



**Upon completion, please  
submit this form via email to:  
[financialaid@uftl.edu](mailto:financialaid@uftl.edu).**



# UNIVERSITY OF FORT LAUDERDALE

## GUIDELINES FOR FINANCIAL ASSISTANCE

### CONTACT

The Financial Aid Office oversees requests for financial assistance. The Financial Aid office is available to assist students, Monday through Friday from 9:00 am to 5:00 pm. We can be reached at (954) 486-7728 ext. 1017. Students who need information regarding tuition and fees, statements, etc., or need to resolve a financial issue, can contact the Bursar's Office at (954) 486-7728 ext. 1014.

### DEADLINES FOR SUBMITTING APPLICATIONS FOR FINANCIAL ASSISTANCE

Students should apply for financial assistance during early registration. Students who submit completed applications and the required attachments after the published deadline, will be denied financial assistance. **The deadline for submitting applications for financial assistance is one week prior to the first day of class for the Fall semester.** 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 tuition and fees **only**.

### QUALIFICATIONS FOR FINANCIAL ASSISTANCE

- Assistance is offered to students who do not qualify for federal financial aid.
- Each applicant must complete the current year Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal financial aid.
- Applications for financial assistance will cover one academic year. (This includes the fall and spring semesters).
- Completed applications and all required documents are due by the last day of early registration.
- 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 whose application for financial assistance is denied, must pay 100% of their student fees and tuition by the last day of late registration in order to start classes. Students may set-up a deferred payment plan with the bursar's office.

- **GPA requirement** - Students receiving financial assistance must maintain a 2.50 cumulative GPA. Grades will be reviewed at the end of each semester.
- **Dropped, Withdrawn or Failed Courses** - a student must reimburse University of Fort Lauderdale (UFTL), for the cost of course(s) dropped/withdrawn after the initial drop/add period. A student must also reimburse UFTL for all failed courses. **Non-refunded hours will affect the student's renewal eligibility.**
- **Grades and hours earned will be evaluated at the end of the Fall semester. If the student fails to meet the scholarship requirements, the scholarship will not be renewed for the Spring semester.** If a scholarship is suspended, the student will be responsible for paying 100% of tuition and fees for the Spring semester.

## 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 <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines> and click on the link for the current year's poverty guidelines. Students can also call the Financial Aid Office at (954) 486-7728 ext. 1017 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 Financial Aid Office by the **deadline** 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.

### 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 Financial Aid 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 Are Denied or Receive 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 whose application for financial assistance 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 Financial Aid Office.

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 College Major \_\_\_\_\_

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

Status  Freshman  Sophomore  Junior  Senior  Graduate Student  Doctoral Student

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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 \_\_\_\_\_

*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 is I withdraw from UFTL, I must repay the financial assistance amount.**

**Electronic Signature Agreement**

Entering your name below signifies your agreement to sign this document electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

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

Date \_\_\_\_\_

Mailing Address:  
 University of Fort Lauderdale  
 Office of Admissions  
 4131 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