

2021-2022 Application
Gillis Long Poverty Law Center
Loan Repayment Assistance Program

Application Deadline: Monday, October 25, 2021

Instructions: Please complete the application and attach all required supplemental information. Throughout the application, we request information regarding an applicant's spouse. If these sections are not applicable, please leave them blank.

Please Note: To qualify for the Gillis Long Loan Repayment Assistance program, applicants must make no more than \$65,000 annually, with a \$5,000 deduction adjustment to income per dependent.

Name:	
Home Address:	
City, State, and Zip Code:	
Home Telephone Number:	Cell Phone:
Year Graduated:	
Email Address:	
Date of Admission to Louisiana Bar and Bar Number:	
Other Bar Admissions:	

Employment Information

- Check here if you are a new applicant.
- Check here if you or your spouse will be employed by more than one employer from August 2021 to July 2022, and attach a sheet providing information regarding the additional employer(s).
- Check here if you or your spouse will be unemployed or employed on a part-time basis for any period from August 2021 to July 2022, and attach a separate sheet providing an explanation and any information concerning sources of income during this period.
- Check here if you will be employed as a judicial clerk from August 2021 to July 2022.
- Check here if you will be taking leave or working part-time to accommodate a personal situation. Please attach a separate sheet providing additional information, such as the dates of leave.
- Check here if your present position allows you to have a private practice.
If yes, do you have a private practice? YES NO
- Any ethical violations during law school or bar denials based on ethics violations? If so, please describe on a separate sheet.

Applicant's Employment

Employer:
Full Address:
Office Telephone Number:
Job Title:
Nature of Work:
Date Employment Started:
Annual Salary:

Does your position allow you to provide direct legal services to the indigent? YES NO

Do you and/or your employer provide civil or criminal legal services? CIVIL CRIMINAL OTHER (Circle one)

If other, please describe: _____

The applicant must complete Part A of the Employer Certification Form (page 8), have the employer complete Part B of the form, and return it to the Gillis Long office. If the applicant is employed by more than one employer (for part-time work or an additional job), an Employer Certification Form is required from each employer.

Spouse's Employment

Employer:
Full Address:
Office Telephone Number:
Job Title:
Nature of Work:
Employment Dates:
Annual Salary:

Income Information

In order for an award to be made, the following **must accompany this application**:

1. A copy of your Federal Tax Form for the previous year **MUST** be submitted.
2. Self-employed applications **MUST** also provide copies of Schedule C and partnership return if appropriate.

Applications **WILL NOT** be processed unless accompanied by the requested information or Schedule C.

Projected income for you and spouse from August 2021 to July 2022. See explanation of income categories below.

APPLICANT	SPOUSE
(A)\$	(A)\$
(B)\$	(B)\$
(C)\$	(C)\$
\$	\$
Subtotal \$	Subtotal \$
Total Income of Applicant \$	Total Income of Spouse \$

1. (A) Total wages, salary, commission, and fees for ALL employment (including additional or part-time employer).
2. (B) All OTHER taxable income (i.e. capital gains, interest income, alimony, unemployment compensation, etc.).
3. (C) Untaxed income and benefits (i.e. child support, worker compensation, tax-exempt interest, housing or food allowance, V.A. benefits, etc.)

Education Debt

Please note that it is your responsibility to provide us with an accurate record of your educational loan debt and annual repayment obligations. Also, you will need to attach both **documentation of your repayment obligations (to include a statement of total amount owed and monthly payment amount) and evidence of your good standing with servicers.** This may be in the form of a copy of your most recent billing statement, or a letter from your servicer verifying the information you submitted, or a copy of a repayment schedule indicating that your first payment is due after the time you file your LRAP application.

Applications **WILL NOT** be processed without this paperwork.

B. Loans while at undergraduate or other graduate schools. Indicate undergraduate or other graduate as appropriate.

Are any of these loans consolidated? YES NO

APPLICANT

Servicer/Lender Name	Undergraduate/ Graduate	Total Loan Amount: Current Balance	Monthly Payment Amount	Current Loan Status
Totals:		\$	\$	

SPOUSE

Lender Name and Address	Undergraduate/ Graduate	Total Loan Amount: Current Balance	Monthly Payment Amount	Current Loan Status
Totals:		\$	\$	

Certification

I (we) hereby certify that all of the information contained in this application, including addenda, is true and complete to the best of my (our) knowledge. I (we) agree to provide upon request documentary proof of anything in this application including a federal income tax return to verify my (our) projected income. I (we) understand that I (we) must file an employer certification form (for the applicant) to complete the application. I (we) understand that I (we) are obligated to notify Loyola College of Law if any material changes occur with respect to the information provided in this application. I also understand that it is my responsibility to maintain my educational loan payments regardless of the date of any anticipated LRAP assistance.

Applicant's Signature _____ Date _____

Spouse's Signature _____ Date _____

EMPLOYEE CERTIFICATION FORM

PART A

TO BE COMPLETED BY APPLICANT:

NAME: _____ SOCIAL SECURITY NUMBER: _____

I authorize my employer _____ to provide the information requested in Part B of this form to Loyola College of Law for participation in its Loan Repayment Program.

Applicant's Signature _____ Date _____

PART B

TO BE COMPLETED BY EMPLOYER (ALL REQUESTED INFORMATION IS REQUIRED):

The above named individual has applied to the Gillis Long Poverty Law Center (GLPLC) Loan Repayment Assistance Program. Part of this application process requires certification from the employer of the applicant's employment status. Please complete this form and return it to our office as soon as possible:

Christina Luwisch
Associate Director
Gillis Long Poverty Law Center
Loyola University New Orleans College of Law
7214 St. Charles Avenue, Box 902
New Orleans, LA 70118

If you have any questions, please contact Christina Luwisch at 504-861-5762.

Date Employment Began: _____ Circle one: Full-time Part-time

Monthly Salary: Gross _____ Net: _____ (August 2021—July 2022)

Yearly Salary: Gross _____ Net: _____ (August 2021—July 2022)

Is a portion of the applicant's salary paid by the State of Louisiana? YES NO

Is the applicant employed as an attorney by an agency of the State of Louisiana, city, or parish? YES NO

Nature of Job: _____

Authorized Signature: _____

Print Name & Title: _____

Address & Phone Number of Employer: _____

2021-2022 Application Checklist
Gillis Long Poverty Law Center
Loan Repayment Assistance Program

The Gillis Long Poverty Law Center cannot consider an application unless it is complete. Please see the list below to confirm you have completed the application and attached all required supplemental information.

1. _____ Please confirm you have completed all applicable sections of the application.
2. _____ If you checked any of the boxes on page 1 under “Employment Information,” do you have to submit a separate sheet? If so, please confirm it is attached.
3. _____ Did you attach the required tax information?
4. _____ Did you attach the required loan documents? Documentation should confirm the current loan balance, monthly payment, and loan status for each of your loans.

_____ Current Loan Balance Confirmed

_____ Current Monthly Payment Confirmed

_____ Current Loan Status Confirmed
5. _____ Did you submit the Employment Certification Form (Page 8) to your employer?

If you have any questions, please do not hesitate to contact Christina Luwisch at cmluwisc@loyno.edu or 504-861-5762.