

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

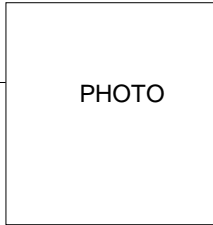
1. Applicant's recent photograph (passport size).
2. Photocopy of applicant's Individual Civil Status OR Lebanese ID.
3. Recent Family Civil Status record (issued within 6 months).
4. Employment records: A recent NSSF Certificate of Service should be provided for both parents even if unemployed (Lebanese 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 | |
| | | | | |
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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 |
|----------|--------|----------|---------------------|------------|
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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 (\$) |
|------|-----|--|---------------------|---------------------|---|------------------|
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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) |
|------|-----|----------------|--|---------------------------------|------------|------------------------------------|
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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 | | | | |
| | | | | |
| Total Gross Income | | | | |
| Income Tax, NSSF &/or Coop Charges | | | | |
| Total Net Income | | | | |

| 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 | | | | |
| | | | | |
| 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 | | |

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 \$ |
|-----------|-----------------|-----------------|-----------------------|-------------------------|----------------------------|-------------|-------------------------|
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Total Annual Loan Payments

Credit Cards

| Card Type | Bank Name | Card Holder's Name | Limit | Amount due |
|-----------|-----------|--------------------|-------|------------|
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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 (\$) |
|------------|-------------|-------------------|----------|-------------------------------|---------------|------------|---------------------------|--------------|------------------------------|
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Family Vehicles (even if mortgaged, including the applicant's car)

| Owner | Type | Make (Kia, BMW...) | Model Year | Year Purchased | Estimated Present Value (\$) |
|-------|------|--------------------|------------|----------------|------------------------------|
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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) Are you interested in a Lebanese educational bank loan : 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.

Date

Student's Signature

Parent's Name

Parent's Signature