Verification of Employment/Grant-In-Aid Form

Procedures for Processing Discount Form:
1. Obtain the form from your School District Personnel Office or the Office of Financial Aid, Walter Center, Room #105
2. Form must be completed by Human Resource Director or Superintendent.
3. The form must be returned to the Office of Financial Aid for approval.

Requirements:
- Maximum 7 hours per term.
- Must be a Full-Time Employee of School District
- Courses must be offered by Our Lady of the Lake University
- Discount cannot be used in combination with any other grants, scholarships, and/or other assistance (excluding loans).
- Form must be completed each term of attendance.
- Doctoral students are not eligible for discount.

To be completed by Student

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security #</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Home Phone#</th>
<th>School District</th>
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<table>
<thead>
<tr>
<th>Work Phone#</th>
<th>OLLU Email Address</th>
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</table>

**What will your admit status be during your enrollment at Our Lady of the Lake University (check one):**

- [ ] Undergraduate Student
- [ ] Graduate Student
- [ ] Seeking Certification

**TERM:** (circle one)
- Summer I
- Fall
- Tri I
- Year_______
- Summer II
- Spring
- Tri II
- MaxiMester
- Tri III
- MiniMester

**Student Signature** __________________________ DATE: ________________

I hereby certify that the information provided above is correct, to the best of my knowledge, and that the student is a FULL-TIME employee of the School District.

**Name of Administrator:** __________________________ **Work #:** __________________________

**Signature:** __________________________ **Date:** __________________________

If you have any questions, please contact the Office of Financial Aid at (210) 434-6711 x2299.

To be completed by the Office of Financial Aid:

**Discount Amount:** ________ Undergraduate credit (25%) ________ Graduate credit (20%)

**Entered by** __________________________ **Date** __________________________

Revised 02/05