

WASHINGTON AND LEE  
UNIVERSITY

FINANCIAL AID

***Student Access and On-Line Electronic Signature Authorization Form***

Washington and Lee Aid Status On-Line enables you to electronically view and submit your Financial Aid award letter and other relevant documents and materials related to the Financial Aid process. In order for the W&L Financial Aid Office to process any electronic changes or submissions, the W&L Financial Aid Office is required to maintain an original authorization form signed by the individual student.

Financial Aid Award Letter / Documents and Forms Related to your Financial Aid:

Documents specific to your award, including your award letter, are made available for you to review, complete, and submit. Your on-line award letter facilitates the processing of loans and work study.

Work Study Time Sheets and Evaluations:

Your submission and verification of timesheets using your assigned W&L user ID and your personal password operates as your authenticated electronic "signature" on the time record verifying that you have worked the recorded hours. Intentionally submitting false information on a Federal Work Study time sheet is a Federal offense and can result in loss of employment and/or may be punishable by law. Time records are not complete until both the supervisor and student electronically verify the hours submitted.

I understand that information submitted and verified electronically operates as my electronic "signature" and is validated/authenticated using my assigned W&L user ID and my personal password. I understand that it is my responsibility to keep my personal password protected and not to share it with anyone.

By signing this document, I authorize the W&L Financial Aid Office to accept via electronic submission as described above, any documents, or any alterations or additions to any documents, made available on the W&L Financial Aid On-Line system.

\_\_\_\_\_  
Legal Name (PRINT)

\_\_\_\_\_  
Legal Name (SIGNATURE)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number  
(or last 4-digits of SSN)

\_\_\_\_\_  
Date of Birth

**PLEASE MAIL THIS ORIGINAL COMPLETED FORM TO:**

**Washington and Lee University  
Financial Aid Office  
204 W. Washington Street  
Lexington, VA 24450**

**I DO NOT WANT TO PARTICIPATE IN ELECTRONIC NOTIFICATIONS. Sign below only if you, The Student, want to opt out of the electronic financial aid notifications and, thereby, receive financial aid notifications via regular paper delivery. Include the Date, ID and Date of Birth above.**

\_\_\_\_\_  
Legal Name (print)

\_\_\_\_\_  
Legal Name (signature)

\_\_\_\_\_  
*Founded in 1749*

204 W. Washington Street | Lexington, VA 24450-2116  
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