

FINANCIAL AID APPLICATION

Academic Year: _____

Semester: _____

Campus: _____

Family Name _____

First Name _____

Middle Name _____

LAU ID No. _____

Serial No. _____

Applying for the first time

Reapplying

No. of Credits Passed

No. of Credits Remaining

School

Major

Status

FOR OFFICIAL USE ONLY

Session No. _____

FINANCIAL AID CAMPUS COMMITTEE DECISION

No Need HRDG _____

Low Marginal

Rejected

Low Need Other _____

Not Eligible

Low Need Plus _____

Misrepresentation

Medium Need

Medium Need Plus

High Need

Financial Aid Campus Committee
Chair Signature

Date

Instructions

Prospective Students or Continuing Students First-Time Applicants:

- * **First Step:** This application should be completed carefully by the **applicant** and his/her **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 a **family member** within the set deadline.
- * **Third Step:** An appointment for an interview with applicant and one of the parents/legal guardians will be scheduled to help the Financial Aid Committee in assessing the student's 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 the student's information and determined his/her demonstrated need, he/she 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 the **applicant** and his/her **parents** and submitted online. A printed and signed copy of the application should be submitted to the Financial Aid and Scholarships Office (**FASO**) within the 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 the student. The student is 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 the student's information and determines his/her demonstrated need. The student will be notified of his/her 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

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

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. Recent School certificate of registration showing annual fees for each dependent child (including applicant) enrolled at school or university. If applicable, the certificate should list all financial aid received.
8. Photocopy of car(s) registration form for each family car and most recent annual car tax receipt(s) or car (s) insurance documents.
9. Photocopy of loan agreement(s) if any with all supporting documents.
10. Photocopy of recent medical and life insurance ANNUAL premium.
11. Sale documents of any sold property if sold within the past 3 years.
12. Any additional document that would support the Financial Aid application (e.g. medical reports, certificate of job termination or end of service, etc....).
13. If the applicant is married, all documents related to the spouse must be submitted (items 4 to 12).
14. The Financial Aid and Scholarships Office (FASO) reserves the right to request additional information/ documentation, if deemed necessary.

EMPLOYEE INCOME STATEMENT

Name of Applicant	ID#

Employee's Name: _____

Position & Title: _____

Date of Employment: _____

	Amount in US \$ <i>(if "none", kindly indicate as such)</i>
Annual Basic Salary	
Annual Family Allowance	
Annual Transportation	
Annual Accommodation	
Annual Profit Sharing Amount from Employer	
Annual Bonus	
Annual Commission	
Any Other Annual Benefit	
Educational Benefits (each child separately)	
1.	
2.	
3.	
4.	
5.	

No. of Months Payable / Year: _____

Employer's Name & Title: _____

Name of Institution: _____

E-mail: _____ Telephone: _____

Type of Institution (Nature of Work): _____

Employer's Signature & Seal: _____ Date: _____

إفادة بدخل الموظف

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رقم البطاقة

اسم الطالب

اسم الموظف :

صفة الموظف و طبيعة عمله :

تاريخ بدء العمل :

 المبلغ بالدولار الأمريكي
 (في حال عدم وجوده الرجاء الإشارة ب"لا")

الراتب الأساسي السنوي

التعويضات العائلية السنوية

تعويضات النقل السنوي

بدل السكن السنوي

مقدار الأرباح السنوية التي يتقاسمها الموظف مع رب العمل

المكافآت السنوية

العمولة السنوية

مكاسب وعلاوات سنوية أخرى

منح التعليم (حقل خاص لكل من أولاد ولي الأمر)

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عدد الأشهر التي يتقاضاها الموظف في العام الواحد:

اسم رب العمل وصفته:

اسم المؤسسة:

الهاتف: البريد الإلكتروني:

نوع المؤسسة وطبيعة عملها:

التاريخ: توقيع صاحب المؤسسة:

ختم المؤسسة:

SELF-EMPLOYED INCOME STATEMENT

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Name of Applicant

ID#

Name of Self-Employed Family Member: _____

Relation to Applicant: _____

Type of Business:

Sole Ownership

Freelance

Partnership: *No. of Partners:* _____ *Percent share:* _____

Other: *(Specify)* _____

Name of Institution *(if applicable)*: _____

Registration No. _____ Date of Registration: _____

Company's / Owner's Nature of Work *(Detailed)*:

Address: _____

Email: _____ Telephone: _____

Number of Employees/Workers: _____

Annual Gross Income (US \$): _____

Annual Net Income (US \$) *(Gross Income Less Institution's Expenses)*: _____

Signature & Seal: _____ Date: _____

تصريح بدخل صاحب مهنة حرة أو عمل حر

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رقم البطاقة

اسم الطالب

اسم صاحب المهنة :

صلته بالطالب:

توصيف نوع المؤسسة :

 مؤسسة فردية مهنة حرةشراكة: عدد الشركاء: نسبة الشراكة: غير ذلك (يرجى التحديد):

اسم المؤسسة (في حال توافره):

تاريخ التسجيل: رقم التسجيل:

طبيعة العمل في مؤسسة العمل الحر (بالفصل):

العنوان:

رقم الهاتف: البريد الإلكتروني:

عدد العمال / الموظفين في المؤسسة:

المدخول السنوي الاجمالي بالدولار الأمريكي:

المدخول السنوي الصافي بالدولار الأمريكي (المدخول السنوي الاجمالي بعد أن تطرح منه نفقات العمل):

التاريخ: التوقيع و الختم:

Applicant's Information

Name

Family _____

First _____

Middle _____

PHOTO

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
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 (father, mother, brother, etc.)	Status (employed, self-employed, etc.)	Position	Name of Institution	Start Date

Siblings at School/University

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
Basic Salary/Income				
Benefits (bonus, family allowance, transportation, extra month, rewards...)				
Income from private business				
Investments				
Rent Income				
Other Income				
Specify Source				
Total Gross Income				
Income Tax, NSSF &/or Coop Charges				
Total Net Income				

Annual Income Details

CURRENT YEAR

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

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)		
Total Expenses		

Assets

All Owned Properties

Asset Type (home, land, etc.)	# 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 (including the applicant's car)

Owner (father, mother, etc.)	Type (car, truck, etc.)	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)
- Applicant's Salary (if any) _____
- Parents' Contribution _____
- Bank Education Loan _____

2) Financial Aid Requested

Percentage of aid needed per year: _____

- 3) Loan Requested: Yes No

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.

Date

Student's Signature

Parent's Name

Parent's Signature