

# Enrollment Verification

## Policy Information

### Issuing Office

Registrar's Office

### Affected Parties

Students

### Policy Language

A student is enrolled when he/she is registered for a course and has attended the course and/or completed academic work for the course after its start date. For enrollment verification purposes, a student's time status (Ex: full-time, part-time, etc) does not change when that student withdraws from a class, unless the student has been withdrawn from all of his or her courses. When a student has withdrawn from all in-progress courses, this constitutes a ceasing of enrollment.

Liberty University does not charge additional fees for student identity verification.

#### Full-time Enrollment

Undergraduate: 12 credit hours?

Graduate: 9 credit hours?

Doctoral: 6 credit hours

#### Half-time Enrollment

Undergraduate/Graduate: 6 credit hours?

Doctoral: 3 credit hours

#### Deferment Related Requests

Lender policy requires students to be enrolled at least half-time in order to qualify for deferment.

## Procedural Information

### Procedures

None specified

### Sanctions

None specified

### Exceptions

None

To lenders, the term "enrolled" refers to being actively involved in coursework. If a student only takes classes during one 8-week sub-term, the student's loans will be taken out of deferment as soon as those classes end. For example: if a student enrolls for the spring B-term (first 8-weeks), the student's loans will remain in deferment from January to March, but will be taken out of deferment the day after spring B-term classes end.

Liberty utilizes the National Clearinghouse update to inform lenders of student enrollment. This process takes up to 6 weeks to fully update. If necessary, in order to expedite the verification process a student may request a verification letter to be sent to the student's lenders by clicking the link below, titled "Student Enrollment Verification Request." This will prompt the student to log in using the student's liberty email address as the username. Once the form is filled out online, a verification letter will be processed for the student within 48 hours.

The Registrar's Office is unable to send verification of current enrollment to a student's lender until the add/drop period passes, but the student may submit the request once the student has registered for the upcoming term. The Registrar's Office will hold the request and send the letter to the student's lender(s) after the add/drop period. For online students, letters will be sent the day after classes begin. For resident students, letters will be sent the Monday of the second week of classes.

### **Insurance Related Requests**

Students above age 18 are required to be enrolled full-time in order to remain on parent /guardian insurance plans. If a verification letter is needed for insurance purposes, please submit a request via the request link on the Registrar's Office webpage.

Student Enrollment Verification form

This form is an online form, it cannot be downloaded. It must be filled out and submitted electronically.

### **Forms**

If a student has a verification or deferment form that must be filled out and signed by the Registrar, the student may submit it to the Registrar's office in person, mail, scan and email, or fax it to the Registrar's office. Please provide a recipient's address, fax number, or email address with your form(s).

Registrar's Office  
1971 University Boulevard  
MSC Box 710177  
Lynchburg, VA 24515

Fax: 434-582-2187

Email: [enrollmentverification@liberty.edu](mailto:enrollmentverification@liberty.edu)

### **Canadian Students**

Please send the Program Information and Certificate of Eligibility (Canadian Student Loan Agreement) forms to the Registrar's Office for review of accurately verifying a student's enrollment dates. If the enrollment dates are inaccurate, it can delay provincial aid by 6 to 8 weeks. For questions, please email [enrollmentverification@liberty.edu](mailto:enrollmentverification@liberty.edu).

### **Policy Rationale**

Definition of enrollment policy needed in Policy Directory.

### **Definition of Glossary Terms**

None specified