

## CRXJEM CONSULTING LLC

### Pennsylvania Continuing Legal Education

#### Financial Hardship Policy

In compliance with the Supreme Court of Pennsylvania Continuing Legal Education Board requirement that all Accredited Providers of Continuing Legal Education (CLE) maintain a Financial Hardship Policy, this policy sets out criteria for determining eligibility of attendee for either partial or complete financial aid for CLE courses.

No more than 25% of all CLE attendees may consist of financial aid packages. This requirement maybe waived by the company with consent of management and if applies, other stake holders involved in the CLE. For a CLE of 100 attendees, no more than 25 attendees consist of financial aid. CLE events are to have financial aid attendee numbers based on forecasted and planned attendance. For a CLE of 100, a guideline may consist of 10 Full Fee waivers, 10 partial and 5 scholarships.

All applications for financial aid must be completed in writing prior to attending.

All applications must fill out financial hardship form.

All applications will be reviewed and a determination made by the designated financial aid officer.

All applications are to be kept for 5 years from date of application.

There are several categories of financial aid.

1. Application for full course fee waiver based on: a) new lawyer, this is for lawyers who are newly admitted under 3 years and are unassociated with any firm greater than solo or themselves. They may also apply for a partial fee waiver or scholarship, separately if they wish.
2. Application for full course fee waiver based on b) lawyer that has had a major economic event that has affected their earnings such as financial emergency or substantial change in their practice due to events beyond their immediate control.
3. Application for partial course waiver
4. Returning attorney full course fee. A lawyer may have left the practice for various reasons voluntary or involve, such as for medical or obligations such as caring for loved one.

Company policy is to actively disseminate this policy.

Each attorney that applies for financial hardship fee waivers are to provide basic information as their name, year licensed, their current status as of application date, their current firm association relationship, which CLE they are applying for, which category, and reason why apply.

The Designated CLE Financial aid officer must verify the basic information by either using the lawyer look or other means available. Once verified, the financial officer is to compare to the current course offerings financial aid hardship categories to available slots in each CLE category. Once filled, applicants should be made aware the category is filled. The applicant may still apply or have the applications put on file for next available CLE.

It is noted the lawyer granted a financial hardship waiver is to make best efforts to attend CLE or contract as soon as possible if they cannot attend.

CRXJEM offers scholarship waivers. Unlike basic full or partial fee waivers, scholarships are granted based on applicant willingness to assist CRXJEM in research by completing addition suveys prior to attending CLE and or post CLE. The surveys, usually based on the topic of CLE, and more detailed course evaluations , possibly including more in depth interviews.

Full waivers are to be granted maximum of 1 lawyer per year.

Once financial determination is made, the designed financial officer is to contact applicant and notify of determination.

Reasonable efforts will be made to work with applicant about future or other CLE's.

Policy is to be reviewed every year.

Policy may be reviewed or updated at any time.

Policy Date: August 27, 2014

Policy Approved by \_\_\_\_\_CR/President

CRXJEM CONSULTING LLC

Pennsylvania Accredited Provider Continuing Legal Education

Application for Financial Aid based on Financial Hardship

Name \_\_\_\_\_

Firm (If Applies) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

(optional) Email \_\_\_\_\_

How did you hear about CRXJEM Consulting LLC Financial Hardship Policy?

\_\_\_\_\_

CLE Course Applying for:

\_\_\_\_\_

CLE Course date and Time Applying for:

\_\_\_\_\_

Are you applying for Full Fee Waiver (100% of course)

Based on (Circle ALL which applying for) 1) new Admitted (less than 3 years) 2) Major economic event 3) returning lawyer

Partial attendee pays only (Cover only materials, or 25% or 50%) of course fee due to

1) Newly admitted 2) Major economic event 3) returning licensed legal professional

Scholarship (Circle ALL which applying for): 100%    50%    25%

Combination of scholarship and partial

Additional reasons if they apply that you wish to share with financial designated CLE officer

TO BE COMPLETED BY FINICIAL AID OFFICER  
FOR EACH APPLICATION

DATE REVIEWED \_\_\_\_\_

WAS INFORMATION VERIFIED YES NO

DATE GRANTED \_\_\_\_\_

GRANTED BASED UPON

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RECOMMENED FINANCIAL AID PACKAGE (IF APPLIES)

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DENIED BASED ON

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REQUEST TO CHANGE CLE

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Was applicant contracted prior to making determination?

ADDITIONAL COMMENTS