

**USEK IS AFFORDABLE FOR EVERYONE**  
**The Financial Aid Office (FAO) is on Campus for you.**

**WHO ARE WE?**

Our Mission:

The Financial Aid Office is committed to the success of our students by eliminating financial obstacle, aiding them and their families in an efficient and courteous manner, while complying with the USEK bylaws and policies. We aspire to always treat all USEK students with care, respect, and confidentiality. Our team aims to overcome economic and societal challenges to enable our students and their families seek, obtain, and make the best use of all financial resources.

Our Vision:

The Financial Aid Office strives to be the reference in providing exceptional advisory services to foster the well-being of our students, their families, and our community with focus on care, respect, and access.

**HOW TO REACH US?**

Opening hours:

Monday, Tuesday, Thursday, and Friday on campus, 8:00 a.m. to 2:00 p.m.

Wednesday – please contact us on Teams or at the email address below.

Phone call: (+961) 9 600205/9

Microsoft Teams:



Campus: Building AC- Ground floor.

Email: [fao@USEK.edu.lb](mailto:fao@USEK.edu.lb)

## **OUR SERVICES TO STUDENTS**

All our services aim to maintain your well-being and help you manage your tuition fees comfortably disregarding the issues that you are facing,

Explore them below, and do not hesitate to contact us for more information.

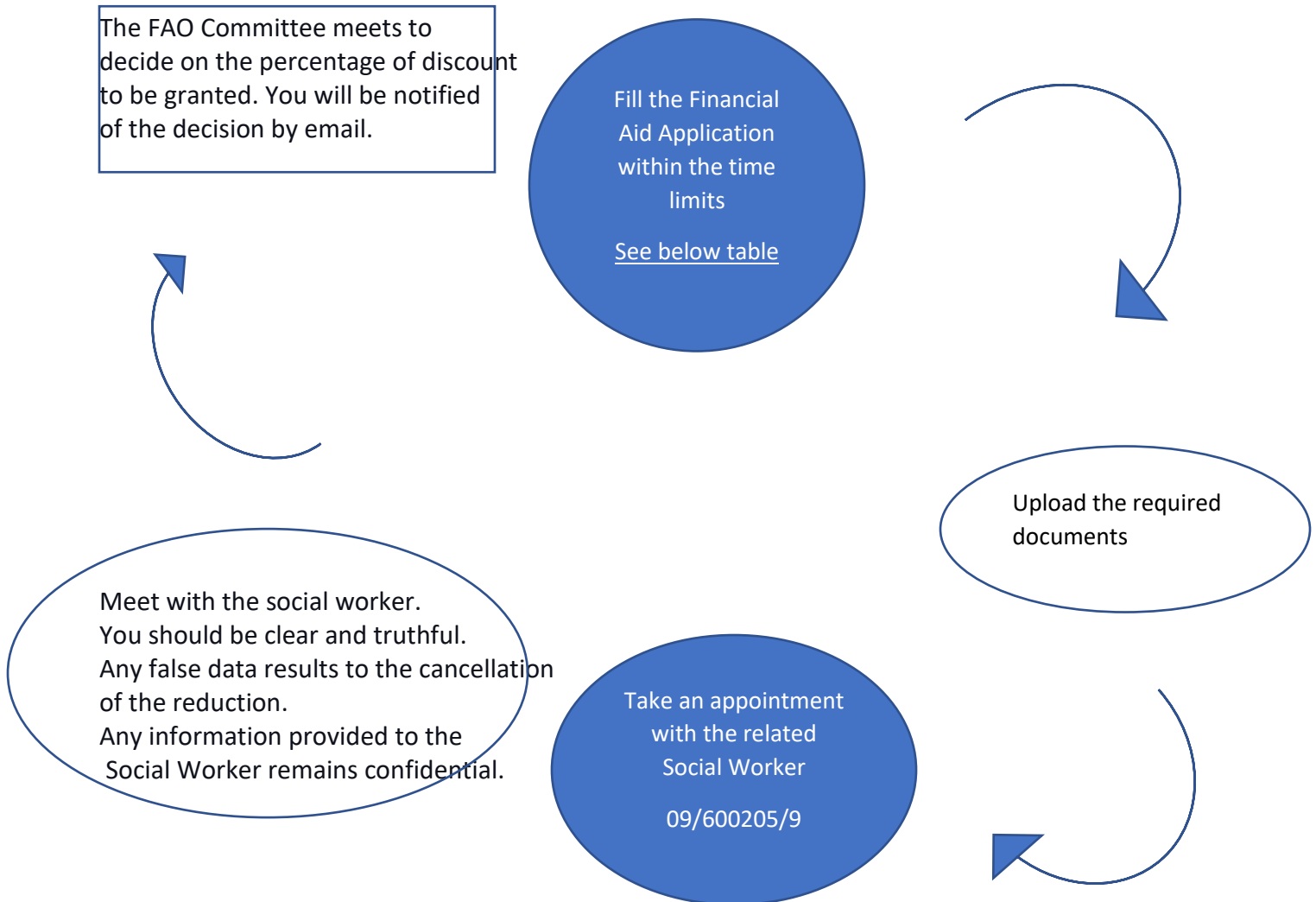
1. Submission/Renewal of the Financial Aid Application
2. Applying for:
  - Siblings' allowance;
  - OLM relatives' discount.
3. Spreading/postponing the student's tuition payments according to his/her financial capacities.
4. Facilitating the enrollment of students with outstanding balance.
5. Tuition fees follow-up, payment issue, discount not applied, etc.
6. **Social intervention - personal and familial.**
7. Student orientation towards internal and external specialized experts and/or institutions.

## I. Submission/ Renewal of the Financial Aid Application

<https://s.USEK.edu.lb/socialfile/>

Open the link via:

Google Chrome - Mozilla Firefox - Microsoft Edge



- The approved reductions are valid for one academic year only. You should renew your Financial Aid Application every year within the timeline set in the Academic Calendar ([Link to academic calendar](#)).
- If you are granted more categories of discount in addition to the FAO discount, only the higher reduction will be applicable. The FAO sets the amount of the global reduction, considering your socioeconomic situation.

**Time limit:**

Current students	Submit/renew the online financial aid application form between February 1 and April 30 of the ongoing year to benefit from a reduction for the following year.
First-year students (fully registered)	Submit the online financial aid application form following their registration between September 1 and October 31.
New applicants (not yet registered) applying to study at USEK	Submit the financial aid application form after completing the admission procedure between July 1 and July 31.

**Eligible students:** Undergraduate, Graduate, Postgraduate.

**Non eligible students:**

- Students registered in less than 12 credits for undergraduates and 6 credits for graduate
- Students enrolled in School of Medicine and Medical sciences are not eligible to request any financial aid except for siblings' allowance, OLM relative discount and Alumni of OLM schools discount.
- Freshman students
- Students enrolled in a continuing education course
- Students enrolled in one of the below double degree master programs:
  - Master of Business Administration - Human Resources
  - Master of Business Administration - Management and International Affairs
  - Executive MBA – Digital Management
  - Master of Laws in International & Comparative Law
  - Master's in international Contracts
  - Master's in business law

**Restrictions:**

The FAO reserves the right to cancel an allocated reduction if:

- Data given to the FAO is false
- If a student is subject to disciplinary measures

- If a student is on probation

## **II. Siblings' allowances**

You are eligible to benefit from this allowance if several members of your family are simultaneously registered at USEK

- 2 brothers / sisters: 10% for each
- 3 brothers /sisters: 20% for each
- 5 and above brothers /sisters: 30% for each

You should submit the request once a year.

**Eligible students:** Undergraduate and Graduate

**Time Limit:** c/of the academic calendar

**Required documents:**

- Request form
- Recent Family civil status extract

**Procedure:**

You can send the required documents in soft copy by email to [fao@usek.edu.lb](mailto:fao@usek.edu.lb) or submit a hard copy to FAO front desk.

## **III. OLM relatives discount**

If you are a brother, sister, nephew, or niece of an OLM member, the relevant person should fill the form below **only once** during your academic path.

**Eligible students:** Undergraduate, Graduate, Postgraduate, and Continuing education

**Time Limit:** within one month after the beginning of the first semester.

**Required documents:**

- Request form

**Procedure:**

You can send the required documents in soft copy by email to [fao@usek.edu.lb](mailto:fao@usek.edu.lb) or submit a hard copy to FAO front desk.

## **IV. Spreading/postponing of tuition fees**

If you wish to pay your tuition fees in a customized calendar with different deadlines than those pre-established in the academic calendar, you should contact us when the tuition fees are applied on your BANNER account.

**Eligible students:** Undergraduate, Graduate, Postgraduate.

**Time Limit:** At the beginning of each semester whenever the tuition fees are applied.

**Procedure:** You can revert to us on campus, by email or via Teams.

## **V. Students' enrollment with an outstanding balance.**

If you are unable to enroll to the upcoming semester due to an outstanding balance, you should revert to the FAO. We will assist you in customizing the payment, considering your socioeconomic situation and the university administration policy.

**Eligible students:** Undergraduate, Graduate, Postgraduate.

**Time limits:** One month before the registration period

**Procedure:** You can revert to us on campus, by email or via Teams.

## **VI. Personal and family intervention.**

The Social workers are there for you to:

- Assist you to overcome your fears or any other obstacle that disables you from giving the best in your studies.
- Listen to your concerns (orientation, analysis, reflection, etc.).
- Orientate you towards internal and external resources or specialized experts or institutions.
- Interfere in some cases with your family/parents, upon your approval

**Eligible students:** Undergraduate, Graduate, Postgraduate.

**Time limits:** All academic year long

**Procedure:** You can revert to us on campus, by email or via Teams.