

ST. MARY'S COUNTY
FIRE/EMS SCHOLARSHIP PROGRAM
YEAR 2008 -2009

To: Fire/EMS Scholarship Applicant

Date: 28 June 2008

Enclosed you will find a brochure outlining the St. Mary's County Scholarship criteria for the 2008 - 2009 school year, an application form and a blank Agreement.

If you are interested in applying for this scholarship, please submit the following to the St. Mary's County Emergency Services Committee, Attention: Ms. Joyce Ford, Post Office Box 653, Leonardtown, Maryland 20650-0653.

1. Completed application form: Any items left unanswered on the application or attachments omitted may cause this application not to be processed.
2. Completed "Agreement": The "Agreement" is to be completed by entering your name on the first page and signing and printing your name on the second page. Please enter the date on the second page under your name. (If you are awarded a scholarship a completed copy of this document will be mailed to you.)
3. Completed IRS W-9, Request for Taxpayer Identification Number and Certification.
4. A copy of your acceptance letter into your post secondary education institution (not required for following year scholarship applications) AND a copy of your acceptance into the clinical portion of your studies (if applicable).

NO FAXED COPIES WILL BE ACCEPTED. The Scholarship Committee will review the information and make recommendations to the SMC ESC for approval. You will receive a letter by the end of August informing you of your status.

If you have any questions concerning this program, please contact Ms. Joyce Ford at (301) 475-4200 x 2112. Thank you for your interest in the St. Mary's County Fire/EMS Scholarship Program.

**GUIDELINES FOR ST. MARY'S COUNTY FIRE & EMS
EXTENDED EDUCATION SCHOLARSHIP**

Scholarships for courses leading to a certificate, diploma, or other evidence of qualification required for graduation from a recognized post secondary educational facility has been established by the Board of County Commissioners for St. Mary's County.

Scholarship Eligibility:

An active member is defined as a member that met the minimum program requirements for the previous calendar year in the Length of Service Program for Members of the Volunteer Fire Departments, Rescue Squads and Advanced Life Support Unit as defined in the Code of the County of St. Mary's, Maryland, Division 2, Code of Ordinances and Resolutions, Chapter 181 (LOSAP for VFD, VRS or ALS).

Scholarship awards will be made annually to active members of a St. Mary's County Volunteer Fire Department, Rescue Squad, or Advance Life Support Unit.

Scholarship Awards Process:

- (1) Applicants will make application to the St. Mary's County Emergency Services Scholarship Subcommittee by deadline dates established by the Emergency Services Committee.
- (2) Applicants will be selected from a pool of candidates recommended by the President, Chief or their designee of a St. Mary's County Volunteer Fire Department, Rescue Squad or the Advanced Life Support Unit.
- (3) The total funding available will be spread amongst the applicants that have met eligibility requirements, based on number of hours planned (max of 36 hours per year) and cost per credit hour, a properly submitted and completed application that has been approved by the ESC.

- (4) The recipients will furnish the County via the Emergency Services Committee Scholarship Sub-committee a signed Memorandum of Agreement with the initial application and the following as stated:
- a. Upon registration: A copy of the applicant's registration and bookstore receipts that indicates the dollars paid for tuition and course materials. Scholarship reimbursement will not exceed the amount of the scholarship awarded or the total cost of tuition and course materials.
 - b. Upon course completion: The institutions grade report showing satisfactory completion with a minimum of a 2.0 on a 4.0 scale or better.
 - c. Upon completion of yearly LOSAP paperwork: A document signed by the President, Chief, or their designee providing proof that the applicant met the minimum program requirements of LOSAP for VFD, VRS or ALS for the previous twelve months while attending these scholarship-subsidized classes.
- (5) On receipt of the above information the Scholarship Sub-committee will forward a Scholarship Payment Request with a copy of the registration receipt, book store receipt, and class grades to the County Finance Department via the Public Safety Department.
- (6) The County Finance Department will issue a check to the scholarship recipient.
- (7) Recipients of said scholarship shall be required to resubmit a valid application for each school year the scholarship is requested and the Scholarship Sub-committee will make renewal determination at that time.

ST. MARY'S COUNTY EMERGENCY SERVICES COMMITTEE

FIRE / EMS SCHOLARSHIP APPLICATION (2008-2009)

Name: _____ Date of Application: _____

Street/P.O. Box: _____ City _____ State _____ Zip _____

Phone # s(Home) _____ (Work) _____ (Cell) _____

S.S.# _____ Email Address: _____

EDUCATIONAL EXPERIENCE

High School: _____ Years attended: _____

Special courses and/or higher education if any: _____

Name of School: _____

Address of School: _____

Number of course credits hours to be taken under this scholarship. _____ Cost per credit hour. _____

Attach completed and signed Agreement, confirmation of acceptance to your application, and school literature that confirms the cost per credit hour.

FIRE/EMS EXPERIENCE

What department(s) do you currently volunteer in? _____

How long have you been a volunteer in this department(s)? _____ Prior year LOSAP points? _____

Do you have prior Fire/EMS experience; if so, where? _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if awarded this scholarship, falsified statements or omission of facts on this application shall be grounds for forfeiting the scholarship.

Date Signed: _____ Signature of Applicant: _____

**INFORMATION MUST BE EITHER HAND DELIVERED TO
THIS OFFICE OR POSTMARKED BY
31 July 2008
FOR SCHOLARSHIP CONSIDERATION.**

AGREEMENT NO. _____

ST. MARY'S COUNTY EMERGENCY SERVICES COMMITTEE (SMCESC)

THIS AGREEMENT is entered into this _____ day of _____, 2008, and is effective as of 1 Aug 2008, by and between St. Mary's County, Maryland, hereinafter referred to as "County" and _____, hereinafter referred to as "Applicant."

IN CONSIDERATION of the promises contained herein and the promises made to each, the parties do agree as follows:

ARTICLE I – REQUIREMENTS

The Applicant agrees to provide their registration receipt that includes the course names, number of hours and cost as well as courses material receipts for which this tuition is being paid within one month of enrollment.

The Applicant agrees to provide a copy of their grade report showing satisfactory completion with a minimum of a 2.0 on a 4.0 scale or better within two weeks of course completion. The grade report must identify the individual taking the classes, the classes taken, and the course grade.

The Applicant agrees to meet the minimum program requirements of LOSAP for VFD, VRS or ALS for the year in which they are enrolled.

- a) The Applicant agrees to provide a copy of their annual LOSAP form to the SMCESC within one month of the forms generation.

The Applicant agrees that should he or she later be reimbursed for tuition or books through another State of Maryland award program, they will repay Saint Mary's County for those funds that exceed the total costs incurred for tuition and books immediately upon reimbursement by the other program.

ARTICLE II – TERM

Notwithstanding any other provisions of the Agreement or other document to the contrary, the Student may terminate this Agreement at any time upon written notice; however, the Student may be subject to forfeiture of funds for the tuition program for which they have placed.

ST. MARY’S COUNTY, MARYLAND

Applicant

SMCESC Signature

Applicant Signature

SMCESC Printed Name

Applicant Printed Name

Date

Date