

APPLICATION INSTRUCTIONS FOR RENEWAL PARTICIPANTS

All application documents below must be **completed and submitted to the Financial Aid Office by November 1 or May 1 (for mid-year applications). If the 1st of May or November falls on a Saturday, Sunday, or holiday, then all materials will be considered timely if they are received by the next business day.**

Applications that are incomplete at the time of the deadline date will be considered late. Due to funding limitations and increased participation in LRAP, incomplete applications will not be reviewed until all required information is submitted and after all on-time, complete applications have been evaluated and awarded. Additionally, late applicants may receive a reduction in their coverage and will experience a delay in receiving their disbursement check.

Current Application Deadline: November 2, 2009

In order to ensure that you receive your LRAP disbursement for the January through June 2010 disbursement period, the office **MUST** receive the following documents by close of business (EST) **November 2, 2009**:

1. Online LRAP Application for Renewal Applicants

2a. LRAP Application Documents

- **Application Certification**: This certification form confirms your understanding of the program (this form is available below)
- **Loan Documentation**: Current documentation for each loan you list on your online application for both yourself and your spouse (if applicable) is required to verify your monthly loan payments. All loan documentation must include the monthly payment amount, current amount due, and must indicate that your payments are current and your account is in good standing. Documentation is usually submitted in either the form of copies of your most recent monthly billing statement, or printouts of online accounts. Other acceptable loan repayment documentation includes a written statement from your loan servicer verifying your current status on each loan, and/or copies of canceled checks for each monthly payment made in the year 2009. **If you recently consolidated your loans with Direct lending and you are switching to the Income Based Repayment (IBR) plan in order to be eligible for the Federal Public Service Loan Forgiveness Program, please submit a copy of your consolidation application and documented IBR payments.**
- **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**: If you have changed employment, and have not previously provided documentation of the change, you must also include a job description of your new position and the date the change was effective so that we may re-evaluate your participation in the program.
- **2008 Federal Tax Return**: **ONLY** required for those participants who did not submit federal tax returns for the May 1st deadline due to filing an extension. This is to verify additional income and must be signed by you and your spouse (if applicable).

2b. 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). Please note 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.

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, you may be required to repay a portion of the disbursements you have already received, and you may be subject to civil and/or criminal prosecution.

If you would like further information regarding Income Based Repayment (IBR) or the Federal Public Service Loan Forgiveness Program, please go to our website at <http://www.law.georgetown.edu/finaid/forms/index.html> and click on the Guide to Income-Based Repayment and Public Service Loan Forgiveness under Publications.

Contact Information:

Georgetown University Law Center
Loan Repayment Assistance Program (LRAP)
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: lawrap@law.georgetown.edu

www.law.georgetown.edu/finaid/lrap

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

1. I (we) hereby certify that all of the information contained in the 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) 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 due to repayment schedule changes after LRAP benefits are calculated.
4. I (we) agree to notify the LRAP committee **in writing within thirty days** of any change in income, loan payments, employment, or if I (we) file for bankruptcy.
5. I (we) certify that the online application is complete once it is submitted and I (we) send in the signature page, loan repayment schedules, Employer Certification Form(s), federal tax returns (for mid-year applications), and job description on letterhead (if applicable); 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 LRAP loan 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 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 or projected **annual** salary beginning January 1, 2010: \$ _____ Gross

If known, projected **annual** salary beginning July 1, 2010: \$ _____ Gross

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

What is the employee's job title? _____

Amount of 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