



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

## Mayor's Scholars Undergraduate Program

### Program Overview and Policy

*Document Updated: January 2025*

#### **Overview of Program**

The goal of the Office of the State Superintendent's (OSSE's) Mayor's Scholars Undergraduate Program (Mayor's Scholars) is to increase educational access and provide increased postsecondary options for students and families residing in the District of Columbia. The program provides need-based funding for eligible District of Columbia residents earning their first associate or bachelor's degree at select regional colleges and universities. The program is a last-dollar<sup>1</sup> award designed to fill the gap between a student's financial aid package and the cost of attendance.

The program serves returning Mayor's Scholars awardees as well as new applicants.

#### **Applicant Eligibility**

The program serves two applicant groups: (1) Returning Awardees and (2) New Applicants. Eligibility criteria are separate, but similar for each group.

- **Returning awardees** of the Mayor's Scholars Undergraduate Program were awarded funds during the school year immediately prior to the application season (example: Student received Mayor's Scholars funding in the 2023-24 school year and is applying for 2024-25 funding).
- **New applicants to the Mayor's Scholars Undergraduate Program** are or will be:
  - A graduate (or expected graduate) of a public high school in the District of Columbia (including District of Columbia Public Schools and public charters), within the 15 years preceding the submission of their application;<sup>2</sup> **OR**
  - A District of Columbia resident who passed the GED exam or earned a diploma through the National External Diploma Program (NEDP), within the 15 years preceding the submission of their application.<sup>3</sup>

Applicants who fit into one of these groups will also need to meet District of Columbia (DC or District) residency, academic, and financial eligibility requirements to be eligible for Mayor's Scholars. Eligible applicants must complete and submit all required forms by the program application deadline to be considered for a Mayor's Scholars award.

#### **Residency Eligibility Requirements**

Applicants must be able to demonstrate that they have been a resident of the District for the 12 months preceding the submission of their application.

---

<sup>1</sup> A last-dollar award is funding provided after a student has exhausted all other financial resources, including federal grants, institutional aid, and scholarships, with the exception of DC-CAP's Last Dollar Award. Student loans are not factored into the award calculation.

<sup>2</sup> In the original application cycle (fall 2015), only 2015 high school graduates were eligible to apply, as well as home schooled students. These criteria were changed in spring 2016.

<sup>3</sup> In the original application cycle (fall 2015) adult applicants were required to be enrolled (within three years) in an OSSE-funded CBO or school, and to have passed the GED within the previous 12 months. These criteria were changed in spring 2016 to within 10 years and again in spring 2021 to within 15 years.

To prove their eligibility, applicants must submit acceptable proof of District of Columbia residency with their application to the program. A list of acceptable proof of residency documents for the Mayor's Scholars application is available in the [Appendix](#) of this Policy Document.

Applicants who complete the District of Columbia Tuition Assistance Grant (DCTAG) OneApp and submit all eligibility documents necessary for completion of the DCTAG application for the current award/application cycle do not need to re-submit proof of residency documentation with their Mayor's Scholars application, as program staff will confirm applicant's proof of residency using the applicant's DCTAG application records. If an applicant is not eligible for the DCTAG program or did not complete a DCTAG application for the current award/application cycle, the applicant must submit supporting proof of residency documents with their Mayor's Scholars application for the current award/application cycle. As is stated above, a list of acceptable proof of residency documents for the Mayor's Scholars application is available in the [Appendix](#) of this Policy Document.

Typically, an applicant's District of Columbia residency is determined by their parent/guardian's residency. OSSE follows the guidance and policy of the federal government Free Application for Federal Student Aid (FAFSA) with regard to student/parent dependency situations.

### **Academic Eligibility Requirements**

Academic eligibility requirements are established to allow OSSE to understand and ensure each applicant's commitment to higher education, and to indicate that program funds will be used to support progress toward completion of a postsecondary degree. The academic eligibility requirements are intended to be parallel for all applicants while allowing for each applicant type to use specific types of documentation to demonstrate academic progress. Please see the details below regarding applicant academic eligibility proof and documentation.

#### *Academic Eligibility Requirements for Mayor's Scholars Applicants*

- **New applicants to the Mayor's Scholars program who are current or recent high school students (have graduated or will graduate between 2010-2025)** must have graduated with a final grade point average (GPA) of 2.5 or higher and must provide their final transcript as a part of their application to the Mayor's Scholars program. If an applicant provides a current, but not final (post-graduation) high school transcript, Mayor's Scholars staff will request a final transcript prior to approval for the program, if an applicant meets all other program eligibility requirements.
- **New applicants who are pursuing a GED/NEDP** at the time of application to the Mayor's Scholars program (have graduated or will graduate between 2010-2025) must provide a letter of recommendation from a teacher, professor, program director, principal, dean, advisor, or supervisor at the high school, employer, or community-based organization.
- **Returning applicants to the Mayor's Scholars Undergraduate Program** must provide their final college or university transcript (unofficial or official). Each college or university has their own Satisfactory Academic Progress (SAP) standards and/or definition, but typically, SAP requires a GPA of 2.0 or higher in addition to minimum credits earned.
- **New applicants who are already enrolled in a Mayor's Scholars-approved college or university**, but are not current Mayor's Scholars awardees, must have either graduated from high school (and earned a diploma) with a final GPA of 2.5 between 2010-2025 or earned a GED/NEDP between 2010-2025. Those who graduated high school between 2010-2025 must provide their final high school transcript as a part of their application. Those who earned their GED/NEDP between 2010-2025 must provide a letter of recommendation from a teacher, professor, program director, principal, dean, advisor, or supervisor at the high school, employer, or community-based organization as a part of their application. All applicants in this category must provide a final college or university transcript (unofficial or official) to demonstrate a college GPA of 2.0 or higher from their most recent semester.

Once enrolled in an eligible college or university an applicant must meet SAP requirements each semester to maintain academic eligibility for Mayor’s Scholars. Online courses are allowable if they satisfy institution requirements for SAP. If a program participant does not meet SAP at the end of an academic year, they will not be eligible to re-apply for Mayor’s Scholars the next academic year. However, after one year of ineligibility based on academic minimums, an applicant may re-apply for Mayor’s Scholars funds if their college or university determines they have met SAP requirements. As a Mayor’s Scholars awardee, to be eligible to apply for the upcoming award year and to continue to receive funding in subsequent years, you must earn a minimum of 12 credits per academic year (if pursuing an associate degree) or 24 credits per academic year (if pursuing a bachelor’s degree).

***Degree-seeking Enrollment Requirement***

An applicant must be working toward their first associate or first bachelor’s degree to be eligible for Mayor’s Scholars award funding.<sup>4</sup> Applicants who have completed an associate degree and are seeking to complete their first bachelor’s degree can apply as a returning student to the Mayor’s Scholars program, but maximum award caps and time limits still apply. Please note that an individual who has previously received a bachelor’s degree is not be eligible to apply for a Mayor’s Scholars Undergraduate Program award.

***Enrollment at an Eligible, Approved College or University Requirement***

Applicants must be enrolled or accepted to enroll in courses at a college or university that has been deemed eligible for participation in Mayor’s Scholars for the upcoming school year. The criteria used to determine college or university program eligibility is provided in this policy document under the *Institutional Eligibility* section.

**Table 1. Mayor’s Scholars Eligible Colleges and Universities**

American University
Bowie State University
Capitol Technology University
Catholic University of America
College of Southern Maryland
Gallaudet University
George Mason University
George Washington University
Georgetown University
Howard University
Marymount University
Montgomery College
Northern Virginia Community College
Prince George's Community College
Trinity Washington University
University of Maryland-College Park
University of Maryland Global Campus <sup>5</sup>
University of the District of Columbia
Washington Adventist University
Yeshiva College of the Nation’s Capital

*List updated Jan. 8, 2025.*

<sup>4</sup> This clarification was added in 2019.

<sup>5</sup> Previously known as University of Maryland-University College.

### Financial Eligibility Requirements

Typically, an applicant’s financial need is determined by their parent/guardian’s financial situation. OSSE follows the guidance and policy of the FAFSA regarding student/parent dependency situations.

Applicants must have a District of Columbia household taxable income below 300 percent of the poverty guidelines to be eligible for the Mayor’s Scholars program. The poverty guidelines are updated periodically in the Federal Register by the US Department of Health and Human Services under the authority of 42 U.S.C. §9902(2).<sup>6</sup>

**Table 1. Income Eligibility Table 2025-26 Award Year**

Household Size	Maximum Annual Income
3 or fewer	\$79,950
4	\$96,450
5	\$112,950
6	\$129,450
7	\$145,950
8	\$162,450

*For families/households with more than eight persons, add \$16,500 for each additional person.*

Source: [2025 Federal Poverty Guidelines](#) (updated annually in January)

Applicants can prove their financial program eligibility through completion of District of Columbia taxes or other approved documents as detailed in the [Appendix](#). Applicants can also be deemed financially eligible for Mayor’s Scholars based on their participation in the District of Columbia’s Temporary Assistance for Needy Families (TANF) program or the Supplemental Nutrition Assistance Program (SNAP). Applicants may also demonstrate financial eligibility by providing a receipt of services from the District of Columbia’s homeless services continuity of care system.

### Institutional Eligibility Requirements

The list of colleges and universities eligible for participation in the Mayor’s Scholars program is reviewed annually in January and updated as necessary for the next application cycle. Eligibility of institutions of higher education<sup>7</sup> for participation in Mayor’s Scholars is determined based on the following:

1. The college or university’s non-profit status;
2. Whether the college or university is located in the District of Columbia, Maryland, or Virginia metropolitan statistical area (DMV) *and* within a 40-mile radius of the US Capitol Building (i.e., within 40-mile radius of the 20004 ZIP code);
3. Whether the college or university’s program offerings include associate and/or bachelor’s degrees, and two-year and/or four-year programs; and
4. Whether the college or university is in good standing with:
  - the institution’s regional and/or national accreditor (to confirm institution standing, OSSE will use the [Database of Accredited Postsecondary Institutions and Programs from US Department](#)

<sup>6</sup> Change from use of Expected Family Contribution to household taxable income occurred in Jan. 2022. Current Federal Poverty Guidelines can be found at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

<sup>7</sup> The general definition of institution of higher education may be found in the Higher Education Act of 1965, as amended in 1998 ([P.L. 105-244](#)).

- [of Education](#) (DAPIP) to identify the college or university’s correct accreditation body, and then verify the college or university’s status on the specific accreditor’s listing<sup>8</sup>),
- the US Department of Education Federal Student Aid office (to confirm institution standing, OSSE staff will review the U.S. Department of Education’s Federal Student Aid [Federal School Code List](#) to ensure the college or university is listed there, indicating Title IV eligibility), and
  - the District of Columbia Higher Education Licensure Commission (HELC) or, if the college or university is in the District, has received/maintained good standing through the institutional reciprocity process via the State Authorization Reciprocity Agreement (NC-SARA), and, if the college or university is not in the District, has received/maintained good standing with the college or university’s state licensure agency.

To determine or affirm nonprofit status and location, Mayor’s Scholars program staff will use College Navigator to search for colleges and universities that meet the Mayor’s Scholars institutional eligibility criteria, which includes: (a) location in the District of Columbia, Maryland, or Virginia; (b) offering of associate’s, bachelor’s, two-year, and/or four-year programs; (c) public or private, nonprofit status. Using the College Navigator output, the staff will use online mapping tools to identify the college or university’s distance from the US Capitol building (First Street SE, Washington, DC, 20004) and order all colleges and universities by distance. Additionally, for each distance-eligible institution, staff will add information noting whether the college or university’s location is within a county or independent city within the DMV.

Further, all distance and DMV-eligible institutions (within a 40-mile radius of the 20004 ZIP code and within the metropolitan statistical area) will be verified by staff as in good standing with the appropriate licensure and accreditation bodies, at the local, regional, and national levels. When reviewing the institution’s record on DAPIP, as long as the date of the search remains between the college or university’s “Accredited since” and “Next Review” dates, program staff will consider the college or university in good standing with their accreditor(s). Program staff will verify the college or university’s status on the specific accreditor’s listing if the college or university’s status is unclear from the DAPIP record.

For reference, the statistical DMV metropolitan area includes the following:

*Counties in Maryland:* Calvert, Charles, Frederick, Montgomery, and Prince George’s.

*Counties in Virginia:* Arlington, Clarke, Culpeper, Fairfax, Fauquier, Loudoun, Prince William, Rappahannock, Spotsylvania, Stafford, and Warren.

*Independent cities in Virginia:* Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park.<sup>9</sup>

### **Student Application Process**

The Mayor’s Scholars application is an online application that is available on the OSSE website ([osse.dc.gov/MayorsScholars](https://osse.dc.gov/MayorsScholars)). The online application process is the same for all Mayor’s Scholars applicant types. Applicant timelines vary for semester-based applicants who complete their NEDP or earn a GED in the current school year.

All applications for the Mayor’s Scholars program must be submitted with all accompanying supporting documents (see the [Appendix](#) and Table 4. *Mayor’s Scholars Undergraduate Program Required Application*

---

<sup>8</sup> Per DAPIP webpage, “This reported information is not audited. The U.S. Department of Education cannot, therefore, guarantee that the information contained in the database is accurate, current, or complete. For the most accurate and current information, contact the appropriate agency.”

<sup>9</sup> The statistical DMV Metropolitan area (also known as the Metropolitan Statistical Area (MSA)) listed in this policy follows that of the [U.S. Bureau of Labor Statistics](#).

Documents for a list of necessary supporting documentation) using the timelines presented in Table 3. *Mayor’s Scholars Undergraduate Program Application Timeline*.<sup>10</sup> Applicants are strongly encouraged to submit all documents electronically and will only be able to submit documents in-person in the case of an extenuating circumstance.

**Table 3. Mayor’s Scholars Undergraduate Program Application Timeline 2025-26 Award Year**

Traditional School Year 2025-26 award year	
All eligible applicants	
Application Opens	Feb. 3, 2025
<b>Application Due</b>	<b>Aug. 15, 2025, at 3 p.m.</b>
Award Amount	Up to \$4,000
Award Period (Enrollment)	2025-26 school year

**Application Information**

Applicants are required to submit their personal information (name, contact information, parent/guardian information) through the online application.

Applicants must provide their academic information (transcripts with graduation year, GPA and/or test scores, and planned eligible college or university enrollment). They must also submit proof of enrollment in the form of a financial aid award letter provided by their approved college or university.

Students who are awarded Mayor’s Scholars semester-based funding will be eligible to reapply for the traditional Mayor’s Scholars funding for the following school year as returning applicants. *If a student earns a GED or completes their NEDP after April 15 or June 30, they should apply during the next application period.*

For additional assistance, contact Mayor’s Scholars Undergraduate Program Manager at [Melanie.Fleming@dc.gov](mailto:Melanie.Fleming@dc.gov) or (202) 741-6406.

---

<sup>10</sup> The deadline each year is subject to change based on a variety of circumstances.

**Table 4. Mayor’s Scholars Undergraduate Program Required Application Documents**

Applicant Type	Required Application Documents
Returning awardee	<ul style="list-style-type: none"> <li>• Most recent college transcript (must include final grades for courses taken in last semester enrolled)</li> <li>• Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in the <a href="#">Appendix</a> section of this document.</li> <li>• Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)</li> </ul>
New applicant – recent (2010-2025) high school graduate (or anticipated graduate)	<ul style="list-style-type: none"> <li>• Final high school transcript (must include final grades)</li> <li>• Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in the <a href="#">Appendix</a> section of this document.</li> <li>• Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)</li> </ul>
New applicant – District of Columbia resident who passed the GED or earned a diploma through the National External Diploma Program (NEDP), within the years 2010-2025	<ul style="list-style-type: none"> <li>• Letter of recommendation from a teacher, professor, program director, principal, dean, advisor, or supervisor at the high school, employer, or community-based organization</li> <li>• Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in the <a href="#">Appendix</a> section of this document.</li> <li>• Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)</li> </ul>
New applicant – already enrolled in Mayor’s Scholars-approved university or college, but not yet a Mayor’s Scholars awardee – recent (2010-2025) high school graduate	<ul style="list-style-type: none"> <li>• Final high school transcript (must include final grades)</li> <li>• Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in the <a href="#">Appendix</a> section of this document.</li> <li>• Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)</li> <li>• Most recent college transcript (must include final grades for courses taken in last semester enrolled)</li> </ul>
New applicant – already enrolled in Mayor’s Scholars-approved university or college, but not yet a Mayor’s Scholars awardee –adult/older youth who passed the GED or earned a diploma through the National External Diploma Program (NEDP), within the years 2010-2025	<ul style="list-style-type: none"> <li>• Letter of recommendation from a teacher, professor, program director, principal, dean, advisor, or supervisor at the high school, employer, or community-based organization</li> <li>• Proof of District of Columbia residency (two documents - unless already submitted through DCTAG application). See Residency/Domicile Verification Checklist in the <a href="#">Appendix</a> section of this document.</li> <li>• Proof of financial need (FAFSA Submission Summary, if eligible, or alternate document – unless already submitted through DCTAG application)</li> <li>• Most recent college transcript (must include final grades for courses taken in last semester enrolled)</li> </ul>

### **Applicant Selection for Awards**

OSSE will select applicants for award funding based on (1) Applicant Type and (2) Date of completed application submission (including submission of all correct documents).

**Applicant Type:** The Mayor's Scholars applicants are described based on previous involvement with the program as follows: Returning awardee, new applicant – recent high school graduate, new applicant – District of Columbia resident who passed the GED or earned a diploma through the NEDP, within the years 2010-2025.

**1. Returning awardee (applicants who received Mayor's Scholars award in the preceding academic year receiving Mayor's Scholars funds)**

Returning Mayor's Scholars awardees will receive priority over new applicants for available award slots, but only if all eligibility requirements have been met. Awards will be given to eligible, returning Mayor's Scholars awardees on a first-come, first-served basis as determined by the time stamp of the student's submission, depending on funding availability.

**2. New applicant – recent high school graduate (applicants who will receive a high school diploma in the current school year)**

Following returning applicants, eligible new applicants who are/will be recent high school graduates will receive funding awards on a first-come, first-served basis, as determined by the time stamp of the student's submission, depending on funding availability.

**OR**

**3. New applicant – District of Columbia resident who does not fall into the "recent high school graduate" applicant category (applicants who graduated from high school before the current year, including those with some college and those who earned their GED or completed an NEDP within the last 15 years)**

Following returning applicants, eligible District of Columbia residents who do not fall into the "recent high school graduate" applicant category will receive funding awards on a first-come, first-served basis, as determined by the time stamp of the student's submission, depending on funding availability.

### **Application Timestamp**

Once an applicant completes their application (including submission of all correct documents), it will be time-stamped. In cases where funding is limited, and all other priorities are equal, OSSE will use the time stamp to determine the order in which awards are made until funds are exhausted. **All students seeking Mayor's Scholars funding must apply each year for an award for the upcoming school year.**

### **Waitlist**

The number of Mayor's Scholars awards granted is contingent upon funding availability. As a first-come, first-served funding opportunity, eligible applicants will be given priority based on the priority hierarchy provided in the *Applicant Selection for Awards* section of this document, and, then, the order in which they complete their applications (including submission of all correct documents) based upon the timestamp related to the final document the applicant submits (see above). Eligible applicants who are not granted funding because of funding restrictions will be placed on a waitlist managed by OSSE. Applicants on the waitlist will be notified via email if an award slot becomes available. Such applicants will have ten business days after notification of an available award slot to notify OSSE of their decision to accept or deny the award.

### **Notification**

After an application is completed, all applicants will be notified of their award status via email (this includes notification of denial because of ineligibility for any reason). Applicants on the waitlist who are granted an award will be notified via email.



## **Reconsideration Process**

If an applicant applies for Mayor's Scholars funding and staff determines the applicant is ineligible, the applicant may request that Mayor's Scholars staff reconsider the decision. To request an appeal of the decision, the applicant must use the "Request for Reconsideration" feature in the Application for Postsecondary Studies (APS). Appeal request packets must be submitted through APS. Only documents submitted in the APS for the current academic year will be considered in the appeal process. All reconsideration requests must be submitted via APS within 15 business days from the date of the applicant's ineligibility notification.

A designated OSSE team member will review the applicant's documentation and provide the applicant with a written response documenting the results of the appeal process via email within 10 business days of the applicant's appeal being received. The results of the appeal process are final.

## **Terms of the Award**

Mayor's Scholars participants are expected to complete at least six credit hours per semester if they are enrolled part-time and at least 12 credit hours per semester if they are enrolled full-time. The summer semester is an option for any participant but is not required. If a student chooses summer enrollment, they must enroll in at least 3 credits in the summer semester.<sup>11</sup>

These credit minimums do not apply to students who are in the following situations:

- Students who must complete non-credit developmental coursework in order to meet prerequisites for credit-bearing courses. As long as a student needs no more than one semester of developmental coursework, they will be eligible for Mayor's Scholars funds the following year.
- Students who take a university-approved leave of absence for one or more semesters. As long as the student completed the leave of absence in accordance with university policy, and is eligible to continue academically at the university, they will be eligible to apply the following year for Mayor's Scholars funding as a returner.
- Students who need less than the required number of credits to graduate.

Awardees must maintain SAP as outlined in the [Academic Eligibility Requirements](#) section of this document.

## **Transfers**

### **Mid-Year Transfers (between institutions)**

If a student transfers to another eligible college or university mid-year, they may be able to continue to receive their Mayor's Scholars award funding.<sup>12</sup> Mayor's Scholars participants transferring between colleges and/or universities mid-year are still required to meet all other program eligibility and enrollment requirements. Mayor's Scholars participants who plan to transfer from one college or university to another should log into the [Application for Postsecondary Studies portal](#) to complete the process for Mayor's Scholars transfer to their university or college. If students have questions about the transfer process, they should contact Melanie Fleming at [Melanie.Fleming@dc.gov](mailto:Melanie.Fleming@dc.gov) or (202) 741-6406.

---

<sup>11</sup> As a one-time exception, OSSE allowed student awardees in spring 2016 to be eligible for the following year regardless of credits. This is because, as noted above, OSSE opened the Mayor's Scholars application mid-year in spring 2016 as a one-time opening to recruit more students into the program.

<sup>12</sup> Mid-year transfers are those that take place between academic semesters, transfers that occur mid-semester are not eligible for award transfer.

**Program Transfer** (Associate Program to Bachelor’s Program)

If a student transfers from an associate to a bachelor’s degree program, Mayor’s Scholars award caps (both annual and lifetime), as well as time limit caps, will reflect the highest limits and caps (bachelor’s level). No Mayor’s Scholars recipient may receive more than six years of awards in total (the time limit represents years of receiving awards, not the time since the first award was received). For additional information, review the following section on [Maximum Award Amounts and Time Limits](#).

**Maximum Award Amounts and Time Limits**

Upon meeting the eligibility requirements for the Mayor’s Scholars Undergraduate Program, an applicant is eligible to receive funding from the Mayor’s Scholars program on a first-come, first-served basis and as outlined in the above-described selection criteria under the [Applicant Selection for Awards](#) section in this document. OSSE reserves the right to make final funding determinations based on (1) information submitted regarding the student’s financial need and (2) available funds. The Mayor’s Scholars Undergraduate Program provides funding to applicants pursuing their first associate or bachelor’s degrees as detailed below:

**Table 52. Mayor’s Scholars Maximum Annual Awards, Time Limits, and Lifetime Award Caps, by Program**

Program Type	Annual Award Cap	Time Limit	Lifetime Award Cap <sup>13</sup>
Associate’s or two-year degree	Up to \$4,000	Up to four years	\$16,000
Bachelor’s or four-year degree	Up to \$4,000	Up to six years	\$24,000
Spring/summer cycle*	Up to \$2,000	One or two academic terms	\$2,000

\*Note: Spring/summer cycle funding is anticipated to help learners completing an NEDP or earning their GED enter college as soon as possible and will be awarded on a semester basis. Applicants may apply as a returning applicant for the next possible fall semester and, if awarded, will qualify for the traditional annual award cap and time limits.

The annual award caps include tuition and fees for students enrolled in coursework during the fall, spring, winter, and/or summer semesters<sup>14</sup> of a given academic year. Summer coursework must take place during the summer immediately following the academic year in which the student receives Mayor’s Scholars funding. Funding may cover developmental and remedial courses.

The award will pay for the following expenses, in this order, until the maximum award amount is reached, or until all fees are satisfied, whichever is first: (1) tuition, (2) fees.<sup>15</sup>

**Award Payments**

OSSE will provide Mayor’s Scholars funding directly to the eligible colleges and universities in which Mayor’s Scholars participants enroll. Colleges and universities are required to submit a completed payment request (invoice) for each Mayor’s Scholars recipient each semester, with a detailed cost breakdown. OSSE provides payment requests (invoices) each semester with a list of awarded students to the colleges and universities via the Scholarship portal in APS. OSSE requests those completed payment requests be returned by the colleges and universities as soon as possible to avoid delays in students’ course scheduling timeline. Colleges and universities may then follow-up with a request for payment starting the day after the course add/drop deadline for that

<sup>13</sup> Beginning in the summer of 2016, Mayor’s Scholars has offered remaining funding to current recipients who demonstrated financial need for summer enrollment. Additional summer funding is awarded on a first come, first served basis to current awardees as available. These additional awards will not count against the lifetime maximum amounts.

<sup>14</sup> See footnote 13 for limited summer exceptions.

<sup>15</sup> OSSE will only provide books and/or computers directly for qualifying students, at IHEs that are able to submit a reimbursement to OSSE for those expenses. Reimbursements directly to students for computers will not be allowed.

institution each semester. To ensure payment is completed in a timely manner, OSSE will include the original payment request language indicating that the institution must submit final invoices no later than Feb. 1 following the fall semester, and no later than the last Friday in July following the spring/summer semester.

OSSE will work with each college and university to ensure that student awards are received. Students receiving a Mayor's Scholars award should send a copy of their award letter to their college or university's financial aid office as soon as they receive it. OSSE will provide a list of student awardees for the given award year in the APS Scholarship portal on Aug. 1. The college or university will be asked to submit an invoice to OSSE. After OSSE receives the invoice, payment will be sent to the college or university within 30 business days.

OSSE is not responsible for a college or university's failure to timely and/or properly request payment on behalf of a Mayor's Scholars recipient. Please note that it is the student's responsibility to work with their college or university to ensure its timely and proper submission of their payment request. Untimely or improperly submitted payment requests may prevent an eligible student from receiving their Mayor's Scholars funding award or from receiving their funding award in a timely fashion.

### **Award Repayment**

There are two ways that Mayor's Scholars program staff may identify the need for a college or university to reimburse OSSE for a Mayor's Scholars award. First, OSSE may calculate lifetime or annual award timelines and amounts and find that a student has received more than the maximum amount allowed. In this case, OSSE will request repayment from the institution that the student most recently attended. Second, if a student is included in the payment request from the college or university and is then found not to be enrolled at that institution, OSSE will notify the institution of the reimbursement amount.

### **Institutional Responsibility**

Colleges and universities participating in Mayor's Scholars must agree not to request from or charge any Mayor's Scholars student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, financial assistance, including reimbursement to OSSE for amounts over the lifetime and annual award amounts and timelines.

### **Institutional Appeals for Reconsideration**

Should an institution receive a reimbursement request from OSSE, they may appeal the request within 15 business days by writing a letter including the amount, student name(s), and reasons for appeal. The letter must be mailed to OSSE using the mailing address below. Appeals letters must be postmarked within 15 business days of the reimbursement request. OSSE will respond with a determination for each appeal within 15 business days of receiving the institution's appeal request.

#### *Mailing Address for Institutional Appeals Letters:*

District of Columbia Office of the State Superintendent of Education  
C/O Melanie Fleming  
1050 First St. NE, Floor 5  
Washington, DC 20002

### **OSSE Contact Information**

Melanie Fleming, Mayor's Scholars Undergraduate Program Manager  
Postsecondary and Career Education Division  
(202) 741-6406  
[Melanie.Fleming@dc.gov](mailto:Melanie.Fleming@dc.gov)

**Appendix**

**Table 6. Eligible DC Residency/Domicile Documentation**

**MSUP Residency/Domicile Verification Acceptable Documents List – 2025-26 Award Year**

Mayor’s Scholars applicants must choose one document from Column A (Domicile Verification) and one document from Column B (Proof of Residency) to upload with their Mayor’s Scholars application in order to confirm applicant residency and domicile eligibility. Please provide each document you need in one of the following formats: .doc, .docx, .pdf, .jpeg) and upload it with your online application to the Mayor’s Scholars program.

*Reminder: If an applicant has completed a 2025-26 award year DCTAG application and been deemed eligible for DCTAG award funding, the applicant is not required to submit residency and domicile supporting documents again for the Mayor’s Scholars application for the 2025-26 cycle. If an applicant is not eligible for the DCTAG program or did not complete a DCTAG application for the 2025-26 cycle, the applicant must submit supporting documents from the list below with their Mayor’s Scholars application for the 2025-26 cycle.*

<p align="center"><b><u>COLUMN A</u></b> <b>(Domicile Verification)</b></p>	<p align="center"><b><u>COLUMN B</u></b> <b>(Proof of Residency – Document must be no older than 45 days and must have: Parent/Legal Guardian’s name and address and must include the date.)</b></p>
2024 Certified D-40 Tax Return from the DC Office of Tax and Revenue (OTR)	Bank or Mortgage Statement (Name, Date and Address Section)
2024 Certified D-40 Tax Extension (FR-127) <b>with</b> 2023 Certified D-40 Tax Return from the DC Office of Tax and Revenue	Pay Stub (Name, Date and Address Section)
2024 Filed/Processed D-40 Tax Return	Utility Bill (gas, water, cable, electric, land line phone) – <b>no cell phone bills accepted</b>
2024 Filed/Processed D-40 Tax Extension (FR-127) <b>with</b> 2023 Filed/Processed D-40 Tax Return	Utility Letter (from landlord or on rental office letterhead, stating utilities are included in rent)
12-month (January–December 2024) Child Support Statement	
12-month (January–December 2024) Retirement/Annuity Statement	
12-month (January–December 2024) Social Security Disability Income (SSDI) or Social Security Income (SSI)	
12-month (January–December 2024) TANF/SNAP/Food Stamp Statement	
12-month (January–December 2024) Unemployment Benefits or Worker’s Compensation Disability	
Unaccompanied Homeless Youth Documentation of Independent Student Status ( <b>dated for 2025</b> )	
Ward of the Court Letter ( <b>dated for 2025</b> )	

NOTES:

- *Applicants younger than 24 years old must submit the above documents from their parent/legal guardians.<sup>16</sup>*
- *This item on the DCTAG checklist (“Last year’s Electronic D-40 Tax Return Certification (via [dconeapp.dc.gov](http://dconeapp.dc.gov) - select the ‘D-40 Authorization’ tab”) is not included on the Mayor’s Scholars Eligible DC Residency/Domicile Documentation because it is not available through the Application for Postsecondary Studies.*

---

<sup>16</sup> Exceptions noted on p. 2 of this document.