

**NOTRE DAME LAW SCHOOL
LOAN REPAYMENT ASSISTANCE PROGRAM**

**2018 APPLICATION FORM – Part I
Deadline: November 1, 2017**

The 2018 LRAP application consists of two parts:

- Part I, this document, covers all general information, employment data, and income information.
- Part II, a separate document, covers all loan information.

Your LRAP benefits cannot be calculated or disbursed until you have completed both parts. Both parts of the application can be found on the Law School's website at <http://law.nd.edu/lrap>.

PDF Instructions: Save this fillable PDF to your computer or flash drive. Name the file "Last name, First name" – e.g., Kustner, Cathy. Open the saved PDF on your computer, and fill in the requested information. Save the completed PDF and send it as an attachment to ckustner@nd.edu. Alternatively, you may print the PDF and fill it in by hand, and either scan it to email as a PDF, or mail it as a hard copy. In all cases, Part I (and Part II, if applicable) must be received at NDLS by November 1, 2017, not just postmarked by that date.

Application Instructions

If (1) you are currently employed or have accepted employment in an LRAP eligible position and (2) you are currently making law school loan payments, you **MUST** complete and submit **Parts I and II** so that they are received at NDLS by **November 1, 2017**, in order to meet the application deadline.

If (1) you are currently employed or have accepted employment in an LRAP eligible position BUT (2) you are still determining your law school loan repayment plans, **only Part I MUST** be in by **November 1, 2017**, in order to meet the application deadline. Part II should be completed and sent as soon as your law school loan details have been finalized along with supporting documentation from your loan service provider. Please know that the timing of when you complete Part II will impact the timing of your LRAP loan assistance check.

If you are not yet employed in an LRAP eligible position and want to apply for conditional acceptance, you must complete the relevant portions of Part I and submit it so that it is received at NDLS by November 1, 2017.

Submitting your application

You may submit your application in the following ways:

- Email PDF to: ckustner@nd.edu
- Fax to: (574) 631-3980
- Regular mail: Cathy Kustner; University of Notre Dame; Law School; P.O. Box 780, Notre Dame, IN 46556
- Overnight mail: Cathy Kustner; University of Notre Dame; Law School; #3110 Eck Hall of Law, Notre Dame, IN 46556

Part I and, if applicable, Part II – must be received by the Law School on or before **November 1, 2017**. The Law School strictly enforces this deadline. If the required part(s) of the application along with the required attached documentation are not received by November 1, you cannot participate in the 2018 LRAP. The program coordinator will confirm the arrival – but not the completeness – of your application via e-mail within two business days after receipt. If you do not receive an e-mail confirmation within that period, please contact Cathy Kustner immediately at (574) 631-9301 or ckustner@nd.edu to verify that your application has arrived.

A. Applicant Personal Information:

Applicant's Name:

Law School Graduation –Year:

Mailing Address for Check Disbursement:

Primary Telephone:

Primary E-mail Address (LRAP correspondence will be sent using this e-mail address):

Secondary E-mail Address:

What is your current employment status?

Working in a permanent (one year or longer) LRAP eligible position

Have received a firm LRAP eligible position offer with future start date

Seeking LRAP eligible employment even if currently employed in a non-eligible or non-permanent position. This includes short-term positions while awaiting bar results and/or positions funded by the Bridge to Practice program (BTP positions, given their non-permanent status, are not considered eligible employment).

If you checked one of the first two boxes, please proceed to Part B, Applicant Employment Information. If you checked the third box, please read and complete below requirements for conditional acceptance.

Conditional Acceptance

If you are not currently employed in a permanent eligible position but are actively seeking LRAP eligible employment and expect to receive an offer by **February 1, 2018**, you may apply for conditional acceptance.

To apply for conditional acceptance, you must prepare and submit a separate personal statement explaining your circumstances, including the type of employment you are seeking and potential employers and/or positions to which you have applied.

If you're applying for conditional acceptance, we only need the information in Part A (the first two pages of this application) and your personal statement. If you receive conditional acceptance, and you secure permanent eligible employment by February 1, 2018, you must then complete Parts I and II of this application in full before you receive any benefits.

Please remember, the application deadline of November 1, 2017, applies to regular AND conditional acceptance applications. If you don't apply for conditional acceptance by the deadline, you will not be able to participate in the 2018 LRAP.

B. Applicant Employment Information:

Name of Employer:

Position or Job Title:

Starting Date of Employment:

Brief Description of Job Responsibilities:

LRAP provides funding only for full-time positions. Full-time is defined as 35 hours or more per week. If this is not yet a full-time position but has the potential to become one, please explain:

C. Salary Information:

Current Gross Salary: \$

Value of housing allowance and any basic allowance for subsistence that you receive as a direct result of your employment (if any): \$

If applicable, please explain:

Does your employer offer a bonus or incentive plan as a part of your annual compensation?

No Yes – If yes, please explain:

Is your position subject to overtime pay?

No Yes – If yes, please explain:

Do you expect any change in gross salary prior to **January 15, 2018?** This would include any annual merit or cost of living increase, or raise from an anticipated promotion. Note: *Your LRAP funding is directly tied to your actual annual salary for the full calendar year (2018).*

No, I am not expecting any change in annual salary between now and January 15, 2018. The paystub (or offer letter) I am attaching represents the annual gross salary I expect to receive for at least the first month of the 2018 Program.

Yes, I anticipate an annual salary change and understand that I will need to send a new paystub when this increase is in effect and reflected for a full pay period. Meanwhile, I am attaching a current paystub and will note on that paystub the anticipated or estimated increase (if known) I am expecting along with the anticipated timing of such increase.

I am uncertain at this time but understand that if any changes occur, I will be required to immediately report any change in annual salary.

The Program requires a current paystub as an attachment to this application. Changes in salary **at any time during 2018** must be documented with a new paystub as a part of your on-going reporting requirement.

If you have not yet started in your qualified position, an offer letter with your annual salary must be included in your application. A paystub is required once you begin employment and before LRAP funds can be distributed.

All participants will be asked to reconfirm their annual salary just prior to their first LRAP disbursement. To avoid LRAP check disbursement delays, or the need to reimburse any portion of your LRAP funds due to an overpayment, please keep the LRAP administrators as up-to-date as possible with your salary throughout the program year.

D. Loan Repayment Assistance

List any loan repayment assistance that you are currently receiving outside of this Program, have applied for, or otherwise expect to receive during 2018. Include program name or source, amount, and dates of any assistance. Indicate whether this support will be applied by the outside funding source to directly pay down the principal of your outstanding debt, or if it will be used to help pay your monthly loan payments:

- E. **Deductions:** The amount of assistance you are eligible for through LRAP is based on your gross salary, minus deductions for dependent children and non-law school educational debt. Below, please identify any dependent children. If you are currently expecting a child and would like to claim a deduction for that child for 2018, please indicate that below with the expected due date.

Children: names and birthdates, including due dates, of dependent children under the age of 24:

Non-law school educational debt: the only other deduction to your annual gross income will be 2018 loan payments made on behalf of other non-law school educational debt, if applicable. This information is requested in Part II of this application.

- F. **Documentation:** Please attach a current paystub or, if you have not yet started working in an eligible position, an offer letter. Remember, a paystub is still required once you begin employment and before LRAP funds can be distributed. If you are applying for conditional acceptance, a personal statement is required. If there is any additional information you would like to add to this application that has not been adequately captured above, please include such information in a separate optional personal statement.

If you are currently making law school loan payments, please proceed to Part II of this application. If you are NOT currently making law school loan payments, or do NOT yet have a firm schedule of payments due, do not complete Part II of the application. Once your lender has finalized your loan payments, please complete Part II of the application at your earliest convenience. Your LRAP benefits cannot be calculated or disbursed until you have completed both Parts.

Documentation which must be attached to consider this Part I completed:

Current paystub, reflecting your pay for a full pay period, OR copy of an offer letter for a position you intend to accept.

Personal Statement (if needed)

Current Resume

It is strongly advised that you retain a complete copy of your submitted application to be able to answer follow-up questions that may arise during the year.