

FINANCIAL AID APPLICATION

Academic Year: \_\_\_\_\_

Semester: \_\_\_\_\_

Campus: \_\_\_\_\_

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

LAU ID No. \_\_\_\_\_

- Applying for the first time
- Reapplying

## Instructions

### Prospective Students or Continuing Students First-Time Applicants:

**First Step:** This application should be completed carefully by **you** and your **parents** and submitted online.

**Second Step:** A printed and signed copy of the application should be submitted, along with all supporting documents, to the Financial Aid & Scholarships Office by you or a **family member** by set **DEADLINE**.

**Third Step:** An appointment for an interview with one of your parents/legal guardians will be scheduled to help the Financial Aid Committee in assessing your needs. **The parent should bring to the interview** his/her official identification documents. Interviewed parents should also be able to provide relevant detailed information regarding the family's financial status.

**Final Step:** After the interview, the file is referred to the Financial Aid & Scholarships Committee for review. Once the Committee has reviewed your information and determined your demonstrated need, you will be notified of the FA decision by SMS.

### Important Notices:

It is imperative to fill in all the relevant fields. Only complete applications will be processed.

After the deadline, the online application will not be accessible.

Financial aid applications are valid for one academic year only. A new application is required for each new academic year.

The Financial Aid & Scholarships Office (**FASO**) reserves the right to request additional information/documentation, if deemed necessary.

### Continuing Students Previous Applicants:

**First Step:** This application should be completed carefully by **you** and your **parents** and submitted online. A printed and signed copy of the application should be submitted to the Financial Aid and Scholarships Office (**FASO**) by set **DEADLINE**.

**At this stage, no supporting documents are required.**

**Second Step:** The application will be thoroughly screened, reviewed and verified by FASO staff.

**Third Step:** If the application is selected for additional review or verification, an email requesting additional information will be sent to you. You are responsible for ensuring that FASO receives all requested documents by set deadline (**not applicable in all cases**).

**Final Step:** Once the application evaluation process is complete, the Financial Aid & Scholarships Committee reviews your information and determines your demonstrated need. You will be notified of your FA decision by email/SMS by midsummer.

### Important Notices:

Applications that have missing information will be considered incomplete and will not be evaluated.

After the deadline, the online application will not be accessible.

The Financial Aid & Scholarships Office reserves the right to request additional information/documentation, if deemed necessary.

## List of required documents

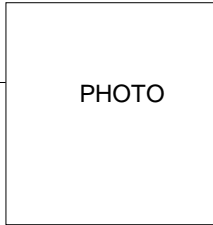
1. Applicant's recent photograph (passport size).
2. Photocopy of applicant's Individual Civil Status OR Lebanese ID.
3. Recent Family Civil Status record (issued within 6 months).
4. Employment records: A recent NSSF Certificate of Service should be provided for both parents even if unemployed (Lebanese Nationals Only). In addition:
  - a. If Employed, a recent Employment Certificate for each working parent clearly stating occupation, job title, years of service and benefits (educational benefits, accommodation, etc.) and an Employee Income Statement Form filled, signed and stamped by employer.
  - b. If Self-Employed, a Self-Employed Income Statement Form should be completed and signed by the concerned parent. Official Business Registration and shareholders' documents, income tax statements, official balance sheet documents and business account bank statements for the last year should be provided.
  - c. If Retired, Official retirement documents should be provided (e.g. Recent Retirement Salary Certificate or Official document of indemnity received from employer/NSSF...).
5. Supporting documents should be submitted for all source of additional household income (e.g. rental income, agriculture, etc.).
6. Photocopy of recent rental contract(s) and or ownership deed of owned or inherited house, resort, buildings, land & business premises (if applicable). If properties are not allotted, Estate documents should be submitted.
7. Certificate of ownership obtained from the Land Registry Department - Ministry of Finance located in Beirut, Khandak Al-Ghamik area, near Fouad Shehab Bridge, Moukarzel building, 9th floor in the name of the father for the caza where he lives and is registered, and in the name of the mother for the caza where she lives, is currently registered, and is originally from.
8. Recent School certificate of registration showing annual fees for each dependent child enrolled at school or university. If applicable, the certificate should list all financial aid received.
9. Photocopy of car(s) registration form for each family car and most recent annual car tax receipt(s) or car (s) insurance documents.
10. Photocopy of loan agreement(s) and credit card statements if any, with all supporting documents.
11. Bank statement certificate of savings (if any).
12. Photocopy of recent medical and life insurance ANNUAL premium.
13. Sale documents of any sold property if sold within the past 3 years.
14. Any additional document that would support the Financial Aid application (e.g. medical reports, certificate of job termination or end of service, etc.).
15. If the applicant is married, all documents related to the spouse must be submitted (items 4 to 12).
16. The Financial Aid and Scholarships Office (FASO) reserves the right to request additional information/ documentation, if deemed necessary.

Kindly note the University reserves the right to verify the authenticity of the presented documents and/or information.

**Applicant's Information**

Name

Family \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_



Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Caza (as per civil record): \_\_\_\_\_ Village (as per civil record): \_\_\_\_\_

Nationality: \_\_\_\_\_ Second Nationality: \_\_\_\_\_

Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Applicant's Mobile #: \_\_\_\_\_

Permanent Family Home Address:

Country: \_\_\_\_\_ City: \_\_\_\_\_  
 Area & Street: \_\_\_\_\_ Building: \_\_\_\_\_  
 Floor: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

- Applicant's Residence [ ] On Campus  
 [ ] With Parents  
 [ ] Others (specify) \_\_\_\_\_

Applicant's Residence Address (if different than above):

City: \_\_\_\_\_  
 Area & Street: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Floor: \_\_\_\_\_  
 Applicant's Telephone (residence): \_\_\_\_\_

**Applicant's Academic Information**

High School (Last 3 years)	Years Attended	Financial Aid + Educational Benefits (if any)	Class Completed	Annual Tuition
University			Degree Earned	

**Parents' Information**

**Father**

Name: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**Mother**

Name: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**Applicant's Spouse Information (if applicable)**

Name: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**Work Status (list all current occupations)**

Provider	Status	Position	Name of Institution	Start Date

**Siblings at School/University (excluding applicant)**

Name	Age	School Class/University Major (Current Year)	Name of Institution	Annual Tuition (\$)	Financial Aid + Educational Benefits (\$)	Net Tuition (\$)

**Other Siblings** (include all brothers & sisters even those not living with family)

Name	Age	Marital Status	Previous Education (Name of Institution)	Previous Financial Assistance %	Occupation	Assisting Family Financially (Y/N)

**Family Annual Income in US \$**

Annual Income Details				
PAST YEAR				
	Father	Mother	Family Assistance	Specify Source
Annual Basic Salary/Income				
Benefits (bonus, family allowance, transportation, extra month, rewards...)				
Annual Income from private business				
Investments				
Rent Income				
Other Income				
Specify Source				
<b>Total Gross Income</b>				
Income Tax, NSSF &/or Coop Charges				
<b>Total Net Income</b>				

Annual Income Details				
CURRENT YEAR				
	Father	Mother	Family Assistance	Specify Source
Annual Basic Salary/Income				
Benefits (bonus, family allowance, transportation, extra month, rewards...)				
Income from private business(annual projection)				
Investments				
Rent Income				
Other Income				
Specify Source				
<b>Total Gross Income</b>				
Income Tax, NSSF &/or Coop Charges				
<b>Total Net Income</b>				

Total Bank Savings:  Annual interest amount from savings:

**Family Annual Expenses in US \$**

Expense Details		Annual Expense
Household Expenses	Food & Other Supplies	
	Clothing	
Utilities	Electricity+Generator Subscription	
	Water	
	Fuel (mazout)	
Telephone	Mobile	
	Fixed + Internet	
Cars	Taxes (mecanique)	
	Maintenance	
	Gasoline (benzene)	
	Insurance	
Transportation (bus, taxi, etc.)		
House	Rent	
	Municipal & Ministry of Finance Taxes	
	Maintenance	
Lodging (dorms/apartment rent)		
Education	Net Tuition	
	Other Fees (books, bus, etc.)	
Travel Expenses		
Medical Insurance	Company Name	
	Class	
	Premium	
Life Insurance		
Household Help (maid, driver, etc.)		
Chronical Medical Expenses		
Expenses for parents or siblings living abroad (if not included above)		
Other Expenses (specify)		
<b>Total Expenses</b>		



**Detailed Loans in US \$**

Loan Type	Date Loan Taken	Total Amount \$	Installment Amount \$	Total # of Installments	# of Installments Per Year	Loan Source	Total Annual Payment \$

**Total Annual Loan Payments**

**Credit Cards**

Card Type	Bank Name	Card Holder's Name	Limit	Amount due

**Total Annual Net Income:**  **Total Annual Expenses:**

**Discretionary Income:**   
**(Net Income minus Total Expenses)**

If expenses are greater than income, kindly clarify in the space provided below how discrepancies are being covered:

**Assets (for all immediate family members living with family)**

**All Owned Properties (even if mortgaged)**

Asset Type	# of Floors	# of Owned Shares	Location	Real Estate Lot # & Section #	Inherited Y/N	Rented Out	Year Purchased/ Inherited	Area (Sq.m.)	Estimated Present Value (\$)

**Family Vehicles (even if mortgaged, including the applicant's car)**

Owner	Type	Make (Kia, BMW...)	Model Year	Year Purchased	Estimated Present Value (\$)

**Declaration Statements**

**Educational / External Assistance Declaration Statement**  
 (employment educational benefits, relative, foundations, ...)

- [ ] I hereby declare that I am not receiving any external educational financing nor have I applied for educational assistance from any source other than the Lebanese American University. I further commit to declare to the Financial Aid and Scholarships Office any aid that I receive during the year as soon as I receive it or any commitment is made to grant it.
- [ ] I hereby declare that I am receiving educational assistance from a source(s) outside LAU (Substantiate by submitting relevant documents):

	Amount	Source
Educational Benefits	_____	_____
Family Assistance	_____	_____
Other Foundation/Sponsors	_____	_____

**Financing of Education at LAU**

- 1) Estimated Resources Amount in \$ (PER YEAR)
- Parents'/Family Contribution \_\_\_\_\_
- Applicant's Salary (if any) \_\_\_\_\_
- Bank Education Loan (other than LAU's) \_\_\_\_\_

- 2) Financial Aid Requested
- Applying for the first time [ ] Reapplying [ ]
- Asking for Reassessment [ ] Yes
- Reason for Reassessment \_\_\_\_\_

- 3) Lebanese educational bank Loan Requested: [ ] Yes [ ] No [ ] Already benefiting

Please use the space below for any additional information which you feel will assist the Financial Aid Committee in assessing your need.

- We certify that the information provided in this application is complete and accurate. We further understand that misrepresentations or material omissions made in this application render us legally and morally liable.
  
- We authorize the University to verify all statements contained therein by any means it deems necessary. We waive any claim to privacy or confidentiality of information that might arise out of the inquiry conducted by the University for the purpose of verifying data stated in this application or during the interview.
  
- We further undertake to inform the University of any positive change as soon as it happens if it affects our financial status.
  
- Any document submitted to LAU becomes the property of the University and will not be returned or photocopied.

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Date

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Student's Signature

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Parent's Name

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Parent's Signature