

Recipient Standard Operating Procedures

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

To receive HFS award each semester you must:

- maintain a GPA of 2.0 or higher for an undergraduate degree and a 3.0 or higher for a graduate degree (depending on your degree program's minimum GPA requirement)
- 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. This may take 7-10 business days after you register for classes.
- recipients with a SAP suspension will **NOT** be eligible for HFS award until their SAP suspension is lifted. Recipient must still meet the minimum GPA requirement even if the SAP suspension is lifted.
- have exhausted all Post 9/11 GI Bill® entitlement*

The Heroes Fund Scholarship will pay:

- for tuition for classes that are required by your DCP; one major (no double majors); a Minor may be covered on a case-by-case basis (not to exceed 120 credit hours for completion of an Undergraduate degree or the credit hour requirement for graduate degree plan approved for)
- for tuition for the retake of ONE withdrawn class but does NOT pay the withdrawal fee (more info about withdrawn classes is under the "will not pay for" section)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 class fees associated with the taking of classes (except Aviation specific class fees)
- towards recipient's **first** Associates, Bachelor and/or Graduate degree (regardless of institution)
- eBook fees – graduate level only (the military book voucher covers eBook fees for UG students)
- eBook fees – undergraduate students that exceed the military book voucher and/or resident eBook fees
- partial tuition not covered by TA for active duty Grad level students not using GI Bill benefits for books/material stipend (this only applies up to the point service member exhausts TA for the FY; after TA is exhausted the Grad student is expected to use GI Bill benefits)

Heroes Fund Scholarship will NOT pay for:

- for classes not required by your Liberty University degree completion plan
- for the retake of classes receiving an insufficient grade for your degree plan or a retake of classes that the student received a grade of "FN"
- for the retake of classes after repeated withdrawals; student may provide justification for repeated withdrawals for a possible exception to this policy
- for any fees (except class fees); this includes technology fee, graduation fee, aviation or law fees, activity fees of any kind, test fees, etc.
- for undergraduate student eBook fees; the undergraduate military book voucher cover the eBook fees
- for classes needed to raise your GPA to minimum required GPA for your degree plan or higher even if those classes are on your DCP (2.0 for UG; 3.0 for Grad – except for some degrees)
- for books
- for dorm fees/costs

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

- advanced to next degree level (highest degree covered will be a 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 cumulative credit hours for Undergraduate students or 30-60 cumulative credit hours for Graduate level students, depending on the approved total credit hours for the first Graduate level degree pursued)
- had a break of 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 before HFS is applied (except for graduate level students – see details under what HFS will pay)
- if a recipient exhausts their annual TA allocation the recipient must email luomilitary@liberty.edu stating that their TA is exhausted for the fiscal year attaching a letter from their education officer verifying TA status. (Army students can be verified on the GoArmyEd portal.)
- once a recipient exhausts military TA for the fiscal year the recipient must apply for and use their GI Bill benefit before HFS can be awarded (HFS may be used to round out a sub-term; i.e. UG HFS recipient is enrolled in a 3-credit hours in B term and 3-credit hours in D term, HFS recipient has only \$250 in TA remaining for FY to cover the B term course, HFS may be used to cover the remaining \$500 as long as the student is not using Chapter 33 benefits for books/MHA purposes, the HFS recipient is then required to use GI Bill benefits for D term)
- recipients 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 recipient exits the military he/she must send a copy of their DD214 (Member 4 copy) to update his/her HFS file

* This is due to the VA regulation that Post 9/11 GI bill can only be processed after all tuition and fee only aid is subtracted from the tuition and fee charges (SCO handbook p. 31).

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 Heroes Fund Scholarship is a Liberty University scholarship made available 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 Heroes Fund Scholarship 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.

Signature: _____

Printed Name: _____

Date Signed: _____