



# Virginia Loan Forgiveness Program

## 2009 Application Instructions

### General Information

The Virginia Loan Forgiveness Program (VLFP) is designed to assist Virginia Law School graduates who are entering public service employment with their law school educational loan debt. VLFP provides program participants with funds in the form of a forgivable loan from the Law School Foundation. Participants must use these funds to cover their monthly/annual law school loan payments according to the repayment schedules established with their lenders.

You must apply within two years of graduation (i.e., December 15, 2009 for 2007 graduates) or within two years of completing a judicial clerkship taken immediately after graduation.

Assistance is provided on a calendar-year basis and can begin as early as the first year after the year of graduation. Because VLFP benefits are paid on a calendar year, they rarely match up with your employment and loan repayment cycles. You must be prepared to make any payments due before January of your first year of benefits.

Current program participants who submit completed applications by November 30, 2008 will receive funds in January 2009. New VLFP applicants who submit completed applications by December 15, 2008 will receive fund disbursements in February 2009. Participants receiving financial assistance will be required to sign a Promissory Note prior to receiving VLFP funds setting forth their obligation to repay program loans that are not subsequently forgiven.

Please complete the attached application following the instructions and guidelines provided. To expedite the application process, please label the supporting documentation clearly. Applications will not be considered complete and ready for processing until all required documents are received. You are encouraged to notify the Office of Financial Aid via letter or e-mail if you are not able to provide a complete application by the appropriate deadline.

### Application Deadlines

**Reapplicants** should submit a completed application by November 1, 2008

**First-time** applicants should submit a completed application by December 15, 2008

## Application Instructions

**First Time Applicants:** To apply for an initial VLFP loan, please submit the following:

1. VLFP Application
2. Employment and salary verification
  - a. letter from employer verifying position, start date and annual salary
  - b. recent earning statement
3. Federal Tax Return from 2007
4. Loan Information and Documentation – for all Law School certified loans
  - a. Documentation must show that loans are in repayment status
  - b. Documentation must show loan totals and the monthly repayment amount
  - c. VLFP participants may utilize 10-year repayment plans for your Stafford, Grad Plus, and private educational loans to maximize benefits. To avoid delay in VLFP application processing, please make sure your loans are set up on 10-year repayment plans prior to submitting your application — if you intend to take advantage of this benefit. If you wait, your benefit will be delayed by several months.
  - d. Consolidated Loans combining any undergraduate loans with law school loans — VLFP will cover the law school portion only. Please provide documentation that shows the breakdown between undergraduate and law school loans so we can accurately calculate the law school portion.
5. If married, provide salary and graduate student loan information for spouse.

**Re-applicants:** To apply for continuing benefits and forgiveness of prior year VLFP loan, please submit the following:

1. VLFP Application
2. Employment and salary verification
  - a. letter from employer verifying position, start date and annual salary
  - b. recent earning statement
3. Federal Tax Return from 2007

4. Loan Information and Documentation – for all Law School certified loans
  - a. Documentation must show that loans are in repayment status
  - b. Documentation must show loan totals and the monthly repayment amount
  - c. Documentation must include proof of loan repayment in the form of a payment history from the lender or copies of canceled checks.
  - d. Consolidated Loans combining any undergraduate loans with law school loans — VLFP will cover the law school portion only. Please provide documentation that shows the breakdown between undergraduate and law school loans so we can accurately calculate the law school portion.
5. If married, provide salary and graduate student loan information for spouse.

**Forgiveness Only:** To apply for forgiveness of a prior year VLFP Loan, please submit the following:

1. VLFP Application
2. Employment verification — letter from employer verifying position, start date and end date, if applicable.
3. Documentation verifying proof of loan repayment in the form of a payment history from the lender or copies of canceled checks.