

# THOMAS L. SHAFFER FELLOWSHIP

## Fellow Agreement

WHEREAS:

Notre Dame Law School is offering a Thomas L. Shaffer Fellowship opportunity, whereby it will reimburse a 501(c)(3) organization ("Host Agency") if the Host Agency will employ a Thomas L. Shaffer Fellow to work for two (2) years to provide legal services to low-income or other underrepresented populations;

\_\_\_\_\_ located at \_\_\_\_\_, is a 501(c)(3) whose mission is  
(name of Host Agency) (address)

\_\_\_\_\_; and  
(describe mission)

\_\_\_\_\_ has advised me that it is willing to offer me a position pursuant to the  
(name of Host Agency)

2018 Thomas L. Shaffer Fellowship Program, whereby I would work full-time for two years beginning

\_\_\_\_\_ 2018, performing these responsibilities: \_\_\_\_\_

\_\_\_\_\_.

THEREFORE, I understand and agree to the following:

1. I commit to work full-time for two full years for the Host Agency commencing \_\_\_\_\_, as a Fellow in the 2018 Thomas L. Shaffer Fellowship Program.
2. I commit to follow all employment policies of the Host Agency.
3. I understand that I will be employed by the Host Agency, not by Notre Dame. As part of the 2018 Thomas L. Shaffer Fellowship Program, Notre Dame will provide the Host Agency \$46,000 each year of my employment to reimburse the Host Agency for my salary. Notre Dame will also reimburse the Host Agency for all costs of employment benefits the Host Agency provides me during the two years of my employment.
4. At the end of the first year of my Fellowship, the Thomas L. Shaffer Fellowship Committee ("Fellowship Committee") will discuss my first year of service with both my Host Agency and me. I agree to comply with any requests for reports or information from the Fellowship Committee. If

the Host agency, Notre Dame, or I end the fellowship at any time, I understand that Notre Dame will stop funding the Fellowship immediately and I will not be entitled to any compensation or support from Notre Dame.

5. I understand that participation in the 2018 Thomas L. Shaffer Program will not affect my eligibility for the Notre Dame Loan Repayment Assistance ("LRAP") Program. I understand that the LRAP Program is administered separately from the Fellowship, and that if I wish to participate in the LRAP Program, I must submit a separate, timely application for that program that complies with the requirements of the LRAP Program.
6. I understand that as a 2018 Fellow, I am a representative of Notre Dame. As such, I agree to behave in a manner that contributes to the excellent reputation of the University in all respects. I understand that my failure to adhere to the expectations of the University will jeopardize my fellowship status and funding.
7. I hereby certify that I have provided accurate and honest information in support of my application for the 2018 Thomas L. Shaffer Fellowship Program. If it is determined that I have falsified or omitted important relevant information during the application process or as a Fellow I understand that I may be dismissed immediately from my position with the Host Agency and that I will be dismissed immediately as a 2018 Fellow, forfeiting all right to future payment of salary and benefits under the 2018 Thomas L. Shaffer Fellowship Program.
8. I hereby release Notre Dame from all claims, losses and damages arising out of injury or damage incurred while working as a Notre Dame Fellow for the Host Agency.

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

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

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