

**Chicago-Kent College of Law  
Loan Repayment Assistance Program  
2011**

**Self Qualifying Questionnaire**

Qualifying Criteria:

- |  |     |    |
|--|-----|----|
| 1. Are you a Chicago-Kent College of Law Graduate?<br>Graduation Date: _____   | Yes | No |
| 2. Are you employed by a 501(c)3 non-profit or government agency full-time?  | Yes | No |
| 3. Is the position law related, such that you must substantially utilize your legal training and skills?   | Yes | No |
| 4. Is your salary \$56,000 or less?  | Yes | No |
| 5. If you are married or have a domestic partner, is half of your combined salaries \$56,000 or less, allowing a \$5,000 deduction for each child?             | Yes | No |
| 6. Do you have at least \$80,000 in educational loans, including only institutionally approved certified loans, or private educational loans made by a lender? | Yes | No |
| 7. Have you submitted all of the required documentation with your application?   | Yes | No |

If you answered “yes” to each of these questions, you may qualify for the Loan Repayment Assistance Program at Chicago-Kent College of Law.

**Important Dates**

**The application period begins on October 1, 2010  
The application deadline is December 1, 2010  
LRAP loans for 2011 will be dispersed in February, 2011**

## **Chicago-Kent College of Law Loan Repayment Assistance Program 2011 Guidelines and Application Procedures**

### **I. MISSION**

Human rights, civil rights and liberties, social justice, access to justice, domestic violence, and anti-discrimination: these are several of the many areas addressed by public interest law. Chicago-Kent is committed to making such options available to its graduates. One challenge to a public interest career is high educational debt. Chicago-Kent has responded through the Loan Repayment Assistance Program (LRAP). The Mission of the LRAP is 1) help alumni in low-paying public interest jobs manage their student loan debt for the year, so they can stay in their public interest jobs and 2) encourage current students to consider a public interest career.

### **II. BRIEF HISTORY**

This is the third year of the LRAP at Chicago-Kent. The program may be adjusted as necessary every year to best meet the goals of the Mission. There is no guarantee of future funding and applicants must apply every year in order to be considered. The law school is committed to continuing to raise funds for the program in order to grow the endowment and continue this program. Anyone who would like to contribute to the endowment is encouraged to contact Chicago-Kent's Office of Institutional Advancement.

### **III. ADMINISTRATION**

The LRAP Advisory Committee is appointed by the Dean and includes student members, alumni, and members of the staff and faculty. All applications to the Loan Repayment Assistance Program will be considered by the Committee. The program is administered by the Career Services Office.

### **IV. ELIGIBILITY REQUIREMENTS**

#### **A. Eligible Graduates**

The Chicago-Kent Loan Repayment Assistance Program (LRAP) is open to graduates of Chicago-Kent College of Law. Graduates are welcome to enter the program after graduation, provided they meet the requirements. Eligible graduates may participate for up to 5 years in the program. The 5 years do not need to be consecutive.

#### **B. Eligible Employment**

The graduate's employment must meet all of the following requirements to qualify for LRAP funds:

1. Full-time
2. Public Interest: The work must satisfy one of the following criteria to be considered "public interest employment"

- a. Non-Profit – work for an organization qualifying for tax exemption under IRS Code Section 501(c)(3); or
  - b. Government – work for a local, state or federal government agency
3. Law Related. This requirement includes a wide variety of legal work, and is not limited to the practice of law in its strictest sense. The employment must substantially utilize the legal training and skills of the graduate.
  4. Judicial Clerkships: The program includes judicial clerkships, provided the applicant meets eligibility requirements.
  5. Deferred Associates: The program does not include deferred associates, those who have accepted positions with firms, and are spending a year working at a public interest agency prior to beginning their full-time career as an associate with a firm.

### **C. Qualifying Loans**

Applicants must have \$80,000 in educational loan debt in order to participate in the loan repayment assistance program. Educational loans include only institutionally approved and certified loans such as the federal Stafford (subsidized and unsubsidized), Graduate PLUS, Perkins and other institutionally approved need-based loans, as well as private educational loans made by a lender. Family or personal loans, credit card debt, or loans made for purposes other than education are not included.

### **D. Salary Eligibility**

Qualifying graduates are able to participate in the program if their salary is \$56,000 per year or less.

### **E. Spouse or Domestic Partner Salary**

In determining whether the graduate will meet the income requirement, the married graduate, or graduate with a domestic partner, will be treated as having the higher of (a) his or her individual salary; or (b) half of the joint salary. Example: Applicant earns \$45,000, Spouse earns \$60,000, total earned \$105,000, divided by half = \$52,500, thus the Applicant would have qualifying salary.

### **F. Dependents Allowance**

In determining salary eligibility, an exception of \$5000 will be made for each child. Example: Applicant earns \$45,000, Spouse earns \$70,000, total earned \$115,000, one dependent (\$5000 deduction), \$110,000, divided by half = \$55,000, thus the Applicant would qualify.

## **V. TIMELINE & LOAN FORGIVENESS**

Application period: October 1-December 1, 2010 for the January-December, 2011 year. There will be one application period and selection per year. The loan will be made in February 2011 in the form of a check made payable to the Borrower.

The Loan Amount will be forgiven on December 31, 2011, provided Borrower has remained in “qualifying employment” as detailed in the Loan Repayment Assistance Program (LRAP) description. In the event that Borrower fails to remain in qualifying employment, then repayment of the Loan Amount shall be made beginning not later than 60 days following the date he/she is

no longer in qualifying employment. At such time as Borrower is no longer in qualifying employment, he/she shall notify Lender and shall enter into a repayment agreement with Lender. Such repayment agreement shall provide that Borrower will repay the Loan Amount in equal monthly installments over a period not to exceed 10 years; provided, however, such repayment agreement must require a minimum payment of \$25 each month. Any such repayment agreement will allow Borrower to prepay, at his/her option and without penalty, all or any part of the Loan Amount. If he/she prepays in part, Borrower will continue to make his/her normal payments of principal, in accordance with the repayment agreement, until the Loan Amount financed is repaid.

## **VI. APPLICATION & LOAN DISBURSEMENT PROCEDURE**

### **A. Program Application Procedures**

Graduates applying for the program must submit the following:

1. A completed application form including:
  - a) Salary information for applicant and spouse/domestic partner.
  - b) A list of educational debts including the name of each lender for each type of loan, the month and year each loan went into repayment, the total amount borrowed under each loan type, and the dollar amount of monthly repayment obligations per loan type as well as specific information on the type and length of consolidation, if applicable.
  - c) Information on Loan Repayment Assistance received from any other source.
  - d) A personal statement describing the applicant's current position, along with a current resume.
2. A completed Employment Verification Form showing proof of employment and salary information with either a) a nonprofit organization with tax exemption status under IRS Code Section 501(c)3; or b) local, state or federal government. The proof must include a descriptive statement of the position held by the graduate, the office's address, and the name of its director or other contact persons. Employers for both the applicant and spouse/partner must complete the Employer Verification Form with salary information.
3. Statement from the holder of each of his/her outstanding loans verifying the total amount due, the current monthly payment and status of the loan (i.e., in repayment, deferred, overdue, etc.)
4. A signed copy of the applicant's federal income tax return, with all schedules, for the most recent calendar year.
5. Spouse or domestic partner federal income tax return, with all schedules, for the most recent calendar year.
6. Clarification or follow-up documents as requested by the Administrator.

## **B. Re-Applicants**

Participation in the program is on a year-to-year basis only; once a graduate is admitted to the program, it is his or her responsibility to reapply each year for continued assistance. Each year the applicant will have to re-submit the required application materials.

## **C. Loan Disbursement Process**

Applicants who have been awarded funds will receive notification of the award along with a promissory note which must be signed and returned before any funds will be released to them. The loan will be sent in February 2011, in the form of a check made payable to the recipient.

## **VII. MISCELLANEOUS PROVISIONS**

### **A. Leaves from the Program**

Participants who take a leave of absence from their qualified employer, i.e., maternity/paternity leave, or other reasons deemed appropriate, for up to a maximum of six months will continue to receive full benefits during the leave of absence so long as their status as an "employee" is maintained. Recipients must contact the Administrator if they take a leave of absence.

### **B. Availability of Funds**

The annual distribution of Loan Repayment Assistance will be based on funds available in the current year. The amount available may vary every year depending upon how much money is raised and how many applicants apply in any given year. The LRAP Advisory Committee will exercise its discretion in determining the recipients and individual loan amounts.

### **C. College Cost Reduction Access Act of 2007**

The College Cost Reduction Access Act (CCRAA) was passed in 2007 to assist individuals in low-paying public interest jobs pay a reduced monthly loan payment based on their income (income-based repayment), with the possibility that all federally guaranteed loans will be forgiven after making ten years' worth of payments while remaining in a public interest job. This federal legislation does not provide any forgiveness for private educational loan debt. Therefore, the Loan Repayment Assistance Program will give additional consideration to private educational loan debt and include a slight adjustment in the award amount for those with significant private debt.

**To learn more about The College Cost Reduction Access Act (CCRAA) visit the Equal Justice Works website, [www.equaljusticeworks.org](http://www.equaljusticeworks.org)**

**Chicago Kent College of Law  
Loan Repayment Assistance Program Application Checklist**

**A complete LRAP application package will include the following:**

- Application Form
- A brief personal statement (1-2 pages). The statement should describe the nature of your current position and anything else you feel will assist the committee in evaluating your application.
- A current resume.
- Employment verification form completed and signed by all employers.
- Employment verification form for spouse/domestic partner, if applicable, completed and signed by all employers.
- Statement of Student Loan Indebtedness and copies of current primary loan statements and payment schedules from all loan sources (official lenders recognized by the College of Law)
- Copy of your current federal income tax return including all schedules and attachments. Those who are married and filed separately must also attach their spouse's most recent federal income tax return, including all schedules and attachments. If applicable, attach your domestic partner's income tax return.

**Applicants will be considered annually and must apply and establish eligibility annually.**

***Send completed applications to:***

Michelle Mohr Vodenik  
Director and Public Interest/Diversity Advisor, Career Services Office  
Chicago Kent College of Law  
565 W. Adams St., Ste. 360  
Chicago, IL 60661

**Applications must be received by December 1, 2010 in hard-copy.**

**Chicago-Kent College of Law  
Loan Repayment Assistance Program Application 2011**

**I. PERSONAL DATA**

Name: \_\_\_\_\_

Law School Graduation Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Spouse or Domestic Partner's\* Name: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ Please list their names, ages and relationship to you.

\_\_\_\_\_

**II. EMPLOYMENT INFORMATION**

Current Employer\*: \_\_\_\_\_

Is this Employer (please check): 501(c)3 Non-profit \_\_\_\_\_ Government \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Annual Salary\*\*\*: \_\_\_\_\_

Job Title: \_\_\_\_\_

**III. SPOUSE / DOMESTIC PARTNER EMPLOYMENT INFORMATION**

Spouse's Current Employer\*\*: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Annual Salary\*\*\*: \_\_\_\_\_

\* Domestic Partner is defined as any person with whom an applicant lives in a long-term relationship relying on mutual financial support

\*\* An Employment Verification Form for applicant and spouse/domestic partner must be included in your application

\*\*\* Income information for applicant and spouse must be verified. A copy of the most recent tax return is required.

**HOW DID YOU LEARN ABOUT THE CHICAGO-KENT LRAP?**

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**PERSONAL STATEMENT & RESUME**

You must submit a personal statement with your application. The statement should describe the nature of your current position and anything else you feel will assist the committee in evaluating your application. Your statement should not exceed two pages. Please also include a current resume.

**FEDERAL INCOME TAX RETURN**

You must include a copy of your current federal income tax return including all schedules and attachments. Those who are married and filed separately must also attach their spouse's most recent federal income tax return, including all schedules and attachments. If applicable, attach your domestic partner's income tax return.

**CERTIFICATION**

I hereby certify that the above information is true. I understand that if I am selected to participate in the Loan Repayment Assistance Program I am obligated to (1) report any increases in income during 2011, (2) supply the Program Administrator with any follow-up documents or requested clarification, and (3) attach a copy of my 2010 Federal Tax Return (and if filing separately, my spouse's Federal Income Tax Return) and Employer Verification Forms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Chicago-Kent College of Law Loan Repayment Assistance Program  
EMPLOYMENT VERIFICATION FORM**

**TO BE COMPLETED BY APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (where you can be reached during the day)

I authorize my employer to provide the information requested below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**TO BE COMPLETED BY EMPLOYER:**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Is this organization a 501(c)3 non-profit or government agency? \_\_\_\_\_

Please provide the following information regarding the applicant's employment:

Position: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Annual Salary: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

I certify that the above information is true and accurate as of this date.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to:**

Chicago-Kent College of Law  
Career Services Office  
Loan Repayment Assistance Program  
565 W. Adams, Suite 360  
Chicago, IL 60661

**Chicago-Kent College of Law Loan Repayment Assistance Program  
SPOUSE/DOMESTIC PARTNER EMPLOYMENT VERIFICATION FORM**

**TO BE COMPLETED BY SPOUSE/DOMESTIC PARTNER OF APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (where you can be reached during the day)

I authorize my employer to provide the information requested below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**TO BE COMPLETED BY SPOUSE/DOMESTIC PARTNER EMPLOYER:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please provide the following information regarding the spouse/domestic partner employment:

Position: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

I certify that the above information is true and accurate as of this date.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to:**

Chicago-Kent College of Law  
Career Services Office  
Loan Repayment Assistance Program  
565 W. Adams, Suite 360  
Chicago, IL 60661

**Chicago-Kent College of Law  
Loan Repayment Assistance Program**

**STATEMENT OF STUDENT LOAN INDEBTEDNESS AND LOAN REPAYMENT ASSISTANCE RECEIVED THROUGH OTHER SOURCES**

Please list all post-secondary **educational** loans and attach copies of current primary loan statements and payment schedules from all loan sources. Please add an additional sheet if necessary.

\*\*Total all loans at the bottom of the page.

**Federal Subsidized Stafford Law School Loans**

Name of Lender	Loan Account Number	Original Principal	Remaining Principal	Monthly Payment

**Federal Unsubsidized Stafford Law School Loans**


**Grad Plus Loans / Parent Plus Loans**


**Federal Perkins Law School Loans**


**Other Private Law School Loans (Access Group, Key Bank, Sallie Mae, Bar Loans, etc.)**


**Undergraduate Loans**


*(continued on next page)*

**Total Loan Debts**

	Total Principal Amount Borrowed	Total Remaining Balance Owed	Total Monthly Payments
Law School	\$	\$	\$
Undergrad	\$	\$	\$
Total	\$	\$	\$

Are any of the loans above consolidated loans? Yes \_\_\_ No \_\_\_

If yes, list which loans are consolidated: \_\_\_\_\_

**LOAN REPAYMENT ASSISTANCE RECEIVED THROUGH OTHER SOURCES**

Please list all loan repayment assistance that you currently receive, other than any amount received through the Chicago-Kent Loan Repayment Assistance Program. If more than three sources, please list additional sources of assistance.

Source of LRAP Assistance	Total Amount Received	Per month or year?
	\$	
	\$	
	\$	