

Financial Aid and Scholarships Procedure

(Proposed and Approved by UCFA December 2014)

I. Application:

- Students may apply for Financial Aid by filling an on-line application form. A printed signed copy as well as all the required documents must be submitted to the Financial Aid and Scholarships Office within a set deadline. Financial Aid is ordinarily granted for one regular academic year and may be renewed upon re-application if the student's eligibility is maintained. The granting and continuation of Financial Aid are subject to budget constraints.
- Financial need is determined on the basis of the following sources:
 - A Financial Aid Application form filled out on-line and submitted together with a documented downloaded hard copy signed by both the applicant and a parent or legal guardian.
 - An interview conducted with the applicant's parent, legal guardian or spouse, if applicable. The applicant's presence is preferable.
 - A computerized evaluation system
 - Other sources of information on the financial situation of students may be sought when necessary.

The information provided is confidential: the University reserves the right to verify it by all lawful means. The applicant may ascertain no privacy claims. Any misrepresentation, inconsistency or withholding of required information may lead to a denial of all Financial Aid. In such cases, the University reserves the right to pursue all possible legal routes to ensure the return of the Financial Aid money paid without the need to obtain judgments authorizing the University to do so.

II. Assessment of Financial Need

- The Financial Aid Campus Committee makes the final assessment of need.
- Students are required to notify the Financial Aid and Scholarships Office of any outside grants or financial assistance they are receiving.
- The amount of aid received from other non-LAU sources shall be considered while evaluating need.
- LAU reserves the right to make the necessary deductions from its aid if the total amount of aid from LAU & non-LAU resources exceeds the cost of attendance.
- If a student declines the loan, the Committee reserves the right to make the necessary adjustments to his/her financial aid package.

III. Allocation of Need-based Financial Aid:

- The Financial Aid Policy applies to all students regardless of their nationality, race, gender, and religion.
- Financial Aid packages are awarded according to predefined need categories.
- Percentages allocated to the different need categories and other forms of aid may be changed in line with changes in enrollment strategies and budget availability. These changes shall be approved by PC, when applicable. (Appendix A).
- Students may appeal for reconsideration in the subsequent regular term of the academic year or during the same term in case of recent unforeseen documented developments.

IV. Financial Aid Eligibility:

- Term Credit Load:
 - A minimum course load of 12 billed credits per term unless the student is graduating. Graduating students or those with course restrictions will have their Financial Aid work-study hours prorated after confirmation by the Registrar or through the CAPP module.
 - A minimum course load of 3 billed credits in any one of the two Summer terms and work-study hours are prorated over 12.
- Eligibility Credits:
 - New students receiving Financial Aid may benefit up to the total number of credits required in their major for graduation.
 - In case of non-eligibility in a given term, the number of credits passed during that term will be deducted from the balance of the number of credits the student is entitled to.
 - LAU students changing majors/degrees or holding a bachelor degree and shifting to a major in a professional school may benefit from Financial Aid for the remaining number of credits required for graduation in the new major/degree provided that the total number of Financial Aid credits does not exceed the new major's total credits.
 - Students may benefit from additional credit coverage depending on their major as follows:
 - 6 credits for BA/BS students
 - 9 credits for BE students
 - 9 credits for Interior Architecture
 - 12 credits for BArch students
 - 6 credits for pre-pharmacy and another 6 for those continuing BPharm
 - Students working towards a Teaching Diploma may benefit from Financial Aid for an additional 21 credits.

- Students who have changed major or are seeking a dual major/emphasis or minor(s) may benefit from Financial Aid for additional credits. Any additional credits will be determined as assessed by the Banner CAPP module (Curriculum Advising and Program Planning).
- For extreme and justifiable documented cases additional credits may be granted upon the recommendation of the FA campus committee. If needed and upon the discretion of the committee such cases may be referred to AVP & VP-SDEM.

V. **Financial Aid (FA) and Scholarships (S) Disqualification:**

- If CGPA drops below 2.0 (FA)
- Immediately, if a student receives two warnings (FA and S)

N.B. Students may also be disqualified for Financial Aid in subsequent terms if they fail to work satisfactorily and/or to complete the scheduled hours with no valid reason.

VI. **Forms of Aid:**

- Need-Based Forms of Aid:
 - Work-Study:
 - Students will be granted a uniform number of work-study hours regardless of their need level.
 - The Financial Aid and Scholarships Offices have the duty to allocate and re-allocate students in consultation with the supervisor of the concerned offices/departments, taking into consideration the student's preference when applicable.
 - Work-study hours should be restricted to academic/administrative duties of non-personal nature.
 - Students should follow the schedule set with their supervisors.
 - Students are responsible for logging in their work-hours on individual electronic time sheets on a daily basis.
 - Students are responsible in cooperation with their supervisors for arranging to complete their work assignments within the term pre-announced deadline. Any problems regarding this particular point should be reported to the Financial Aid and Scholarships Office ahead of term closure.
 - Students whose registration has been cancelled will not be paid for the worked hours unless the cancellation is the University's responsibility.

- Students who do not complete the assigned work hours during a term should reimburse the University the equivalent amount of the un-worked hours as well as the same ratio of the grants, if any. If the absences are justified, the Financial Aid Campus Committee may authorize the student to complete the hours within the same academic year.
 - Supervisors are responsible for managing and assigning student work and controlling and validating worked hours.
 - Loans:
 - LAU loans: the University maintains a revolving loan fund as part of the total Financial Aid program. Loans are extended to undergraduate students, when requested, as part of the total Financial Aid package in accordance with the loan procedure.
 - Bank loans: agreements with certain banks allow some students, during their course of study in specific professional fields, to benefit from interest free loans. The interest amount will be borne by the University up till the students' exit date after which the interest will have to be covered by the students themselves.
 - Grants: Awarded to students showing an element of need in accordance with the each need category percentage.
 - Hardship Grants: Awarded to students with extreme need. The grant may reach up to 50% of the students' tuition over and above the highest need category.
- Merit-Based forms of aid:
 - Entrance Scholarships: Awarded to newly admitted students in their first year of enrollment, according to a predefined admission criteria based on High school grades, SAT scores, Lebanese / French Baccalaureate scores, or University transfer grades.
 - Honor Scholarships: After the lapse of the first academic year, all students who have completed 24 GPA and/or P/NP credits at LAU and have a CGPA ≥ 3.50 are eligible for an Honor Scholarship covering a certain percentage of tuition fees. Budget permitting, students with CGPA's between 3.20 and 3.49 may also be eligible.
Honor scholarship eligibility for non-FA students is based on academic performance and is not limited to any credit or major restrictions provided no more than 15 credits are withdrawn, repeated or excluded throughout the undergraduate studies.
 - Merit Scholarships: Awarded to a number of outstanding high school students covering 100% of tuition fees up to the total number of credits required in their major for graduation. A separate application should be filled out by interested candidates and

selection is made according to a set criteria. To maintain a Merit Scholarship, recipients should fulfill the following conditions:

- remain in the same major chosen upon joining LAU
- register in a minimum of 15 credits per term
- maintain a CGPA of 3.50 or above. This requirement does not apply for the first term where GPA must not drop below 3.20
- complete all courses they register in (only 6 credits in withdrawals/exclusions are allowed)
- maintain exemplary behavior.

Cost of summer courses are covered for Merit Scholars only if enrolled in:

- a professional school ,or
- specific majors requiring summer enrollment.
- all majors if budget permits, in which case students will be notified accordingly.

- Other forms of Aid:

- Athletic Scholarships: Granted during regular terms to exceptional students with recognized talent in athletics. Term by term eligibility is decided upon by a committee based on set criteria. A relevant application should be filled out and documented by potential candidates. Reapplication in subsequent years is not required.
- Triplets Grant: An additional percentage will be given to triplets demonstrating financial need and enrolled simultaneously at LAU.
- Program Grants: Awarded to students majoring in programs requiring special promotional support in line with university enrollment goals.
- Restricted Grants: Available by individual donors and/or organizations from outside the Financial Aid budget and granted to selected students as per donor's specification. Applications, if required, are to be filled in the initial stage only.
- Special Grants: Awarded to selected students according to special agreements approved and signed by LAU President and external donors or organizations. Applications, if required, are to be filled in the initial stage only.
- Talent Awards: granted to new students who have previously participated and won a competition that took place at LAU. Conditions and continuation of such awards will be specified in the award letter.
- Ministers' Dependents Grants: Three full-tuition Grants shall be granted to the dependents of Ministers from and chosen by the Presbyterian Synod for Syria and Lebanon.

When the eligible students are more than three, all grantees shall be granted additional assistance in line with the regular financial aid program. This additional aid will be in the

form of work-study hours and grant plus a Hardship Grant, if need be, to complement the Grant's portion (100% tuition fees), provided the total of all extended Ministers' Dependents Grants does not exceed the equivalence of three full tuitions. Only the portion of aid termed as "Ministers' Dependents Grant" is not governed by the Financial Aid Eligibility (IV) and Financial Aid Disqualification (V) outlined above.

- Dependents Grants: Dependents Grants is a form of Financial Aid granted to a maximum of three dependents of LAU full time faculty and non-teaching employees. These grants are equivalent to full tuition fees until attaining the BS/BA degree or equivalent degree in professional schools provided credit eligibility is maintained. (Refer to Dependent Grant procedure)
- Student Employment: Student Employment at LAU is a supplementary form of Financial Aid that caters to the University cost centers' needs by providing additional work-force. (refer to Student Employment procedure)

VII. Transfer of Financial Aid:

Financial Aid granted will continue without interruption if the student transfers from one LAU campus to another

VIII. PharmD program:

Students enrolled in the PharmD program may benefit from any of the following forms of aid:

- Scholarships
- Grants
- Bank loans

IX. School of Medicine:

Students enrolled in the School of Medicine may benefit from any of the following forms of aid:

- Merit Scholarships
- Grants
- Bank loans

School of medicine students need to submit a financial aid application only the first time.

- X. Any case not covered by the above text will be referred to the FA campus committee to take the appropriate action.