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### **CLE Financial Hardship Policy**

A financial hardship discount to attend CLE programs hosted by Volunteer Lawyers for Justice (VLJ) may be available to attorneys in good standing who are unemployed or under-employed and/or have other financial hardships.

1. VLJ offers exclusively free and low-cost continuing legal education programs and seminars, employing VLJ's commitment to train NJ licensed attorneys and encourage pro bono work.
2. Attorneys receiving a discount are responsible for any other costs of attending the CLE program, i.e., transportation, parking, meals, etc.
3. Financial hardship discounts will be determined at the discretion of VLJ.
4. Financial hardship discounts will not be granted retroactively.
5. Financial hardship discounts are nontransferable from program to program, or person to person.
6. A financial hardship discount may only be requested and used once in a calendar year.
7. Requests for a discounted tuition for VLJ-sponsored CLE programs shall be sent via email to: [tnelson@vljnj.org](mailto:tnelson@vljnj.org). All requests must be submitted at least two (2) weeks before the date on which the CLE course is to be held. Applications received less than two (2) weeks before the program may be denied. Request(s) must include the following:
  1. Name
  2. Phone #
  3. Address
  4. Bar ID#
  5. Are you currently practicing law in NJ? **Yes** or **No**
  6. Are you currently employed? **Yes** or **No**
    1. If Yes, Name and Address of current employer:
    2. Dates of employment:
    3. Status: **Full time** or **Part-time**
  7. Gross Annual Income:
  8. Year of graduation from law school:
  9. In what practice areas do you have experience and how do you plan to use this training to further your work?
  10. Statement of financial hardship (*Be sure to attach evidence of hardship*):
8. VLJ's CLE administrator will reply by email, no later than 3 (three) business days prior to the date on which the program or course is to be given, provided the application has been timely submitted.