



**501(c)(3,6) CERTIFICATION
OF EMPLOYMENT
2019-2020**

Please fill out all applicable fields and attach necessary documentation.
Any incomplete forms will be returned to you for completion.

To be completed by the Concordia student:

I certify that I currently am a full time, paid employee of a registered 501(c)(3) or 501(c)(6) corporation and will continue to be for the rest of the academic school year. I understand that if I do not remain employed as a full time, paid employee of a registered 501(c)(3) or 501(c)(6) corporation during this academic year, I will not be eligible for the MBA Non-Profit Grant.

I also understand that I will need to reapply for the MBA Non-Profit Grant each academic school year by completing the 501(c)(3) or 501(c)(6) Certification of Employment.

Print Full Name

CTX ID (B00xxxxxx)

Student Signature

Date

Documentation to be provided by the student:

1. A copy of the 501(c)(3) or 501(c)(6) Letter of Determination from the IRS for the not-for-profit corporation.
2. Written verification of full time, paid status.

The letter must be:

A. on the corporation's official stationary

B. signed by one of the parties below:

- the student's direct supervisor
- a Human Resources representative
- a member of the Board of Directors

Please contact your Admissions Counselor/Student Central with any financial aid questions.

Student Financial Services
11400 Concordia University Drive
Austin, TX 78726-4141

Student Central Phone: 1.512.313.4700
Student Financial Services Fax: 1.512.313.1670
Email: financialaid@concordia.edu