

GEORGETOWN UNIVERSITY LAW CENTER – LOAN REPAYMENT ASSISTANCE PROGRAM

TO: New LRAP Applicants
FROM: Denae M. Newman, Associate Director
RE: 2007 LRAP Application

Thank you for your interest in the Georgetown University Law Center Loan Repayment Assistance Program (LRAP). Please take a moment to review the materials available on our web site <http://www.law.georgetown.edu/finaid/lrap/index.html> and be sure to complete all of the following application documents:

- “Which LRAP is Right For You?” Form
- The seven page LRAP application:
 - Page 1 - Biographical Information
 - Pages 2,3 - Loan Debt Information with Loan Documentation*
 - Page 4 - Employer Certification Form for Applicant / Job Description on Company Letterhead
 - Page 5 - Applicant Certification Form
 - Page 6 - Employer Certification Form for Spouse
 - Page 7 - Spouse Loan Debt Information

If you cannot retrieve any of the materials listed above from this web site, please contact LRAP/Financial Aid Office immediately at (202) 662-9080 so that we may send the missing document(s) to you as soon as possible.

Renewal Applications:

Please note that once you become an active participant of the LRAP program, you will be required to submit a complete renewal application with a copy of your federal tax returns each May, as well as an annual renewal application each November. First time applicants who have recently consolidated their loans are also required to submit a copy of their consolidation application.

Application and Materials Deadline:

All materials are to be completed and returned to the Financial Aid Office no later than the close of business on November 1, and May 1, for mid-year applications (with the exception of spouse forms if you are not married). If the 1st falls on a Saturday, Sunday, or holiday, all materials will be considered timely if they are received by the next business day. **When sending your LRAP application, please send all documents at one time and keep a complete copy of the materials for your records. The Financial Aid Office will mail notification to you within three business days to confirm the receipt of your application.** If you do not receive confirmation of the receipt of the application materials, it is your responsibility to follow up with the Office prior to the deadline date to verify whether your application is on file. Applications are accepted via fax (208) 975-5243, regular mail, and personal delivery to the Financial Aid Office.

Late and/or incomplete applications will NOT be reviewed for eligibility until after all on-time, complete applications have been evaluated and awarded. Due to the financial limitations of the program, late applicants will be considered for awards only on an as-funds-permit basis. Applications that are incomplete at the time of the deadline date will not be reviewed until all necessary information has been submitted, and will then be considered only if funding is available.

In addition, consideration is granted to JD graduates who apply within two years of graduation. Applications submitted more than two years after graduation must be accompanied by a letter of appeal explaining why the graduate is applying outside the two-year window. Such applications will be sent to the LRAP committee and if approved, will be awarded as funds permit after all on-time applications have been evaluated. A graduate participating in a judicial clerkship, which prevents the submission of an application within two years of graduation, may be granted a one-time extension until the next application deadline.

Please Note:

If in any way, the information you provide does not accurately reflect your employment, repayment, or family status, you will risk dismissal from the LRAP program, and you may be subject to civil and/or criminal prosecution.

Should you have questions concerning the application process or the required materials, please contact the Financial Aid Office at (202) 662-9080, prior to the filing deadline, so that we may assist you with the relevant information in a timely manner.

* Acceptable loan repayment status documentation includes a copy of your most recent billing statement for each loan type showing no past due amount, a written statement from your loan servicer verifying your current status on each loan type, a printout of your account from the internet, and/or copies of canceled checks for each 2006 monthly payment for each loan type.

WHICH LRAP IS RIGHT FOR YOU?

Name: _____

SSN: _____

In order to determine the LRAP program for which you may be qualified and/or interested in, please read the information below about each program and answer the questions following the descriptions. Then, submit this form with your completed LRAP application.

Part A: EMPLOYMENT

LRAP I: JD graduates who are employed or self-employed, on a full-time basis, in a law-related capacity by an entity which has as one of its primary purposes the rendering of legal services to or on behalf of persons or organizations which could not otherwise obtain like services within the U.S. as well as international. Some examples include: Legal Aid, Public Defender Offices, Washington Legal Foundation, Rocky Mountain Legal Defense Fund, and the ACLU.

Note: Judicial clerkships, military service, government employment, county prosecutors and district attorneys are NOT considered eligible employment for LRAP I.

LRAP II: JD graduates (from the class of 1996 and beyond) who have either the same qualifying employment described in LRAP I, or are employed full time in a law-related capacity by a government agency which has as one of its primary purposes the rendering of legal services on behalf of the public. Some examples include: LRAP I qualified employment, District Attorney, County Prosecutor, and other public service employment at the local, state or federal level.

Note: Judicial clerkships are NOT considered to be eligible employment for LRAP II.

➔ Based upon the descriptions above, my employment qualifies under the following program(s):

Both LRAP I and II _____ (complete next section) LRAP II only _____ Neither _____

Part B: AWARDS

LRAP I AWARDS: There are two components to LRAP I, loan assistance and loan forgiveness. LRAP I awards are given to graduates in the form of interest-free loans which then convert to grants over time. Therefore, a certain percentage of the total LRAP loan is "forgiven" for each year the graduate remains in qualifying employment. The forgiveness period is five years and is earned as follows:

10% at the end of the 1st year
+ 15% at the end of the 2nd year (25% of the total)
+ 20% at the end of the 3rd year (45% of the total)
+ 25% at the end of the 4th year (70% of the total)
+ 30% at the end of the 5th year (100% of the total)

The benefits are cumulative and complete forgiveness towards previous LRAP award funds received will occur after five years of participation in the program. If the participant continues to be eligible for the program after the fifth year, funds awarded for the sixth year and beyond are disbursed as six month loans. **If the participant leaves the program still owing LRAP funds, the loans repaid to GULC will be charged at an interest rate of 8.25% (as of July 1, 1996) following a six month grace period, and are to be repaid over 10 years.**

LRAP II AWARDS: Eligible participants receive LRAP II benefits in the form of a six month loan, at the completion of such time the award is granted 100% forgiveness. The amount awarded is a pro rata share of the funds appropriated and is therefore dependent upon the total number of eligible applicants. For the 1999 award year, benefits were 50% of participants' maximum LRAP eligibility. From 2000 to 2004 awards were 85% of participants' maximum eligibility. Since 2005, awards have been funded at 90% and will continue at this level until otherwise noted.

An Example of Award Eligibility:

A graduate earns \$42,800 annually employed in Chicago at a public interest organization, owes \$68,000 in loans and does not have any assets. Monthly loan payments are \$540, or \$6,480 per year. The applicant is expected to contribute 50% of his salary over the Standard Maintenance Allowance (SMA) towards yearly loan payments, or \$750 ($\$42,800 - \$41,300 \text{ SMA} = \$1,500 \times 50\% = \750). Maximum eligibility in the LRAP I program would be \$5,730 ($\$6,480 - \$750 = \$5,730$), 100% of the total yearly loan obligation minus the recipient's expected contribution.

Maximum eligibility for LRAP II: For LRAP II, the award would have been \$5,157 representing 90% of the maximum eligibility (LRAP II awards are dependent upon the total number of accepted participants and the funding available).

➔ If your employment is eligible for both LRAP I and LRAP II, please indicate the program to which you would like to apply:

LRAP I _____ LRAP II _____

**GEORGETOWN UNIVERSITY LAW CENTER
 LOAN REPAYMENT ASSISTANCE PROGRAM
 APPLICATION FOR INITIAL PROGRAM PARTICIPATION**

BIOGRAPHICAL INFORMATION

Applicant Name: _____ SSN: _____

Home Address (street, city, state, zip): _____

Home Phone: _____ Work Phone: _____

Fax Number: _____ E-mail: _____

GULC JD Graduation Date: _____ * Date of Birth: _____

If you have dependent children, please list their names and ages: _____

Are you married? () No () Yes If yes, as of: _____ Spouse's Name: _____

*Graduates with an outstanding Student Account balance owed to Georgetown University are not eligible for LRAP consideration until such debt has been paid in full.

EMPLOYMENT INFORMATION SUMMARY

Will you (and/or your spouse) be employed by more than one employer during January - December of 2007? If yes, a separate Employer Certification form is required for each employer. Please make copies of the one provided with this application.

APPLICANT (A detailed job description on your organization's letterhead paper and a completed Employer Certification Form(s) must accompany this application)

Employer: _____

Position Title: _____ Start Date: _____

SPOUSE:

Employer: _____

Position Title: _____ Start Date: _____

PROJECTED INCOME SUMMARY

(If necessary, break down the following on a separate sheet of paper)

Total wages, salary, and fees from ALL employment for this year, January - December 2006:
 (Include additional or part-time employment)

Applicant

Spouse

Total employer-paid loan repayment assistance provided during this year (2006):

All other taxable and untaxed income:

(i.e. interest/dividend income, employer bonuses, alimony, capital gains, child support)

ASSET INFORMATION SUMMARY

Do you own a home? () No () Yes Current market value? _____ Amount you owe? _____
 Do you own other real estate? () No () Yes Current market value? _____ Amount you owe? _____

Value of checking account(s): _____

Value of savings account(s): _____

Value of stock/CDs/other investments: _____

**GEORGETOWN UNIVERSITY LAW CENTER
LOAN REPAYMENT ASSISTANCE PROGRAM
GULC LOAN INFORMATION**

Part A: Please tell us your student loan consolidation plans by choosing one of the following statements:

1. Did you consolidate or have you applied to consolidate your student loans through your lender or through the Federal Direct Consolidation Program? *(Check ONLY ONE response.)*

_____ I have consolidated/applied to consolidate my loans **through my lender.** *(Go to #2.)*

_____ I have consolidated/applied to consolidate my loans **through the Federal Direct Consolidation Program.** *(Go to #2.)*

_____ I **will NOT** be consolidating my loans. *(Go to #3.)*

2. If you are consolidating your federal student loans, has the consolidation been finalized?

_____ **Yes.**

You **MUST** attach:

- Your **CONSOLIDATION REPAYMENT SCHEDULE**, showing your repayment terms and monthly payment amount
- A **COPY OF YOUR CONSOLIDATION APPLICATION**

_____ **No.**

Over how many years will you extend your repayment? *(Check one.)*

_____ 15 _____ 20 _____ 25 _____ 30

You **MUST** attach:

- A Copy of Your Consolidation Application
- Written estimate (if you have received one) regarding the terms/monthly repayment amount

3. I will **NOT** be consolidating my loans and understand that my LRAP eligibility will be determined as if I had, using a 15-year repayment basis.

Part B: Did you borrow commercial student loans (LawAccess Loan, Total Higher Education, Law Student Loan, Bar Loan, etc.) for your attendance at GULC and wish for this debt to be considered for LRAP coverage?

_____ **Yes.** You **MUST** attach a current billing statement or account summary, from **YOUR LENDER(S)** showing the monthly repayment amount for each commercial loan.

_____ **No.**

Part C: **This section MUST be filled out completely.** List each loan for which you are currently or will begin making monthly payments. This list must be accompanied by your most recent loan statements, which indicate that your payments are current. **Loan payments that you do not indicate below will not be used to calculate your LRAP eligibility.** Also, itemize any single payments that are billed for more than one type of loan by your servicer (excluding subsidized and unsubsidized Stafford loans).

LOAN TYPE	SERVICER/LENDER	DEBT INCURRED AT GULC? YES/NO	MONTHLY PAYMENT	INTEREST RATE	TOTAL LOAN BALANCE	INCLUDED IN CONSOLIDATION? YES/NO
			\$	%	\$	
			\$	%	\$	
			\$	%	\$	
			\$	%	\$	
			\$	%	\$	
			\$	%	\$	
			\$	%	\$	

**GEORGETOWN UNIVERSITY LAW CENTER
LOAN REPAYMENT ASSISTANCE PROGRAM**

NON-GULC LAW EDUCATIONAL LOAN DEBT INFORMATION

Do you have student loan debt from attendance at schools OTHER than GULC? If yes, please complete the section(s) below. Please use an additional sheet of paper if more room is needed.

Part A: UNDERGRADUATE LOANS:

Name and Address of Lender/Service	Type of Loan	Interest Rate	Total Current Balance	Monthly Payment	Included in Consolidation?
	Federal Stafford (Subsidized and Unsubsidized)				
	Federal Perkins/NDSL				
	Commercial Loan				
	Other (please specify):				

Part B: OTHER GRADUATE LOANS (from NON- GULC programs):

Name and Address of Lender/Service	Type of Loan	Interest Rate	Total Current Balance	Monthly Payment	Included in Consolidation?
	Federal Stafford (Subsidized and Unsubsidized)				
	Federal Perkins/NDSL				
	Commercial Loan				
	Other (please specify):				

Are any of the loans listed above in a deferment or forbearance status with the lender? If yes, which ones and when will you be expected to begin repayment on the loan(s)? _____

** Loans in a deferment or forbearance state for the period for which you are applying for LRAP benefits, will not be considered in your eligibility calculation.*

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LOAN REPAYMENT ASSISTANCE PROGRAM

EMPLOYER CERTIFICATION FORM

Part A: To be completed by the applicant.

If the LRAP applicant has more than one employer, or is self-employed, this form should be duplicated and completed by each employer.

Name: _____ SSN: _____

I authorize my employer at _____ to provide the information requested in Part B of this form to Georgetown University Law Center.

Signature: _____ Date: _____

Part B: To be completed by the employer.

The person named above has applied to the Georgetown University Law Center Loan Repayment Assistance Program (LRAP). The program application requires certification by the employer of the applicant's employment status and salary. Please complete this form and return it to the applicant. The due date for receipt of this form to the Georgetown University Law Center is November 1st, annually (or May 1st, annually for mid-year participation). Please complete this information in a timely manner to ensure that your employee receives full consideration for these benefits. Thank you.

Beginning date (or projected beginning date) of employment: _____

Projected **annual** salary beginning January 1, 2007: \$ _____ Gross

If known, projected **annual** salary beginning July 1, 2007: \$ _____ Gross

During what month of the year are salary/cost-of-living increases usually given? _____

What is the employee's job title? _____

Benefits received in addition to salary (i.e. housing, food, bonuses, etc.): _____

Does the employer provide loan repayment assistance to the applicant? () No () Yes -- amount per year? _____

Does your organization have IRS 501(c)(3) status? () No () Yes -- number: _____

I hereby certify that all of the information presented on this form is true and complete to the best of my knowledge.

Authorized Signature Printed Name and Title Date

Name of Employer

Address (street, city, state, zip) Phone Number of Employer

**GEORGETOWN UNIVERSITY LAW CENTER
LOAN REPAYMENT ASSISTANCE PROGRAM
APPLICATION CERTIFICATION**

1. I (we) hereby certify that all of the information contained in this application is true and complete to the best of my (our) knowledge.
2. I (we) agree to provide proof of the information presented on this application, if requested.
3. I (we) agree to notify the LRAP committee **in writing within thirty days** if I (we) receive a deferment or forbearance on student loans from my (our) lender and/or if my (our) loan payments are reduced after LRAP benefits are calculated.
4. I (we) agree to notify the LRAP committee **in writing within thirty days** of any change in income, employment, or marital status or if I (we) file for bankruptcy.
5. I (we) certify that this application is complete*, including the Employer Certification Form(s) and loan consolidation documentation, and I understand that **an incomplete application will NOT be acted upon** by the LRAP coordinator and could result in the forfeiture of award eligibility.
6. I (we) understand that in order to continue participating in LRAP, I (we) must complete a mid-year certification to the LRAP committee by May 1st, and provide a copy of my (our) federal tax return(s), and again annually by November 1st. I understand that it is my responsibility to contact the Financial Aid Office if I do not receive the mid-year certification materials by the mid-April, or the annual certification materials by mid-October.
7. I (we) certify that all LRAP loan funds received will be used for the express purpose of repaying student loans borrowed for attendance at GULC.
8. I, the applicant, certify that I am not receiving any assistance in the repayment of my student loans from any source not reported on this application.
9. I certify that I am not delinquent or in default on any student loan and understand that my eligibility for LRAP depends upon the continuous satisfactory repayment status of my student loans. I certify that I will provide proof of my satisfactory loan repayment status from my educational lenders, bi-annually with my applications.
10. I certify that I understand that if I owe an outstanding balance on my student account at Georgetown University that I am not eligible for LRAP consideration until such debt is paid in full.

Applicant's signature

Date

Spouse's signature

Date

* To be considered complete, your application must include:

- () A "Which LRAP is right for you?" form
- () LRAP application, pages 1-3
- () Copy of loan repayment schedule and/or materials for consolidation and commercial loans
- () Detailed job description on employer's letterhead
- () Employer Certification Form(s)

The **DEADLINE** for submission of a **COMPLETE** application is **NOVEMBER 1st, annually**. The **DEADLINE** for submission of a **COMPLETE** Mid-Year Certification is **May 1st, annually**. If the 1st falls on a **Saturday, Sunday, or holiday**, all materials will be considered timely if they are received by the next business day.

Submit your complete application to:

Financial Aid Office/LRAP Committee
Georgetown University Law Center
600 New Jersey Avenue, N.W.
Washington, D.C. 20001
Fax: (208) 975-5243

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**GEORGETOWN UNIVERSITY LAW CENTER
 LOAN REPAYMENT ASSISTANCE PROGRAM
 SPOUSE EDUCATIONAL DEBT INFORMATION**

LRAP Applicant Name: _____ SSN: _____

Spouse Name: _____ SSN: _____

Please complete this form only if your spouse is required to make monthly payments on student loans. Include the requested information below for any undergraduate or graduate loan payments currently being made. If additional space is needed, please use a separate piece of paper and attach to this application.

Name & Address of Lender/Services	Type of Loan	Interest Rate	Current Balance	Monthly Payment

Are any of the loans listed in a deferment or forbearance status with the lender? If yes, which ones and when will you be expected to begin repayment on the loan(s)? _____
