

**CITY BAR CLE  
NEW YORK CITY BAR ASSOCIATION**

**Financial Scholarship Guidelines and Procedures for CLE Programs**

The following constitutes the financial scholarship guidelines and procedures for continuing legal education (CLE) programs sponsored by the New York City Bar.

1. The fees charged by the New York City Bar for continuing legal education programs and courses reflect the New York City Bar's commitment to the availability of affordable quality CLE programs to members of the bar-at-large.
2. Requests for reduced or waived fees for The New York City Bar-sponsored CLE programs shall be made in writing and submitted to the City Bar at least two (2) weeks before the date on which the CLE course or program is to be held. Applications received less than two (2) weeks before the program may be denied.
3. The written request shall contain a statement of the economic hardship and the relief sought by the applicant. All requests made pursuant to these guidelines shall remain confidential.
4. A qualified determining body shall review and decide the written requests for relief. Review of CLE Financial Hardship requests must include, but is not limited to, consideration of the following:
  - a. Nature of the requesting attorney's employment (i.e., private law firm, not-for-profit, public/government service); and whether the attorney works per diem, part-time, full-time, or by contract;
  - b. Requesting attorney's gross annual income;
  - c. Prior applications under these guidelines within the past 12 months and the result of those applications.
5. The applicant shall be informed of the committee's decision, no later than 3 (three) days prior to the date on which the program or course is to be given, provided the application for a reduced or waived program fee has been submitted timely.
6. Attorneys with an income of less than \$50,000 may receive relief according to, but not limited to, the following guidelines:
  - a. Waiver of program fees in their entirety,
  - b. Reduction of program fees,
  - c. Making non-members eligible to attend at member prices,
  - d. Waiver of program fees, but requiring payment for materials and meals.
7. The New York City Bar reserves the right to deny relief to applicants even though they may satisfy the financial hardship criteria set forth above.

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42 West 44<sup>th</sup> Street  
New York, NY 10036  
[www.nycbar.org](http://www.nycbar.org)

Email: [scholarships@nycbar.org](mailto:scholarships@nycbar.org)

**Financial Scholarship Application**

Requests for reduced or waived fees for The New York City Bar-sponsored CLE programs shall be made in writing and submitted to the New York City Bar at least two (2) weeks before the date on which the CLE course or program is scheduled. Applications received less than two (2) weeks before the program shall be denied. The New York City Bar reserves the right to exercise discretion in the approval of the scholarship. Scholarship awards are not transferable.

**Name:** \_\_\_\_\_

**Association Member:**

**Address:** \_\_\_\_\_

**Yes** [    ]                      **No** [    ]

**Tel #:** \_\_\_\_\_

If you are a member, have your dues been  
waived? \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Are you currently practicing law in New York State?**                      **Yes** [    ]                      **No** [    ]

**Are you a government/public interest attorney?**                      **Yes** [    ]                      **No** [    ]

**Are you a full-time student or full-time academic?**                      **Yes** [    ]                      **No** [    ]

**Current Employer's Name:** \_\_\_\_\_

**Current Employer's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Dates of Employment** \_\_\_\_\_ **Title** \_\_\_\_\_

**If you have not been in your current position for at least 2 years or if you are unemployed, please list:**

**Previous or Last Employer's Name:**  
\_\_\_\_\_

**Dates of Employment** \_\_\_\_\_ **Title** \_\_\_\_\_

**Year of Graduation from Law School:** [    ]                      **Year of Admission to NY Bar:** [    ]

**List all other jurisdictions in which you are admitted to the Bar:** \_\_\_\_\_

**What Is Your Practice Area(s):** \_\_\_\_\_

**Employment Status:** Per Diem [ ] Full Time [ ]  
Part-Time [ ] Contract [ ] If so, for how long? \_\_\_\_\_  
Unemployed [ ] Self-Employed [ ] If so, for how long? \_\_\_\_\_

**Gross Annual Income:** \$ \_\_\_\_\_

**Indicate amount you are able to pay towards the program fee?** \$ \_\_\_\_\_

**Other information in support of this application:** (aside from obtaining CLE credit, please include why you are interested in the particular program)

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*(Please attach a brief letter if more space is needed)*

**I am requesting the following for consideration:**

Reduced Program Fees

Waiver of Fee

Member Fee

**Please fill out a separate application for each CLE program for which you would like to receive a scholarship award.**

**CLE Program:** \_\_\_\_\_

**Date of Program:** \_\_\_\_\_

Have you applied for a scholarship to a City Bar CLE program in the last 12 months? If so, list the name of the program(s) and date(s). Please state whether the scholarship was a reduced fee or a full scholarship.

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I hereby certify that the information set forth herein is correct.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Scholarships may be granted to individuals with a gross annual income of less than \$50,000. A 50% discount will be granted to attorneys who are unemployed. You do not need to submit an application for this discount to be honored - register at any time with this discount by contacting Customer Relations at (212) 382-6663. Regardless of your eligibility for a 50% discount, you may still apply for a financial scholarship. The New York City Bar reserves the right to grant or deny scholarships regardless of household income and subject to the criteria set forth in the application.*

This application **must** be submitted at least two (2) weeks prior to the program.