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**FIRE/EMS SCHOLARSHIP PROGRAM  
YEAR 2024 -2025 (SMC FY2025)**

To: Fire/EMS Scholarship Applicant  
Date: July 1, 2024

Enclosed you will find the guidelines outlining the St. Mary's County Scholarship criteria for the 2024 – 2025 school year, an application form, and a Scholarship Agreement template. Please note that is a one-time application process that covers courses to be taken during any of the semesters/quarters during the 2024 – 2025 school year. Any coursework that falls outside the period 1 July 2024 through 30 June 2025 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. Please note that all applications, in order to be considered, must be received on or before 31 August 2024. 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.** 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 2024.

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,

Jennifer Aubert-Utz, 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 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 Process:

- (1) Applicants will make application to the St. Mary's County Emergency Services Scholarship Board on or before 31 August 2024.
- (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 St. Mary's County Board of County Commissioners.
- (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 (2024- 2025)**

Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Street/P.O. Box: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

SSN: \_\_\_\_\_

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.

Signature of Applicant: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Recommended by: \_\_\_\_\_ (Chief/President)

Date: \_\_\_\_\_

Prior year LOSAP qualification verified by: \_\_\_\_\_

(Chief/President/Designee)



**AGREEMENT NO. ESB25**

**COMMISSIONERS OF ST. MARY'S COUNTY**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, and is effective as of 1 July 2024, 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 the 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 SMC ES within one month of the form's 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

\_\_\_\_\_  
Commissioner President

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
James R. Guy

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**INFORMATION MUST BE RECEIVED AT THE SMC  
DEPARTMENT OF EMERGENCY SERVICES ON OR BEFORE  
31 August 2024  
FOR SCHOLARSHIP CONSIDERATION**

