



**Keta Taylor Colby Public Interest Law Program
2010 Loan Repayment Assistance Program Guidelines
University of San Francisco School of Law**

Following are the terms of the Loan Repayment Assistance Program (LRAP). The purpose of this program is to assist University of San Francisco (USF) School of Law graduates with their educational loan repayment to enable their pursuit of law careers in the public interest.

Eligibility

1. Eligibility for new applicants shall be extended to all alumni of the USF School of Law who have received their Juris Doctor degree within the last five years. *(For funding in the 2010 calendar year that means graduates from December 2004 through May 2009 inclusive)*
2. Graduates with gross incomes of \$60,000 or less are eligible to apply for LRAP. Those earning more than \$60,000 who feel there are extenuating circumstances must submit a "petition for a waiver" for consideration by the committee. The petition must explain their circumstances and be accompanied by relevant supporting documentation. Relevant factors include, but are not limited to: the need to provide financial support for others; expenses for dependents; and lack of alternative sources of support (assets or family assistance). An area's cost of living is relevant in combination with other factors but will not, on its own, justify a waiver. Detailed budget information will assist the Committee's deliberations. (The calculation of gross income of applicants whose expenses are shared with partners, etc. is explained below.)
3. For the purposes of determining the eligibility of a graduate who has a spouse, domestic partner, or anyone else who contributes significantly to household income, the annual gross income figure shall be used. The gross income shall be the higher of: (1) the applicant's annual salary; or (2) the two salaries combined and divided in two. The partner's income shall be reduced by the annual amount of his/her student loan debt repayment. Modifications will be considered for special circumstances.
4. The eligible income level (currently \$60,000) may be adjusted on an annual basis to take into account increases in the cost of living.
5. Public interest work is defined as any work providing legal assistance to poor or under represented people or interests, or work in support of peace and social justice issues. Preference will be given to applicants working at not-for-profit agencies as defined by 501(c)(3) of the federal tax code, as well as to individuals working in under represented or impoverished communities. Government positions providing legal assistance to the poor or under represented will be considered as will individuals working on environmental issues. In the cases of government or private public interest employment, eligibility shall be determined by the Committee on a case-by-case basis, and the employer must submit written verification of the nature of the applicant's work and the percentage performed on a pro bono, reduced, or court-awarded fee basis. Detailed supporting documents may be required to determine eligibility.

6. A program participant must work at least two-thirds (2/3) time in paid public interest work that is law-related to be eligible and remain eligible for the program.
 - a) To qualify as "law related," the applicant's legal education must have contributed to the applicant's ability to obtain and/or perform the job.
 - b) Exceptions to the full-time requirement may be made to provide some funding to participants who must work part time. This includes participants who are caring for children or other relatives, etc. If funding is provided for part-time work, it will be proportional to the amount worked.
7. Applicants should be in good standing with their lenders. However, applicants who are not in good standing may apply for LRAP and be considered on an individual basis. Applicants who are not in good standing should include, in their application materials, full information about the loans that are not in good standing, the reasons for their status, and the steps they have taken or intend to take to return to good standing. They must also contact the Assistant Dean for Academic Services at the School of Law for counseling regarding their particular situation.

Application Process

1. The applicant shall submit a completed USF LRAP Application and provide all supporting documentation.
2. The LRAP Committee shall be appointed by the Dean and the Student Bar Association in the same way as the other faculty committees, with the exception that at least one student from each year's class shall be represented. The student members shall be selected by the Student Bar Association. The Committee shall determine program funding on the merits of the applications.
3. Applications shall be due by October 1, 2009.

Amount and Disbursement

1. The program may grant to the participant that amount of the participant's loan burden which exceeds 10% of the participant's annual gross income. Depending upon the number of eligible applicants and the amount of money available for distribution, awards may be capped. An applicant's assets will be considered in determining the amount of the grant. LRAP funding must be applied towards the repayment of eligible loans.
2. LRAP funding shall cover educational loans due from January 1 through December 31 of a given funding period.
3. Assuming continued eligibility and availability of funding, participants shall be eligible for recertification for a maximum of four years.
4. LRAP funding by the school is treated as a grant of funds payable in two disbursements: January 15 and July 15. Disbursements by these dates are contingent upon the participants' timely submission of required documents.
5. Applicants must submit the following completed forms to the program administrator to receive the first disbursement: LRAP agreement, W9, employment verification letter, lender statement(s), and the loan information release.

Applicants must submit a "request for second disbursement" form and an updated employment verification form between June 1-15 to receive the second installment.

Failure to submit any of these documents in a timely manner will result in forfeiture of award.

6. Recipients of funding through LRAP may have additional tax obligations. Applicants/recipients are encouraged to seek independent tax advice.

Loan Repayments Options / Loan Consolidation

1. For loans which offer flexible monthly payments, LRAP funding eligibility will be based on past payment history. If monthly payments are reduced during the award period, the full amount of the LRAP award must be used to repay the educational loan(s).
2. Consolidation of loans shall not be required. For participants who choose to consolidate their loans, which will usually extend their repayment period and decrease the amount they pay per month towards educational loan debt, LRAP funding eligibility will be based on the actual monthly payment for the consolidated loan.

Dependents' Allowance

The allowance for children, non-earning spouses, or other dependent family members is \$5,000 per dependent, which will be deducted from the total household income for purposes of determining the eligibility and amount of LRAP funding. Should this be in the eligibility section?

Qualifying Loans

1. Government-guaranteed loans such as Stafford, SLS, and Perkins are included. University of San Francisco loans and private educational loans (i.e., Law Access and Law Loans) are included as well, but will only be considered if the applicant received said private loans after having exhausted her or his federal loan eligibility. Loans from friends and relatives are not eligible. As USF financial aid policies and government loan availability and amounts change, the LRAP Committee shall reexamine its policy of coverage. (E.g., the allocation of grants/loans would influence such a determination).
2. Undergraduate loans are included in the loan repayment assistance program.

Reporting Requirements

1. Recipients of LRAP funding may be asked to return to the School of Law to make presentations to students and/or faculty and/or write a description of their work in public interest. These efforts will help to increase awareness of the program, stimulate interest in public interest work, and potentially assist the Law School in raising funds for the program.
2. It is the responsibility of each LRAP funding recipient to keep the Assistant Dean for Academic Services informed of any changes relating to his/her work status, salary, address (including email), and telephone number.

Retroactive Application to Current LRAP Participants

The changes in the guidelines for the LRAP 2010 funding year are grandfathered. The committee reserves the right to change the guidelines.

Updated: July 2009