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## RULES and REGULATIONS

### MONTGOMERY COUNTY CAREER FIRE FIGHTERS ASSOCIATION SCHOLARSHIP FUND 2010

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#### PURPOSE:

The purpose of the Montgomery County Career Fire Fighters Association Scholarship Fund is to provide financial assistance for dependent sons, daughters, legally adopted children of members as well as dependent children residing in the same household as the member of the Montgomery County Career Fire Fighters Association, IAFF Local 1664. To be eligible, the dependent must be financially supported by the member and planning to attend a university, accredited college or other institution of higher learning.

#### APPLICATION INFORMATION:

Inquiries and applications for the Montgomery County Career Fire Fighters Association Scholarship Fund should be directed to:

Montgomery County Career Fire Fighters Assn.  
MCCFFA - Scholarship Fund  
932 Hungerford Dr., Ste. 33-A  
Rockville, MD 20850

#### GUIDELINES FOR CONSIDERATION:

- You should complete this application only if you have a cumulative GPA of 3.0 or above.
- Be sure to answer all questions on this application. Be thorough and leave nothing blank.
- Scholarship recipients must currently be full time college students (minimum 12 credits/semester) or high school graduates who will be a full time college student for the coming fall in which the Scholarship is awarded.
- *Applications must be postmarked or delivered by April 30, 2010.*
- **You must have a 2009-2010 Free Application for Federal Student Aid (FAFSA) form submitted to qualify. A copy of the completed FAFSA form must accompany the application. ("FAFSA" is a required application in order to apply for Federal and State grants, work-study, and loans. It is also required to apply for aid from other sources, such as the State of Maryland or the college of your choice. The MCCFFA Scholarship Committee requires most of the information found on the FAFSA form. ) Failure to provide the FAFSA form will automatically remove your application from consideration. For more information go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) or call 1-800-433-3243**
- Scholarship recipients **must be under age 23 and be a dependent of a Member of IAFF Local 1664. If the Member is retired, the Member must have maintained membership as an Active Retiree continuously since the date of retirement.**

## SCHOLARSHIP APPLICATION INFORMATION:

### I. Scholarship awards

- A. The MCCFFA Scholarships will be awarded annually.
- B. Scholarship awards will be made no later than August 2, 2010.
- C. Scholarship recipients will be notified by letter from the President of the Montgomery County Career Fire Fighters Association.
- D. Previous winners may resubmit for a new scholarship; however, they will only be considered if there are not enough qualified applicants to receive the number of scholarships available who are not previous winners.

### II. Scholarship application process

- A. All applications and supporting materials must be mailed or hand delivered to the MCCFFA office. All applications and supporting materials **must be complete and in one envelope**. The application and supporting materials will become the property of the MCCFFA.
- B. Only scholarship applications and supporting materials received in the MCCFFA office postmarked or hand delivered by April 30, 2010 will be considered.
- C. Application and supporting materials shall include:
  1. A completed MCCFFA Scholarship Fund application form.
  2. An **official school transcript** and grade report from the school currently attending or most recently attended. The official school transcript should list all grade points earned and academic course work completed to date. (An **Official School Transcript** is a **sealed document** issued by a high school or college.)
  3. A brief statement (about 200 words) prepared by the applicant, which indicates their reasons for wanting to continue their education.
  4. Two (2) letters of recommendation **written within this current school year**. These letters should be from a teacher, school administrator, counselor, clergy, work supervisor, or military supervisor (active, reserve, or National Guard), who can address the qualifications and academic aptitude of the scholarship applicant. The required letters of recommendation may not be from immediate family members, close family friends, blood relatives, or relationships by marriage.
  5. A copy of your 2009-2010 Free Application for Federal Student Aid (FAFSA) completed application. A completed, downloaded version of the FAFSA form will be accepted.
- D. All applicants, both new and repeat, who are submitting a scholarship application and supporting materials are required to satisfy all application process requirements. Failure to provide any of the above stated materials will automatically remove your application from consideration.

### III. Educational institution classifications

- A. Eligible institutes of higher learning shall include any post-secondary institution requiring a high school diploma or Graduate Equivalent Degree (G.E.D.) for entry into the institution including:
  1. Any public or private four (4) year accredited college or university.

2. Any public or private two (2) year accredited college.
3. Any public or private accredited Vocational-Technical College or Training Institution.

**IV. Scholarship award disbursement**

- A. The scholarship award will be deposited with the university, college or institution of higher learning to which the student is admitted, accepted and will attend.
- B. The award money is credited to an account in the individual's name to be drawn upon for:
  1. Fees or charges required for tuition.
  2. Fees or charges for room and board while attending school.
  3. Expenses for textbooks, course work, lab fees and other materials as required by a course instructor (e.g., goggles, art/drawing supplies, glass slides, etc.) for required course assignments or projects.
- C. Scholarship awards are not transferable to another individual or institution and are forfeited by the recipient upon withdrawal from the institution where the scholarship award was disbursed by the MCCFFA, or upon failure to meet the institutions appropriate standards of academic achievement, conduct, or character.
- D. In the case of board certified medical physician's diagnosis of a chronic or acute illness or traumatic injury which intervenes in the ability or eligibility of a scholarship recipient to enter or continue academic studies at the university, college or institute of higher learning, the payment of scholarship monies may be suspended for a period of twelve (12) months.
- E. In the event a scholarship recipient's educational endeavors are interrupted during the period of the scholarship award year as a result of being called to active duty under Title 10 of the United States Code on National Guard Duty in State Status, the scholarship award money shall be held by the IAFF Local 1664 for a period of not more than twenty-four (24) months, unless the time for active duty is extended by the military authority.
- F. The MCCFFA will issue an award letter to the academic institution stating that any funds paid by the student's family up to the award amount are to be refunded.

**V. Scholarship recipients will be selected based upon:**

- A. Previous academic performance. (High school grades for new college entrants and cumulative college grade point average and academic performance for college applicants). A minimum satisfactory academic performance of a 3.0 on a 4.0 scale is required for all scholarship recipients.
- B. The applicant's financial needs record (according to the FAFSA).
- C. The applicant's written statement (see II-C- (3)).
- D. The accompanying letters of recommendation.

**VI. Consideration of Scholarship Applications**

- A. The Scholarship Committee shall review the applications and make its recommendation to the Executive Board
- B. After review of the recommendation from the Scholarship Committee and related materials, the Executive Board shall, in its sole discretion, decide upon the granting of any scholarship.