line of duty;
e) the State or local public safety personnel office if the applicant, applicant's spouse or parent is a disabled public safety employee who sustained an injury in the line of duty that renders the public safety employee 100% disabled;
f) the nonpublic safety employer and the local public safety personnel office if the disability was a result of service while the applicant was a volunteer member of a fire department, ambulance/rescue squad or company; or
g) a copy of the death certificate that shows date, location and/or cause of death to have been as a result of the attacks on the World Trade Center, the Pentagon or the crash of United Airlines Flight #93 on September 11, 2001.

New applicants will be encouraged to apply by July 15 of each year, but applications will be accepted throughout the year. Awards will be made to students who apply after July 15 on a rolling basis as long as funds are available.

E AWARDING PROCEDURES

Eligible applicants who receive the Edward T. Conroy Memorial Scholarship will be notified of the award in writing. In order to accept an award, a recipient must provide the Office of Student Financial Aid with a written acceptance of the award.

The Office of Student Financial Aid may not award more than 15 scholarships annually to Veterans who suffer from a service connected disability of 25% or greater.

F. PAYMENT

Payment is made directly to the institution the applicant is attending. At the beginning of each school term, the institution will review Billing Rosters provided to certify that the recipient is enrolled.

Upon receipt of the institution's certification, the Office of Student Financial Aid will disburse the adjusted amount to be credited to the student's account.

G. RENEWAL AND CONTINUATION

An Edward T. Conroy Memorial Scholarship Program may be renewed on an annual basis for up to five years of full-time study or eight years of part-time study if the recipient:

1. is enrolled on at least a part-time basis in an eligible Maryland postsecondary institution; and
2. continues to meet all other eligibility requirements.
B. REVOCATION OF AWARD

An award will be revoked if any of the criteria stated in section F - Payment and section G - Renewal and Continuation are not met, or if the recipient makes any changes to name, address or any other information pertinent to the Edward T. Conroy Memorial Scholarship Program and fails to inform the Office of Student Financial Aid in writing.

I. APPEAL PROCEDURES

Appeals to decisions of ineligibility or revocation of an award are made to the Director of the Office of Student Financial Aid, All appeals must:

1. be in writing;
2. be submitted within thirty (30) days of notice of ineligibility or cancellation of award; and
3. detail reasons and/or circumstances that would justify reversal of the original decision.

The Director will review each case and issue a decision no later than forty-five (45) days after receiving the appeal. All decisions of the Director are final.
Edward T. Conroy Memorial Scholarship Program provides financial aid to:

- Sons and daughters of members of the United States armed forces who died as a result of military service or who suffered a service connected 100% permanent disability as a result of military service;

- A veteran who suffers a service connected disability of 25 percent or greater as a result of military service and has exhausted or is no longer eligible for federal veterans' educational benefits;

- POW/MIA's of the Vietnam Conflict and their sons and daughters;

- Sons and daughters and surviving spouses (who have not remarried) of victims of the September 11, 2001, terrorist attacks who died as a result of the attacks on the World Trade Center in New York City, the attack on the Pentagon in Virginia, or the crash of United Airlines Flight #93 in Pennsylvania;

- Sons, daughters and surviving spouses (who have not remarried) of State or local public safety employees or volunteers who died in the line of duty or who sustained an injury in the line of duty that rendered the public safety employee or volunteer 100% disabled; or,

- State or local public safety employees or volunteers who became 100 percent disabled in the line of duty.

**NOTE:** Public safety employee or volunteer must have been a resident of Maryland at the time of death or when 100 percent disabled declared. A veteran applicant must have a disability of 25 percent or greater and have exhausted or no longer be eligible for federal veterans' educational benefits.

Applicants, and their parents if dependent, must be residents of Maryland and attend a Maryland postsecondary institution. The amount of the Edward T. Conroy award is tuition and mandatory fees at the institution you attend, but cannot exceed $9,000 for the 2012-2013 academic year. Award amounts may not reflect subsequent tuition and fee increases made throughout the academic year.

The total dollar amount of all State scholarship awards may not exceed your cost of attendance, as determined by your school's financial aid office, or $19,000, whichever is less. Awards to the sons, daughters or spouses of victims of the September 11, 2001, terrorist attacks may not exceed $19,000 when combined with any other scholarships received by a student based on the student's status as a child or spouse of a victim of the September 11, 2001 terrorist attacks.

Awards may be held for five years of full-time (12 or more credits per semester) or eight years of part-time (6-11 credits per semester) attendance or a combination of both. Recipients may attend at either the undergraduate or graduate level. Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status.

**Application Process:** Initial applicants for the scholarship must submit the Edward T. Conroy Memorial Scholarship application form, with all required documentation, to the address below, and it must be received by July 15, 2012. Late applications will be considered as long as funds are available.

**Selection:** Awards are made annually, with renewal applicants given first priority. Initial applicants will be awarded based on the postmarked date of their completed application. The award amount is based upon enrollment status (full- or part-time), the cost of tuition and mandatory fees at the institution the recipient attends, and the number of eligible applicants. Late applications will be accepted; however, awards will only be made on the basis of available funds.

**NOTE: Awards are subject to the availability of funds.**

Complete and mail the application with required documentation to:

Prince George's Community College
Office of Student Financial Aid Bladen Hall Suite 121
Attention: Edward T. Conroy Memorial Scholarship Program
301 Largo Road
Largo, MD 20774

Under permissions of the America with Disabilities Act, the material is available in alternate formats. Please call (410) 260-4572, (800) 974-1024, or 9800(735-2258 TTY/Voice).