External Aid Form

Please select the type(s) of external aid you will be using and follow the instructions associated with your external aid below. Once completed, please sign and submit this form to the Financial Aid Office.

☐ Corporate Tuition Assistance
☐ 529 Savings Plans
☐ Outside Scholarship
☐ Virginia or Florida Prepaid 529 Plans

Virginia and Florida Pre-Paid 529 plans provide Liberty University with official rosters each semester for students wishing to utilize 529 funds to assist with tuition and fee charges. Once we receive the roster and verify enrollment, the applicable 529 funds will be projected onto your account. Please contact your Virginia or Florida Prepaid 529 provider to ensure you will be listed on the Liberty University roster. If you are part of the Florida Prepaid 529 plan, you may submit a recent Third Party Billing Notice in order for funds to be projected onto your student account in ASIST before the arrival of the Liberty University roster.

☐ Vocational Rehabilitation

If you are approved by your local office for vocational rehabilitation funding, your counselor should provide official authorization paperwork to the Financial Aid Office by emailing the documents to financialaid@liberty.edu, Attn: External Aid or by faxing to 434-582-2053. Once we receive the official authorization paperwork, an aid projection will be placed onto your student account in ASIST. The projection will reflect the charges that your vocational rehabilitation funding should cover. The amount is only a projection and may change if there is a difference in the actual payment.
Corporate Tuition Assistance

Please attach and submit a Letter of Credit from your employer authorizing payments be made directly to Liberty University so we may process your Corporate Tuition Assistance. The Letter of Credit must be signed and have the exact course(s) listed. Letters of credit can only contain courses with the same start and end dates.

1. Name of Company: _________________________________________________________

2. Check each box for every expense covered by your corporate tuition assistance. This should be indicated on your Letter of Credit:
   - [ ] Tuition
   - [ ] Fees
   - [ ] Books
   - [ ] Supplies
   - [ ] Other: _________________________________________________________________

3. If you indicated your employer is covering your books, please attach and submit a copy of your estimated books expense. Go to MBS Direct (bookstore.mbsdirect.net/liberty.htm) and enter your courses to obtain an estimate.

4. Are you enrolled in courses with different start dates?
   - [ ] Yes (if yes, attach separate Letters of Credit for these courses)
   - [ ] No

Student Action

Please verify the following action items have been completed by checking each box.

- [ ] Enrollment matches courses listed on Letter of Credit
- [ ] Separate Letters of Credit provided for courses with different start and end dates
- [ ] Letter(s) of Credit signed, if applicable, and attached
- [ ] Book estimate attached (Actual book receipts will need to be sent to the Financial Aid Office once books are purchased.)

Official billings will be sent to your employer one week after courses start for each applicable sub-term. Employers who participate in Standard Corporate Tuition Assistance agree to pay Liberty University regardless of grades and course completion within 45 days of billing.
529 Savings Plan

Please attach and submit an Account Summary of your 529 plan and a projection will be applied to your student account to assist with Financial Check-In. Please request the official check payment from your 529 provider and send the payments to the following address:

Liberty University, Student Accounts
Attn: Business Office
P.O. Box 10425
Lynchburg, VA 24506

Please ensure that your name and Liberty ID number is provided on all official check payments.

1. 529 Provider: ___________________
2. Amount of 529 plan you wish to utilize: ___________________
3. Indicate below the semester that you wish to have the 529 plan applied to:
   - Fall
   - Spring
   - Summer

Student Action

Please verify the following action items have been completed by checking the box.

- Account Summary attached
- Specific amount and semester is provided above

The amount is only a projection and is subject to change once the official payment arrives from your 529 provider. Please send the official payment to Liberty University Student Accounts, Attn: Business Office, P.O. Box 10425, Lynchburg, VA 24506. Once received, the funds will be posted to your student account in ASIST accordingly.
Outside Scholarship

In order for the Financial Aid Office to project your outside scholarship onto your student account, please attach and submit an official award letter. If you have a check payment, please ensure your name and Liberty ID is on the check, the appropriate parties have signed it and send the payment to the following address:

Liberty University, Student Accounts  
Attn: Business Office  
P.O. Box 10425  
Lynchburg, VA 24506

1. Scholarship Name/Donor: __________________
2. Scholarship Amount: ______________
3. Please indicate how scholarship funds should be allocated. This should be indicated on the award letter. If not, please indicate the semester(s) to which you would like your scholarship applied:
   - [ ] Fall
   - [ ] Spring
   - [ ] Summer
4. Check the expenses covered by your outside scholarship. This should be indicated on your official award letter:
   - [ ] Tuition
   - [ ] Fees
   - [ ] Books
   - [ ] Other: __________
5. Are scholarship funds refundable to student? If the award is refundable, it should be clearly indicated on the attached scholarship paperwork from the organization.
   - [ ] Yes
   - [ ] No

Student Action
Please verify the following action items have been completed by checking the box.

- [ ] Name and student ID present on award letter
- [ ] Official award letter attached
Signature Section:

You will see an update in the Summary of Account section in your ASIST account within 24 hours of our Office processing your aid.

Please remember corporate tuition assistance amounts, if applicable, may be different from the amount shown on your Letter of Credit due to actual charges and policies your company may have regarding federal and state grants. In addition, 529 and outside scholarship amounts are only projections and are subject to change once the official payment arrives from your 529 provider or donor.

Once your aid projection is listed in ASIST, please complete or re-do Financial Check-In as soon as possible to avoid potential late fees and other penalties. Liberty University is not responsible for any late charges assessed for failure to complete Financial Check-In by the posted deadline.

I understand that my signature certifies that all the information reported is complete and accurate. It also signifies that I have read and understand all instructions relayed on this form.

Name: ______________________________ Date: ______________________________