

**ENROLLED FOR LESS THAN 12 CREDIT/
CREDIT COMPLETION APPEAL**
EA/GA/2+2 Programs
FINANCIAL AID OFFICER CERTIFICATION FORM

This form is required, and must be completed by a financial aid officer at your institution.

You are required to include this form when submitting the following appeal requests:

- Enrolled for less than 12 credits
- Credit Completion

Student Information:

STUDENT FULL NAME: _____

STUDENT'S SSN OR MHEC ID: _____

INSTITUTION NAME: _____

Financial Aid Officer Certification:

Your appeal will not be granted if you have been awarded a Maryland State Part-time grant by your financial aid office. Please have your financial aid office representative complete the following:

I certify that the above listed student has not been awarded a Maryland State Part-time grant by this institution for the semester(s) outlined above.

FORM COMPLETED BY: _____
Print Full Name

FAO SIGNATURE: _____

TITLE: _____

INSTITUTION NAME: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____ / _____ / _____

IMPORTANT: All appeal requests must be submitted online. Students are required to upload this form, and all required documents, at the time their appeal is submitted.

The Financial Aid Officer **must return the completed certification form to the student.**

The form must be completed by the following deadlines:

Fall Deadline: October 15

Spring Deadline: March 15