

TOURO LAW CENTER CLE FINANCIAL AID POLICY

Touro Law Center (“Touro” or “the Law Center”) seeks to provide high quality continuing legal education programs, designed to meet the on-going needs of practicing attorneys. Touro is committed to providing practical, relevant legal education which also satisfies the MCLE requirements of New York State. Consistent with this policy, and in order to make MCLE available to all who need it, the Law Center maintains a reasonable tuition schedule for all of its CLE programs; provides opportunities for interest-free extended payment plans, accepts payment by credit card, provides alumni, student and municipal employee discounts, and grants full or partial tuition waivers under circumstances of extreme financial hardship. All reasonable attempts will be made to keep confidential the names and financial information of attorneys seeking financial hardship assistance.

FINANCIAL AID OPTIONS

1. **Extended Payment Plans:** Payment of tuition for CLE courses may be extended over a period of time, subject to the approval of the Law Center upon submission of a written application (*form attached*). If approved, the applicant may designate the manner of payment sought in a letter of agreement signed by him/her. The agreement will become valid upon the signature of a representative of the Law Center. The Law Center may seek additional verification prior to making its determination.
2. **Alumni and Student Discounts:** Touro provides a discount to members of its alumni association who register for CLE classes at Touro. Currently, the discount is 10%. All law students (not only Touro law students) routinely receive either steeply discounted or free admission to all CLE programs.
3. **Municipal Attorneys:** Touro tries to support and recognize the need of attorneys working in the public sector to obtain CLE training, despite the fact that their income is often below what they could be making in the private sector. Therefore, Touro provides tuition discounts to these attorneys and/or agencies, up to 50% of the tuition, subject to availability.
4. **Full or Partial Tuition Waivers:** Attorneys who are unable to pay CLE tuition, and are unable to avail themselves of any other options, may apply for a tuition waiver. A written application, which includes disclosure of financial information, must be submitted by the attorney seeking a tuition waiver. Each application will be evaluated by a committee appointed by the Law Center, utilizing specific guidelines that include prevailing wages for attorneys on Long Island, NYS CLE Board sliding scale suggestions, the program budget, the number of registrants paying full tuition, and/or the amount of space available at the program.

In general, partial or full tuition waivers are most likely to be granted to attorneys who are unemployed or presently earning less than \$30,000.00 a

year. Attorneys who earn more than \$30,000.00 but have special circumstances that make CLE tuition payments difficult may explain their circumstances and be considered for a tuition waiver. The number of grants awarded for any given program is determined at the discretion of Touro Law Center, and depends upon such factors as costs related to the particular program and available space. *Form (requiring attorney affirmation) is located on http://www.tourolaw.edu/cle/cle_program_policies/financial_hardship_policy.asp.*