

Outside Scholarship Processing Guidelines

The following guidelines are specific to Liberty University's processing of outside scholarships. If you have questions regarding these guidelines, please contact the Financial Aid Office at financialaid@liberty.edu; Attn: External Aid.

Outside Scholarships Defined: An outside scholarship is a type of external aid where a donor, outside of a family member of the student or department within the university, provides scholarship funding for a specific student for educational expenses. According to federal regulations, outside scholarships are considered to be a resource that affects the student's financial aid package.

Outside Scholarship Processing Guidelines:

Notification of Scholarship:

Scholarship organizations will notify students if they will be receiving an outside scholarship. Students will need to provide Financial Aid with an official award letter from the scholarship organization. Award letters should specify scholarship details such as scholarship amount, how the scholarship can be utilized (tuition, books, etc.), the aid year or semester the scholarship is intended for, whether the scholarship is refundable to student, and if an official billing is needed for payment to be sent to Liberty University. Once an official award letter is received, Financial Aid will be able to begin processing the scholarship. *Note regarding official documentation:* Emails from a student are not considered official documentation.

Processing of Scholarship Payment:

Official documentation allows the Financial Aid Office to place a projected amount on the student's account for Financial Check-In. Once payment is received from the donor, the scholarship will no longer show as "Projected", and will show as "Paid" on the student's ASIST account. Scholarships will be processed and divided according to the amount and semester provided on official award letter from the donor. If the donor does not specify which semester the scholarship is to be applied, the student may request that a scholarship be paid out in its entirety for one semester to cover eligible outstanding expenses. Scholarships that exceed a student's charges for a given semester will be split evenly between multiple semesters (unless otherwise specified by the donor).

Billing for Scholarship Payments:

A billing will be sent to the donor to request payment after the Add/Drop period for enrollment has passed only if requested by the donor. If payment is not received 30 days after the final day of class, the projection will be removed from the student's account until payment is received. The student will be responsible for any resulting balance prior to beginning the subsequent semester.

Refund of Scholarship Payment:

If a scholarship needs to be refunded, it will be refunded directly to the donor. The only exception is if the donor specifies and authorizes that a refund go directly to the student. In the event of a student withdrawal, the outside scholarship will not be refunded to the donor and the scholarship will continue to be used for expenses incurred by the student's withdrawal unless specified beforehand by the donor or a credit balance occurs after tuition and fees have been paid.

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