

**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: \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

**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**