



Information for Outside Scholarship Donors and Benefit Providers

Financial Assistance Office
Lubbock Christian University
5601 19th Street
Lubbock, TX 79407

(T) 806-720-7176
(F) 806-720-7185
FinancialAssist@lcu.edu

Student's Name _____

Student's Date of Birth _____ Last 4 digits of SSN _____

Complete Title of this Scholarship _____

Check Number _____ Amount of Check _____ Date Issued _____

If you require documentation:

If an official LCU transcript or verification of enrollment is required: Please request official transcripts or enrollment verifications through the Registrar's Office at registrar@lcu.edu. Include the student's name, LCU ID# and the organization's name with mailing address in the request to the Registrar's Office.

If an unofficial LCU transcript or verification of enrollment is sufficient: In cases where official documentation is not required, students may print and submit to their donors all requested information from their online student portal including enrollment information, grades, academic standing and progress, billing history, cost of attendance and financial aid awards.

If you have a custom verification form which must be completed by the university: We ask that if the information you are requesting can be securely accessed and printed online by students (see above), please allow them to do so. If a university employee must complete the form, please do either of the below:

- Send the form as an email attachment to FinancialAssist@lcu.edu, or
- Send it to the address indicated above or by fax to: 806-720-7185

Making out the check:

Make checks payable to Lubbock Christian University and mail check by August 1st in the fall and January 5th in the spring. (Please note that any check made co-payable to a student and LCU must be endorsed by the student at the Financial Assistance Office before the funds can post to his/her account. Please notify the student if the check is made co-payable.)

On the face or stub of the check, please include:

- The student's full name
- The student's DOB or last 4 digits of SSN
- The semester(s)/summer term(s) to which the funds should be applied. If this is not indicated, the award will be applied to the current term.

Submitting the payment:

Each time you submit a payment, please submit both the Outside Scholarship Payment Submission Form and check to the address above.

For future payments submissions, you may print the Outside Scholarship Payment Submission Form from the LCU website. Visit Financial Assistance, Forms and Resources.