

FINANCIAL AID APPLICATION

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

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

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

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

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

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

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

## Instructions

**Please use the market dollar rate when converting from LBP**

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

**Second Step:** A printed 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. Interviewed parents should 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.

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

The Financial Aid & Scholarships Office (**FASO**) reserves the right to cancel the allocated financial aid in case of falsification of data given by the student.

### **LIST OF REQUIRED DOCUMENTS FOR THE FINANCIAL AID APPLICATION**

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 record](#) "Ikhraj Kayd Fardi" OR Lebanese ID.
3. Photocopy of Recent [Family Civil Status record](#) "Ikhraj Kayd aa'li" (issued within 6 months).
4. Employment records needed for parents: (Original documents required)
  - a. If **Employed by the Government**, an [Official Income Certificate](#) "Ifadet Rateb" or [Payslip](#).
  - b. If **Employed by the Private Sector**, an [Employee Income Statement Form](#) filled, signed and stamped by employer and **Bank statements** (online statements are accepted) of all salary domiciliation accounts for the last 6 months (LBP, fresh and local dollars).
  - c. If **Self-Employed**, a [Self-Employed Income Statement Form](#) should be completed and signed by the concerned parent. Photocopies of [Official Business Registration](#) "Tesjil Mouasase" and [income tax statements](#) "Tassrih Daribet Dakhel".
  - d. If **Retired from the Government**, a [Recent Retirement Salary Certificate](#) "Ifadet Rateb Taqaoud" from the Ministry of Finance.
  - e. If **Retired from the Private Sector**, a photocopy of an [official document of indemnity](#) "Taewid" received from employer and NSSF "Daman".
  - f. If **Unemployed or Self-Employed**, a recent [NSSF Certificate of Service](#) "Ifadet Khidme" from "Daman".
5. Supporting documents should be submitted for all source of additional household income (e.g. rental income, agriculture, financial assistance from family members, income from abroad...).
6. For Lebanese and Refugees, [General Security Travel Records](#) (Ifadet Doukhoul w Khourouj from Amen al Aam) required for applicant and both parents for the last 5 years. **Original Foreign Passport** is also required for review for Non-Lebanese and Lebanese (if applicable).
7. Photocopy of recent [rental contract\(s\)](#) for all rented properties (e.g. house, business premises, properties abroad...), if any.
8. Photocopy of [Ownership deed](#) "Sanad Melkiyeh" of all owned or inherited properties in Lebanon and abroad (e.g. resort, buildings, land, business premises...), if any.
9. [Certificate of ownership](#) "Nafee Melkiyeh" for **ALL** Lebanon in the name of each parent, father and mother, and step-parent (s) if applicable. This document is required also for **Non-Lebanese** and equivalent documents from their country. (Original Document Required).
10. Recent certificate of registration showing annual fees for each dependent child enrolled at school or university in Lebanon or abroad. If applicable, the certificate should list all financial aid received (Original Document Required).
11. Photocopy of [car\(s\) registration form](#) "Daftar Siyara" for each family car in Lebanon and abroad.
12. Photocopy of [bank loan agreement\(s\)](#) in Lebanon and abroad (if any).
13. Bank statement certificate of savings in Lebanon and abroad (if any).
14. [Sale documents](#) of any sold property if sold within the past 3 years (if any).
15. Any additional document that would support the Financial Aid application (e.g. medical reports, certificate of job termination or end of service, divorce documents, Hasser Irith ...).
16. If the applicant is married, all documents related to the spouse must be submitted (items 3 to 15).
17. The Financial Aid and Scholarships Office (FASO) reserves the right to request additional information or documentation, if deemed necessary.

## 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: \_\_\_\_\_ Other 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 #: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Other Nationality: \_\_\_\_\_

**Mother**

Name: \_\_\_\_\_  
 Year of Birth: \_\_\_\_\_ if deceased, year of death: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Other Nationality: \_\_\_\_\_

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

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

**Work Status for All Family Members**

Member	Status	Position	Name of Institution	Start Date

**Siblings at School/University in Lebanon and Abroad (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 and step-siblings 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**

**Annual Income Details**

	LBP	Local US \$	Fresh US \$	Total Income converted to Fresh US \$
Father's Basic Salary				
Additional Benefits				
Mother's Basic Salary				
Additional Benefits				
Step-Father's Basic Salary				
Step-Mother's Basic Salary				
Rent Income				
Income from private business				
Income from Investments				
Family Help				
Other resources				

	<b>Total Gross Income</b>	
Income Tax, NSSF &/or Coop Charges		
<b>Total Net Income</b>		

Total Bank Savings in Lebanon and Abroad:  Total Cash Savings:

**Family Annual Expenses in US \$**

Expense Details		Annual Expense in \$
Household Expenses	Food & Other Supplies	
	Clothing	
Utilities	Electricity + Generator Subscription	
	Water	
Telephone	Mobile	
	Fixed + Internet	
Cars	Vaxes (mecanique) + Insurance	
	Maintenance (brakes, oil change ...)	
	Gasoline (benzene)	
Transportation (bus, taxi, school bus ...)		
House Rent		
Maintenance Fees for owned house/chalet ...		
Lodging (dorms/apartment rent ...)		
Education	Net Tuition	
	Other Fees (books, tutoring, activities ...)	
Medical Insurance	Company Name	
	Class	
	Premium	
Life Insurance		
Household Help (maid, driver...)		
Travel Expenses		
Medical Expenses not covered by Insurance or NSSF		
Expenses for applicant's parents or siblings living abroad		
Children Allowance, Entertainment, Recreation, Membership Fees ...		
Special Occasions & Gifts		
Other Expenses (specify)		
<b>Total Expenses</b>		





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

**All Owned Properties in Lebanon and Abroad (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 in Lebanon and Abroad (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	_____	_____

**Additional Information Required**

Sibling in Grade 12     Yes    University: \_\_\_\_\_

Sibling(s) at LAU     Yes    Name(s): \_\_\_\_\_

ID#: \_\_\_\_\_

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.
  
- We understand that the University reserves the right to reject my application at any time without any prior notice or justification. Furthermore, we understand that the University can stop offering financial aid and/or scholarships without any prior notice or justification..

---

Date

---

Student's Signature

---

Parent's Name

---

Parent's Signature