



# UNIVERSITY OF FORT LAUDERDALE

## GUIDELINES FOR FINANCIAL ASSISTANCE

### Who to Contact

The bursar's office oversees student financial affairs, including financial assistance. Students who need more information regarding tuition charges, statements, scholarships etc. or need to resolve a financial issue can contact the bursar's office at (954) 486-7728 ext. 405. The bursar is available to assist students Monday through Friday from 9:00 am to 4:30 pm.

### Deadlines for Submitting Applications for Financial Assistance

Students apply for financial assistance during early registration. Students who submit applications after this period, or whose applications remain incomplete after this deadline will be denied financial assistance. Deadline for submitting application for financial assistance is **August 25, 2008**. The university awards financial assistance on a first-come, first-serve basis.

### Forms of Financial Assistance

University of Fort Lauderdale offers financial assistance through scholarships and the university's special assistance fund. Any monies awarded are applied to course costs only, not to student fees. **It is the responsibility of the student to pay all fees when the application is submitted.**

#### *Scholarships*

Students can apply for scholarships if they fall within the current year's poverty guidelines as determined by the United States Department of Health & Human Services (HHS). To view these guidelines, students can go to the HHS web site at <http://aspe.os.dhhs.gov/poverty/index.shtml> and click on the link for the current year's poverty guidelines. Students can also call the bursar's office at (954) 486-7728 ext. 405 for information on poverty guidelines.

Students who fall within the poverty guidelines and want to apply for a scholarship must submit the following paperwork to the bursar's office by the deadlines specified in *Deadlines for Submitting Applications for Financial Assistance*:

If the student is currently employed:

1. A completed, **signed** scholarship application.
2. A **signed, dated** copy of the student's most recent income tax return. (If the student does not have a recent tax return, he/she must submit a **notarized** letter explaining why.)
3. A **typewritten** essay discussing the four topics at the bottom of the scholarship application.
  - a. Social and academic achievements/interests
  - b. Special leadership activities/qualities
  - c. Long range career goals
  - d. Any other special circumstances to be evaluated
4. Copy of a recent paycheck stub

5. Completed **signed, dated** registration form, showing the classes for which the student wants to register. You will use that form to print out an account balance sheet (as you normally do) to submit to the president with the student's other paperwork.

If the student is currently unemployed:

1. A completed, **signed** scholarship application.
2. A **signed, dated** copy of the student's most recent income tax return. (If the student does not have a recent tax return, he/she must submit a **notarized** letter explaining why.)
3. A **typewritten** essay discussing the four topics at the bottom of the scholarship application.
  - a. Social and academic achievements/interests
  - a. Special leadership activities/qualities
  - b. Long range career goals
  - c. Any other special circumstances to be evaluated
4. A **notarized** letter of support detailing how the student is living (whether at home or with a friend; how the student is paying mortgage/rent); to be signed both by the student and the person with whom the student is living.
5. A copy of the student's mortgage/lease agreement.
6. Completed **signed, dated** registration form, showing the classes for which the student wants to register.

***Special Assistance Fund***

Students can apply for financial assistance through the special assistance fund if they do not fall within the poverty guidelines, but are experiencing temporary financial hardship. Students who want to apply for the special assistance fund must submit the following paperwork to the bursar's office by the deadlines specified in *Deadlines for Submitting Applications for Financial Assistance*:

If the student is currently employed:

1. A **signed, dated** letter explaining the student's desire to attend school, student's financial situation and number of classes for which the student wants to register.
2. A **signed, dated** copy of the student's most recent income tax return. (If the student does not have a recent tax return, he/she must submit a **notarized** letter explaining why.)
3. Copy of a recent paycheck stub.
4. Completed **signed, dated** registration form, showing the classes for which the student wants to register.

If the student is currently unemployed:

1. A **signed, dated** letter explaining the student's desire to attend school, student's financial situation and number of classes for which the student wants to register.
2. A **signed, dated** copy of the student's most recent income tax return. (If the student does not have a recent tax return, he/she must submit a **notarized** letter explaining why.)
3. A **notarized** letter of support detailing how the student is living (whether at home or with a friend; how the student is paying mortgage/rent); to be signed both by the student and the person with whom the student is living.
4. A copy of the student's mortgage/lease agreement.

5. Completed **signed, dated** registration form, showing the classes for which the student wants to register.

### **Tuition Requirements for Students Who Receive or Are Denied Financial Assistance**

- Students who receive a full scholarship must pay 100% of their student fees **by the last day of the late registration period** in order to start classes.
- Students who receive a partial scholarship must pay 100% of their student fees and any other amounts determined by the university's scholarship committee, as well as set up any required deferred payment plans with the bursar **by the last day of late registration** in order to start classes.
- Students who do not receive financial assistance (that is, their application is denied), must pay 100% of their student fees and 50% of tuition as well as set up a deferred payment plan with the bursar **by the last day of registration** in order to start classes.



## UNIVERSITY OF FORT LAUDERDALE APPLICATION FOR FINANCIAL ASSISTANCE

Complete both sides of this application and return it with all required supporting documentation to the Office of the Bursar, University of Fort Lauderdale.

University of Fort Lauderdale awards and administers financial assistance according to specific guidelines. We will review your application and, if you are eligible, refer your application to our financial assistance committee. If you receive financial assistance, we will notify you by mail.

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### PERSONAL INFORMATION (Please type or print.)

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Local Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you a Resident of Florida?  Yes  No If Yes, For How Long? \_\_\_\_\_

Name of High School \_\_\_\_\_ Diploma?  Yes  No GED?  Yes  No

Are You An International Student?  Yes  No

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### FINANCIAL ASSISTANCE INFORMATION

I Am Applying For  Scholarship  Special Assistance Fund

Annual Income \$ \_\_\_\_\_ Number in Household \_\_\_\_\_ Number of Dependents \_\_\_\_\_

No. in household that Attend College \_\_\_\_\_ Additional Income \_\_\_\_\_

College Major \_\_\_\_\_ GPA at UFTL \_\_\_\_\_

Status  Freshman  Sophomore  Junior  Senior  Graduate Student  Doctoral Student

Credit Hours Earned at UFTL \_\_\_\_\_

*Please turn over to complete application*

**I Have Submitted The Following With My Application:**

**Scholarship**

- Application for assistance, signed and dated
- Copy of most recent income tax return, signed and dated
- My typed discussion of the following four topics:
  - o Social and academic achievements/interests
  - o Special leadership activities/qualities
  - o Long range career goals
  - o Any other special circumstances to be evaluated
- Copy of most recent paycheck stub
- Notarized letter of support (I am currently unemployed)
- Copy of my mortgage/lease agreement (I am currently unemployed)
- My registration form for the current semester.

**Special Assistance Fund**

- Application for assistance, signed and dated
- Typed letter indicating:
  - o My desire to attend school
  - o My financial situation
  - o Number of classes I intend to take
  - o My request for financial assistance
- Copy of my most recent income tax return, signed and dated
- Notarized letter of support (I am currently unemployed)
- Copy of my mortgage/lease agreement (I am currently unemployed)
- My registration form for the current semester

**I certify** that all the information supplied by me in this application is correct and complete. I understand that any misrepresentation or falsification is sufficient cause for cancellation of financial assistance.

I agree that, upon accepting donor funds, I will abide by restrictions set by the donor. I agree to follow guidelines pertaining to financial assistance and will allow my grades to be released to potential donors. I agree that if I withdraw from UFTL, I must repay the financial assistance amount.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Mailing Address:  
**University of Fort Lauderdale**  
**Office of Admissions**  
**4093 NW 16<sup>th</sup> Street**  
**Lauderhill, Florida 33313**  
**Phone (954) 486-7728 Fax: (954) 486-7667**

<b>FOR OFFICE USE ONLY</b>	
[ ] Approved [ ] Denied	
Amount Approved: \$_____	
Remarks:	
_____	_____
President Signature	Date
_____	_____
Bursar Signature	Date