



Intent to Sponsor Employee Form

AA & BSED Programs

Applicants seeking sponsorship from their employer must complete the steps listed below. Incomplete/inaccurate Intent to Sponsor forms will not be accepted.

Steps to Sponsorship:

1. Complete the application process for your chosen program in its entirety, including providing required documents and signing an Enrollment Agreement via electronic signature.
2. Complete the Free Application for Federal Student Aid (FAFSA) for the academic year in which you are enrolling.
 - You may access the application here: <https://studentaid.gov/h/apply-for-aid/fafsa>
 - DC's OPEID is 042983. Please use this number to identify our institution when applying.
 - For assistance completing the application, contact finaid@doral.edu.
3. **Once you have received your acceptance email from the College and completed the FAFSA**, complete the Employee sections below and present to your school principal for approval and signature.
4. Check the form for completion to ensure all fields are correctly filled out.
5. Submit the form to billing@doral.edu for processing.

FAQs

What happens to my sponsorship if I qualify for Federal Financial Aid?

If upon submission of the FAFSA, you qualify to receive for federal grants, which do not have to be repaid, the grant money will be applied to your tuition *before* your employer is billed. In some cases, grant money may even exceed tuition charged, resulting in the balance being returned to the student for living expenses.

Keep in mind that any grants awarded will ultimately lower or eliminate the need to bill your sponsoring school, reducing the amount to be repaid in the event you do not abide by the terms of the agreement.

What happens if I DO NOT qualify?

If upon submission of the FAFSA, you are deemed not to qualify for federal grants, your sponsor school will be billed for your tuition. *Under no circumstances will you be required to take out additional student loans.*

Do I have to sign a promissory note?

You will only need to sign a promissory note if your sponsor school is billed. Please pay close attention to any correspondence you receive from the financial aid or business office

What if I have additional questions about the process?

Please contact finaid@doral.edu.



AA & BSED Programs

This form is intended for those who are completing the BSED degree **OR** the AA degree *to continue to* the BSED degree. If you intend **ONLY** to complete the Associate in Arts (AA) program, do not use this form. Please use the AA/BBA Intent to Sponsor form instead.

EMPLOYEE INFORMATION

Employee Name: _____ Current Position: _____

Date Accepted to Doral College: _____

Date Applied to FAFSA: _____

Semester and Year Beginning Program: _____

Program accepted to:

Associate in Arts (AA) (to continue to BSED)

Bachelor of Science in Elementary Education

SCHOOL INFORMATION

Sponsoring School: _____ School MSID Number: _____

School Address: _____ City/State/Zip: _____

1. If this employee intends to complete the Bachelor of Science, but must first take lower division courses to complete his/her Associate in Arts degree or Bachelor of Science pre-requisite courses, do you wish to cover the cost of those classes?

Yes No N/A

EMPLOYEE ACKNOWLEDGMENTS

I agree to notify my employer of any changes in status at Doral College, including failure to maintain good academic and disciplinary standing; Course drop or Withdraw; and/or Withdrawal from Doral College.

I understand that if I fail or earn a W in a course/course(s), I may be expected to pay back to my employer tuition paid on my behalf for said course(s).

I understand that in addition to this form, I may be expected to complete a separate Promissory Note with additional requirements and service obligations.

I understand that my employer will not cover the cost of books and materials, as well as fees or costs related to fingerprinting and background screening as required by the local school district to complete field experience hours.



In accordance with the Federal Education Rights and Privacy Act of 1974 (FERPA), I hereby consent that Doral College may disclose the following information to my employer for the purposes of determining my eligibility for, evaluating, and facilitating the enforcement of, the sponsorship aid provided by my employer: Admissions information, academic records, registration information, course attendance information. In addition, I also explicitly acknowledge that disclosure of my information is permitted for the purpose of enforcing the terms and conditions of the aid being provided by my employer.

FORGIVABLE PROMISSORY NOTE

As a sponsored student, the Employee understands they will be completing a Forgivable Promissory Note for the cost of their coursework if their sponsor school is billed. The Employee and School Principal must initial below and provide their e-mail addresses for the Promissory Note to be sent to Employee to be signed. *(Note: The Employee must complete their academic and service obligation to the School for the Promissory Note to be forgiven; otherwise, the Employee may be responsible for loan repayment):*

Employee Initial: _____ Employee E-mail Address: _____

Principal Initial: _____ Principal E-mail Address: _____

SCHOOL SIGNATURE

I understand that by completing and signing this form, the school will be billed directly by Doral College for the student's coursework (if not covered by federal grants) and shall be bound to make all payments due to the College.

I understand that tuition is currently \$130/credit and that tuition rates are subject to change .

Principal Name: _____ Signature: _____

Date: _____

EMPLOYEE SIGNATURE

I agree to abide by the acknowledgements indicated above.

Employee Name: _____ Signature: _____

Date: _____

DORAL COLLEGE SIGNATURE

Accepted and agreed.

Doral College Designee: _____ Signature: _____