

# Jack F. Tolbert Memorial Student Grant Program 2017-2018 Information Sheet

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Maryland Higher Education Commission  
Office of Student Financial Assistance  
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**Program:** The Jack F. Tolbert Memorial Student Grant Program provides financial assistance to full-time students, who are Maryland residents and attend approved private career schools in Maryland. This grant honors the memory of Jack F. Tolbert who was a respected leader in the private career school industry in Maryland and was also a school owner. The Maryland Office of Student Financial Assistance (OSFA) works in partnership with private career schools to identify recipients to receive this grant. This award is competitive and given out on the basis of the financial need. Not all students who apply, and who are eligible, will be given an award due to program funding limitations.

**Grant Amount:** The grant is **\$500 per year** and may be renewed for one additional academic year. This grant may be used for **tuition only**.

**Student Eligibility:** In order for a student to be eligible for a Tolbert Grant, the student must be:

- enrolled in a private career school that is approved by the Maryland Higher Education Commission and is eligible to participate in this program;
- enrolled full-time (at least 18 hours a week) in a program of 100 hours or more;
- a Maryland resident;
- a US citizen or eligible non-citizen; and,
- Pledge to remain drug free during the term of the award.

## Application Process:

1. Interested students must obtain from the school a Tolbert Grant application and file a Free Application for Federal Student Aid (FAFSA). The FAFSA is a federal document used to collect student financial data, at no charge to the applicant. Students may file a FAFSA electronically by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). After submitting the FAFSA to the federal processor, the student will receive a Student Aid Report (SAR) either via email or regular mail. The Tolbert Grant Program is **not** a federal program.
2. The completed Tolbert Grant application and SAR should be given to the Tolbert contact person at the student's school.

**Selection of Grant Recipients:** The school will rank and select the candidates based on the student's Expected Family Contribution (EFC). This is information that is reported on the SAR. Selection of candidates will be made by the head of the school, a designated individual, or by the school's selection committee. Students with the lowest EFC will be given first priority. The number of candidates that the school can select is determined by the enrollment of the school.

**Deadlines:** The school will announce and publish deadlines.

**Payment:** When OSFA has processed the candidates' information, OSFA then will distribute the funds directly to the school. The school will distribute the funds to the students' accounts within five business days after receiving the funds.