



**501(c)\_\_\_ 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) \_\_\_ 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) \_\_\_ corporation during this academic year, I will not be eligible for the Non-Profit Grant.

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

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
CTX ID (B00xxxxxx)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Documentation to be provided by the student:**

1. A copy of the 501(c) \_\_\_ 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](mailto:financialaid@concordia.edu)