



COLLEGEBOUND FOUNDATION

To College. Through College.

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I. Background

The CollegeBound Foundation (CBF) inspires and empowers Baltimore City students to achieve their postsecondary goals by providing the tools, knowledge and financial resources essential for success.

Frostburg State University (FSU or University) is a student centered teaching and learning institution featuring experiential learning opportunities. The University offers students a distinctive and distinguished baccalaureate education along with a select set of applied master's and doctoral programs. The University serves regional and statewide economic and workforce development; promotes cultural enrichment, civic responsibility, and sustainability; and prepares future leaders to meet the challenges of a complex and changing global society.

II. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly define the roles and responsibilities of each party as it relates to: (1) scholarship match, eligibility requirements and implementation procedures; (2) a plan to promote existing student support services and to fully engage resident scholars in relevant retention programs; (3) a plan to collaborate on pre-college outreach efforts that Frostburg State University and CBF provide to increase college matriculation among Baltimore City students; (4) an agreement to collaborate on evaluation, research and possible publications related to the persistence and academic performance of CBF scholars; and (5) a commitment to collaborate to raise awareness of the CBF scholarship opportunity and to promote application and renewal by all potentially eligible students. CBF and FSU intend for this partnership to result in greatly increased opportunities for Baltimore City's graduates and a national model for successful urban P-16 partnership.

In particular, this MOU is intended to: (1) provide a written pledge of collaboration between CBF and the University; and (2) outline information to be shared between CBF and the University to evaluate the efficacy of agreed upon financial support and services.

III. Responsibilities under this MOU

1. Scholarship Match and Eligibility Requirements

- a. CBF scholarship amounts are determined by students' Expected Family Contribution (EFC) as determined on the Free Application for Federal Student Aid (FAFSA), the

postsecondary institution the student attends and the student's enrollment level. In 2016-17, the amount awarded by CBF to full-time students attending Frostburg State University was \$33,000.

- b. Based on the CBF funding levels as outlined above, during academic year 2017-2018 Frostburg State University will provide matching funds to all CBF scholarship recipients up to \$50,000. However, matching amounts are subject to proration as noted below.
- c. Scholarship Payment Provisions:
 - i. Students must demonstrate financial need each year as determined by results of the FAFSA and must comply with all verification requirements of the institution. FAFSA forms must be submitted by the published deadline.
 - ii. Students must be receiving a scholarship from the CBF in the semester they receive FSU matching funds.
 - iii. When meeting a student's financial need, federal and state grants will be first, the CBF award will be second, followed by the institutional match. Grants and scholarships will always precede work-study and loan awards toward meeting a student's financial need.
 - iv. Students must be meeting the Satisfactory Academic Progress (SAP) requirements and maintain at least a 2.0 cumulative Grade Point Average (GPA) to receive a CBF Scholarship and FSU matching funds, or must improve their academic standing within a one-term grace period to continue to receive CBF and FSU matching scholarships.
 - v. Students must enroll full-time (12 credit hours or more; remedial courses included) each term to receive the full amount of CBF and FSU matching funds. CBF and FSU matching funds will be prorated at three-quarter and half-time enrollment status. Students enrolled less than half-time will not receive CBF or FSU matching funds.
 - vi. Each semester, CBF will provide FSU with the names, birthdates and student identification numbers for all CBF scholars and candidates enrolled at the University no later than July 1 for the fall semester and December 1 for the spring semester.
 - vii. Each semester, FSU will provide using a secure means of transmission (encrypted electronic transmittal) the following information to CBF for each CBF candidate: enrollment level, financial aid status, financial aid completion date, expected family contribution, cumulative grade point average and satisfactory academic progress status, provided that CBF shall obtain the express consent and authorization of each scholarship recipient for the release of such information at the time of application. All candidates for the CBF Scholarship provide authorization for data release and exchange during the application process. CBF shall maintain student files containing data release authorization and will provide

verification of students' releases upon request. Should the University require additional data release authorization, it will be responsible for obtaining releases from FSU students who are candidates for the CBF Scholarship. If a student's financial aid status is not "Eligible for Disbursement," the FSU Office of Financial Aid will provide notes explaining why, so that CBF may assist with student follow-up. CBF will provide an encrypted protected spreadsheet for collecting this information. FSU will include the requested information and return the completed spreadsheet to CBF at least 15 business days before the scholarship payment is needed.¹

- viii. In the case of a financial aid "over award" (i.e., when the expected family contribution and accepted aid exceed the student's cost of attendance), Frostburg State University must comply with federal regulations and will follow the Office of Financial Aid over award policy by reducing aid accordingly.
- ix. Upon receipt of the completed spreadsheets of information necessary to process the scholarship awards, as described above, within fifteen (15) business days CBF will send payment to FSU for each scholarship recipient.
- x. If CBF submits payment for a student who does not enroll at least half-time or reduces to less than full-time enrollment by the end of the semester's add-drop registration period, FSU will return funds directly to CBF and FSU matching funds will be adjusted accordingly.
- xi. CBF will notify FSU of any changes in the CBF program definition or eligibility criteria, including the maximum eligible Federal EFC, prior to the change being implemented. The University may alter the amount of grant match upon learning of CBF changes, and will notify CBF of such changes before they go into effect.
- xii. FSU and CBF will review the above terms and conditions on an annual basis to ensure that the best interest of all students is being served and that the matching program remains in compliance with institutional and Federal Title IV financial aid rules and regulations.

2. Student Support Services

- a. FSU agrees to provide the opportunity for CBF scholars enrolled at FSU to apply for membership in FSU's TRiO Student Support Services program. Every effort will be made to enroll CBF scholars in the TRiO SSS program; however, space is limited. CBF scholars will be encouraged to participate in any other campus program or new initiatives designed to bolster low-income and underrepresented students' persistence.
- b. FSU will assign each enrolled CBF scholar and candidate a freshman orientation advisor, who also serves as the instructor for the Introduction to Higher Education course. It is a required 1-credit orientation class for all first-time students. Through

¹ As part of the scholarship application each FSU student must provide CBF with signed authorization to access his/her postsecondary records.

FSU advisors, FSU will devote special attention to CBF scholars and candidates in encouraging participation in University programs designed to support persistence. The FSU Center for Academic Advising and Retention (CAAR) will appoint a staff liaison to inform advisors of any CBF scholars in their advisory and help monitor students' academic progress and social integration.

- c. The responsibilities of the FSU CAAR staff liaison will be as follows:
 - i. The FSU CAAR staff liaison will work collaboratively with CBF Associate Program Director of College Completion or designee.
 - ii. The FSU CAAR staff liaison, in collaboration with assigned advisors, will refer CBF scholars and candidates to appropriate support programs and track their participation.
 - iii. Upon admission, the FSU CAAR staff liaison, in collaboration with CBF Associate Program Director of College Completion, will ensure new CBF candidates and scholars are registered for Preview FSU (the summer orientation program organized by FSU), and make every effort to have the cohort attend the same session, as well as preferably register for one of the earlier scheduled Preview FSU programs. Whenever possible, the CBF staff will participate in the Preview FSU orientation.
 - iv. During the fall and spring semesters, the FSU CAAR staff liaison and CBF Associate Program Director of College Completion or designee will meet, either separately or together, with the new and returning CBF scholars in order to monitor their academic and social progress.
 - v. CBF must verify meetings with the CBF scholars on campus, and the campus advisor will provide regular updates on CBF scholars each semester.
 - vi. First year CBF scholars will have a mentor in the FSU peer mentor program for ORIE students. If CBF wants students to have peer mentors beyond the first year, FSU CAAR staff liaison will provide referral to CBF of upper-class students to mentor the new CBF scholars.
 - vii. The Center for Academic Advising and Retention will track student academic performance in accordance with the Academic Standards guidelines enforced by the Provost's Office. In accordance with FERPA, FSU will track CBF scholars' and candidates' performance and share persistence and achievement data with CBF staff. The FSU Office of Financial Aid, in conjunction with the CBF advisor, will ensure students are aware of requirements for making Satisfactory Academic Progress (SAP) to maintain financial aid eligibility.
- d. CBF and Frostburg State University may collaborate to develop or implement new strategies related to persistence of CBF scholars and candidates.

3. Pre-College Outreach

- a. CBF and Frostburg State University agree to collaborate on outreach efforts that target Baltimore City students. Both organizations will designate specific staff as “outreach liaisons” whose responsibilities will include the sharing of relevant information on college access strategies and programs that promote college access among Baltimore City students. Whenever possible, FSU will collaborate with CBF staff to execute joint programs and events, including, but not limited to, events and information sharing designed to assist Baltimore City’s students with:
 - i. Completing and submitting applications to FSU;
 - ii. Ensuring that all supporting application materials have been received at FSU so that an application decision can be made;
 - iii. Determining students’ intent to enroll at FSU so students can attend Preview FSU;
 - iv. FAFSA Completion;
 - v. Registering for the MD CAPS through the Maryland Higher Education Commission (MHEC);
 - vi. Tips and advice on writing strong scholarship essays; and
 - vii. College assessment testing preparation (FSU can provide information about practice tests).

4. Evaluation and Research

Provided the CBF scholar has a FERPA release on file at FSU, CBF and Frostburg State University agree to collaborate on evaluation and research to determine CBF scholars’ and candidates’ persistence rates and academic performance, and, where appropriate, to highlight this information in publications. To support data-informed CBF Scholarship policy improvements, annually Frostburg State University will provide to CBF the complete financial aid packaging information for all CBF candidates, including total cost of attendance, expected family contribution, federal grants, state grants, institutional grants and scholarships, external scholarships, work study, and loans.

5. CBF Scholarship Marketing

CBF and FSU agree to collaborate to publicize and promote the CBF scholarship and scholars appropriately on campus, including but not limited to, at events and in campus media outlets

IV. **MOU Modification and Termination**

1. It is mutually understood and agreed by and between the parties that:
 - a. This MOU may be modified by mutual agreement of CBF and Frostburg State University.
 - b. This MOU will be revisited each spring in preparation for the upcoming academic year.
 - c. The MOU may be terminated with thirty (30) day notice by either party.

V. Effective Date and Signatures

This MOU shall be in effect upon the signatures of the organizations' authorized officials. It shall remain in force until terminated as described in Section IV. Agreement is indicated by signatures and date below.

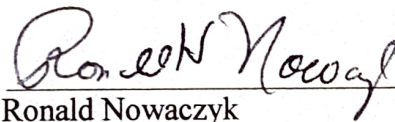
CollegeBound Foundation



Name: JIMMY TADLOCK
Title: Program Director

Date: 2/27/2017

Frostburg State University



Ronald Nowaczyk
President

Date: 2/16/17