

APPLICATION INSTRUCTIONS FOR NEW PARTICIPANTS

Thank you for your interest in the Georgetown University Law Center Loan Repayment Assistance Program (LRAP). Please take a moment to review the information available on our web site <http://www.law.georgetown.edu/finaid/lrap/index.html>.

Current Application Deadline: May 1, 2008

In order to ensure that you receive your LRAP disbursement for the July through December 2008 disbursement period, the office MUST receive the following documents by **May 1, 2008**:

Online LRAP Application for New Applicants

LRAP Application Documents

- **Application Certification**: This certification form confirms your understanding of the program (this form is available below)
- **Loan Documentation**: You and your spouse (if applicable) must submit all student loan documentation from your lenders (including undergraduate and graduate, if applicable). If you consolidated your federal loans, you must submit a copy of each consolidation repayment schedule and consolidation application. All loan documentation must include the monthly payment amount, current amount due, and show that you are in current and good standing. 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 monthly payment made in the year 2007 and thus far in 2008.
- **Employer Certification Form for Applicant**: This form verifies your employment status and must be completed by your employer (this form is available below). Please note a separate employer certification is required for each employer.
- **Job Description**: This description must be submitted on company letterhead by your employer.

LRAP Application Documents (required ONLY of applicants with a spouse)

- **Employer Certification Form for Applicant's Spouse**: This form verifies your spouse's employment status and must be completed by spouse's employer (this form is available below). A separate employer certification is required for each employer. If your spouse is not employed please include a statement indicating this with your application documents.

If you cannot retrieve any of the materials listed above from the 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.

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 additional 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 e-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 (866) 316-2950, regular mail, and personal delivery to the Financial Aid Office. *If you fax your application, please do not mail a duplicate copy.*

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.

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.

In order to determine if you are eligible to enter the LRAP program, please read the information below about the program.

LRAP EMPLOYMENT QUALIFICATIONS:

JD graduates who are employed or self-employed within the U.S. as well as international, 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.

JD graduates who are employed within the U.S. as well as international on a full-time basis, 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: Legal Aid, Public Defender Offices, Washington Legal Foundation, Rocky Mountain Legal Defense Fund, the ACLU, District Attorney, County Prosecutor, and other public service employment at the local, state or federal level.

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

LRAP AWARDS

Eligible participants receive LRAP benefits in the form of a six month loan, at the completion of such time the award is granted 100% forgiveness. Benefits are first awarded to on-time applicants, and late applicants will be awarded on an as funds-permit-basis.

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.

Contact Information:

Georgetown University Law Center – Loan Repayment Assistance Program
Financial Aid Office • 335 McDonough Hall
600 New Jersey Avenue, NW
Washington, DC 20001
Telephone: 202-662-9080 • Toll-Free Fax: 1-866-316-2950
E-mail: lawlrapp@law.georgetown.edu

**GEORGETOWN UNIVERSITY LAW CENTER
LOAN REPAYMENT ASSISTANCE PROGRAM
APPLICATION CERTIFICATION – New Participants**

1. I (we) hereby certify that all of the information contained in this LRAP application is true and complete to the best of my (our) knowledge. I (we) filled out the Online LRAP application on: _____
(Date)
2. 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, and I (we) agree to provide proof of this statement, if requested.
3. I (we) agree to provide proof of payment for any additional LRAP loan funds I (we) may have received due to unconsolidated fixed interest rate altered repayment options.
4. I (we) agree to provide proof of the information presented on this application, if requested.
5. 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.
6. 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.
7. I (we) certify that this online application is complete once it is submitted and I (we) send in this certification form, loan consolidation documentation/payment schedules, Employer Certification Form(s), and job description on letterhead; 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.
8. 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.
9. 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.
10. 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.
11. 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

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.

**GEORGETOWN UNIVERSITY LAW CENTER
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: _____

Current **annual** salary for 2008: \$ _____ Gross

If known, projected **annual** salary beginning July 1, 2008: \$ _____ 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**

EMPLOYER CERTIFICATION FOR APPLICANT'S SPOUSE

Part A: To be completed by the applicant's spouse.

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

LRAP Applicant Name: _____

LRAP Applicant Spouse's Name: _____

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 spouse of the employee named above has applied to the Georgetown University Law Center Loan Repayment Assistance Program (LRAP). The application requires certification from the employer of the applicant's spouse for employment status and salary. Please complete this form and return it to the employee named above. 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 on a timely basis to ensure that your employee's spouse receives full consideration for this program. Thank you.

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

Current **annual** salary for 2008: \$ _____ Gross

If known, projected **annual** salary beginning July 1, 2008: \$ _____ 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 employee? () No () Yes -- amount per year? _____

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