



**FIRE/EMS SCHOLARSHIP PROGRAM
YEAR 2023 -2024 (SMC FY2024)**

To: Fire/EMS Scholarship Applicant
Date: July 1, 2023

Enclosed you will find the guidelines outlining the St. Mary's County Scholarship criteria for the 2023 – 2024 school year, an application form, and a Scholarship Agreement template. Please note this is a one-time application process that covers courses to be taken during any of the semesters/quarters during the 2023 – 2024 school year. **Any coursework that falls outside the period 1 July 2023 through 30 June 2024 is not eligible for consideration under this program.**

If you are interested in applying for this scholarship, please submit the following to St. Mary's County Emergency Services, Attention: Angel Clem, P.O. Box 653, Leonardtown, MD 20650-0653. To be considered, your application must be received **on or before 31 August 2023**. The completed application package consists of the following:

1. Completed application form. Any items left unanswered on the application or any required attachments that are not included may cause the 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. Leave all other fields blank. (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 a post-secondary education institution (not required if a follow-on application from a previous year applicant) AND a copy of your acceptance into the clinical portion of your studies (if applicable).

No Faxed Copies will be Accepted. All documents submitted must contain either: original signatures handwritten in blue ink, or digitally encrypted date-stamped electronic signatures. The Emergency Services Board (ESB) will review the information and make recommendations to the Commissioners of St. Mary's County for approval. Once approval to award the scholarships to successful applicants has been granted, applicants will be notified of their scholarship status. **Notification to all program applicants is anticipated to be forwarded on or about 30 October 2023.**

Thank you for your interest in the SMC Emergency Services Board (ESB) Scholarship Program. If you have any questions concerning this program, please contact Angel Clem at (301) 475-4200 x 72111.

Sincerely,

Kiersten Shea, Deputy Director
Emergency Services



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

The St. Mary's County Fire & EMS Extended Education Scholarship program 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 Commissioners of St. Mary's County.

Scholarship Eligibility:

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. An active member is defined as a member that met the minimum program requirements for the previous calendar year in the Length of Service Award Program for Members of the Volunteer Fire Departments, Rescue Squads and Advanced Life Support Unit as defined in the Chapter 181 of the Code of the County of St. Mary's, Maryland.

Scholarship Awards Process:

- (1) Applicants will make application to the St. Mary's County Emergency Services Scholarship Board on or before 31 August 2023.
- (2) Applicants will be selected from a pool of candidates recommended by the President or Chief of a St. Mary's County Volunteer Fire Department (VFD), Volunteer Rescue Squad (VRS), or the Advanced Life Support (ALS) Unit.
- (3) The total funding available will be spread amongst the applicants that have met eligibility requirements, based on number of credit hours planned (max of 36 credit hours per year), cost per credit hour, and a properly submitted and completed application that has been approved by the Commissioners of St. Mary's County.
- (4) The recipients will furnish the Emergency Services Board a signed Memorandum of Agreement with the initial application and the following as applicable:
 - a. Upon registration: A copy of the applicant's registration and bookstore receipts that indicate the amount paid for tuition and course materials. Scholarship reimbursement will be the lesser of the amount of the scholarship awarded (plus any supplemental awards) 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 or better grade on a 4.0 scale.
 - c. Upon completion of yearly LOSAP paperwork: A document signed by the President, Chief, or other authorized designee providing proof **that the applicant met the minimum program requirements of LOSAP for the VFD, VRS or ALS for the previous calendar year.**
- (5) The effective date of all scholarships will coincide with the first day of the fiscal year in which applications are processed.
- (6) On receipt of the above information the Emergency Services will forward a Scholarship Payment Request with a copy of the registration receipt, bookstore receipt, and class grades to the for-payment processing.
- (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-board will make renewal determination at that time.



ST. MARY'S COUNTY EMERGENCY SERVICES BOARD
FIRE / EMS SCHOLARSHIP APPLICATION (2023- 2024)

Name: _____

Application Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email Address: _____

EDUCATIONAL EXPERIENCE

High School: _____

Years attended: _____

Special courses and/or higher education if any:

School Name: _____

School Address: _____

Number of course credits hours to be taken under this scholarship: _____

Cost per credit hour: \$ _____ .00/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

In which department(s) do you currently? _____

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.

Applicant Signature: _____

Date: _____

Recommended by: _____ (Chief/President)

Date: _____

Prior year LOSAP qualification verified by: _____ (Chief/President/Designee)

Date: _____



AGREEMENT NO. ESB24

COMMISSIONERS OF ST. MARY'S COUNTY

THIS AGREEMENT is entered into this _____ day of _____, 2023, and is effective as of 1 July 2023, by and between the Commissioner of St. Mary's County (County) and _____, Applicant.

IN CONSIDERATION of the promises contained in this Agreement, the parties do agree as follows:

ARTICLE I – REQUIREMENTS

- 1) 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.
- 2) 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.
- 3) Applicant agrees to meet the minimum program requirements of LOSAP for the VFD, VRS or ALS for the year in which they are enrolled.
- 4) Applicant agrees to provide a copy of their annual LOSAP form to the St. Mary's County Emergency Services Division within one month of the form's generation.
- 5) Applicant agrees that should he or she later be reimbursed for tuition or books through another State of Maryland award program, they will repay St. 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 this Agreement or other document to the contrary, Applicant may terminate this Agreement at any time upon written notice; however, Applicant may be subject to forfeiture of funds awarded pursuant to the tuition program.

By signing below, the parties agree to the provisions of this Agreement.

APPLICANT

COMMISSIONERS OF ST. MARY’S COUNTY

Applicant Signature

James R. Guy, Commissioner President

Applicant Printed Name

Date

Date

**INFORMATION MUST BE RECEIVED AT THE SMC
DEPARTMENT OF EMERGENCY SERVICES ON OR
BEFORE 31 August 2023 FOR SCHOLARSHIP
CONSIDERATION**

