

Recipient Standard Operating Procedures

The following policy/procedures are provided to help you to help you successfully complete your educational goals through the financial assistance of the Heroes Fund Scholarship Program:

To receive HFS monetary award each semester you must:

- Maintain GPA of 2.0 or higher
- Remain in good academic standing with Liberty University
- HFS will be applied to your account after all other benefits/scholarships/grants have been applied to your account

The Heroes Fund Scholarship will pay:

- for those classes that are required by your DCP; one major (no double majors); a Minor may be covered on a case-by-case (not to exceed 120 credit hours for completion of DCP w/Minor)
- for the retake of ONE withdrawn class but does NOT pay the withdrawal fee (more info about withdrawn classes is under the “will not pay for” section)
- for all fees associated with the taking of classes (class fees, tech fee, application/registration fees, and graduation fee)

Heroes Fund Scholarship will NOT pay for:

- for the retake of Failed or classes receiving an “FN”
- for retake of classes after repeated withdrawals; student may provide justification for repeated withdrawals for exception to this policy
- for late fees, payment plan fees, activity fees, withdrawal fees, transportation or parking fees
- classes needed to raise your GPA to 2.0 or higher even if those classes are on your DCP
- books
- dorm fees/costs
- technology fee for students using TA and only enrolled in one class

Students are required to re-apply for the Heroes Fund Scholarship meeting any current or new eligibility requirements when they have:

- advancement to next degree level (highest degree cover will be Master’s degree)
- any changes in their degree plan (only one DCP change MAY be approved as long as the change in DCP does not exceed 120 credit hours Under Graduate students or 30-60 credits for Graduate level students depending on the approved credits hours for the first Grad level DCP)
- when there has been a break in enrollment (12 months since last class); this includes students who MAY have enrolled in courses within the past 12 months but dropped or withdrew from the class; a student must complete at least one class during the past 12 months to be considered an active student

Heroes Fund recipients who are still on Active Duty, Reserve, and or National Guard:

- recipient **MUST** apply for and use their military tuition assistance AND GI Bill benefits first
- if student has exhausted their annual TA allocation the student must email luomilitary@liberty.edu stating TA has been exhausted for the FY (may be required to provide a letter from their education officer verifying TA status)
- once a student exhausts his/her military TA for the FY he/she must apply for and use their GI Bill benefit
- HFS will **NO** longer pay technology fees or for students taking only one class per semester
- Students who are nearing the end of their service contract and not wanting to incur the additional Time in Service obligation in order to use military TA must send a copy of the ERB/ORB indicating their current ETS and/or a copy of the ETS/Retirement Orders.
- Once a HFS recipient exits the military he/she must send a copy of their DD214 (Member 4 copy) to update his/her HFS file

The Honor System:

ALL Heroes Fund Scholarship recipients are expected to use this benefit honorably by using all federal benefits (GI bill, tuition assistance, Pell Grant) and scholarships at Liberty University before HFS dollars are awarded. Recipients who are found to be using their GI bill and/or TA benefits at another institution may lose their HFS status without warning.

Disclaimer:

The goal of the Heroes Fund Scholarship program is to help qualifying students receive an employable degree while avoiding going into debt through student loans. The Heroes Fund Scholarship program is NOT a federal entitlement. The HFS is a Liberty University scholarship made available to qualifying students through the generous donations of Liberty University supporters. Liberty University reserves the right to change the eligibility requirements, rules of conduct, and amount of money provided based on the availability of funds. While every effort will be made to give HFS recipients ample notice of changes in the program economic and/or contribution issues may require less notice.

I acknowledge that I have read and understand the above SOP as it applies to my Heroes Fund Scholarship award.

Printed Name: _____

Signature: _____

Date Signed: _____