

New Haven County Bar Association

Continuing Legal Education Tuition Assistance and Payment Policy

(Jan. 2010)

Tuition Assistance & Hardship

Any attorney may apply for a discount or fee waiver for most NHCBA continuing legal education programs. Download the **Financial Assistance Application** and send in at least two weeks prior to the program date.

For more details, please view the **Seminar Tuition Assistance Policy**.

Law Students and Legal Service Providers

The NHCBA offers substantial discounts to law students for most CLE programming. It also extends to the New Haven Legal Assistance Association discounts for certain seminars and provides them eight free CLE seminar passes each year.

Payment & Refunds

The NHCBA requests that all CLE registrants please pre-pay. The registration fee will be fully refunded if you call the NHCBA office, 203-562-9652, by noon the business day prior to the program for which you are registered (unless otherwise indicated on that program's registration form).

Registrants who are pre-registered and pre-paid and who fail to attend will receive the course materials. Course fee can be transferred to another NHCBA member attending the class in the registrant's place. Hand-out preference will be given to those who pre-registered.

Non-pre-paid registrants who do not attend will be billed, and will receive the course materials upon payment.

Special Needs

Please contact the NHCBA office staff for any specific special needs requests within two business days of the date of the program.

NEW HAVEN COUNTY BAR ASSOCIATION

CONTINUING LEGAL EDUCATION SEMINAR TUITION ASSISTANCE POLICY

The New Haven County Bar Association (“NHCBA”) recognizes that attorneys may, under certain circumstances, require tuition assistance. In recognition of this need for tuition assistance, the NHCBA has adopted the following tuition assistance policy for those attorneys desiring to attend most NHCBA CLE programs.

Any attorney seeking tuition assistance for an NHCBA CLE program shall submit an application using the NHCBA application form to the NHCBA CLE Committee **at least two weeks prior** to the date of the CLE for which tuition assistance is sought. The application is available on the NHCBA website in the Legal Links Document List at www.newhavenbar.org/links.php or by calling 203-562-9652. The CLE Committee Chair(s) with the NHCBA Executive Director and/or Communications Coordinator shall review the application based on the following hardship criteria:

Employment Status Tuition Assistance

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|-----------------------------|--------------------------------|
| Unemployed | 50% discount of applicable fee |
| Income up to \$25,000 | 50% discount of applicable fee |
| Income \$25,000 to \$35,000 | 25% discount of applicable fee |
| Income above \$35,000 | No discount |

Any NHCBA member in good standing (annual dues paid) shall pay according to the above schedule. Non-members of the NHCBA shall pay according to the above schedule or \$15 per credit hour, whichever is greater. The NHCBA will review the application in accordance with the above criteria and inform the applicant, in writing, of its determination on the application prior to the date of the CLE program for which tuition assistance is sought. The NHCBA may, in its discretion, deviate from the above criteria in extraordinary circumstances, and reserves the right to grant or deny tuition assistance regardless of household income. All determinations of the CLE Committee are final. The annual Nuts & Bolts Basic Practice CLE Series is exempt from applications for financial aid except in extraordinary circumstances.

All information is kept confidential and shared only with CLE Committee Chair(s) and NHCBA staff for review purposes.