
Purpose. The Illinois Institute for Continuing Legal Education (IICLE®) is a not-for-profit 501(c)(3) organization dedicated to the professional development of Illinois lawyers for the ultimate benefit of the public they serve. As a central part of this mission, IICLE® offers continuing legal education programs focused on Illinois law and practice. IICLE® recognizes that financial hardship may be a barrier for some attorneys who would like to avail themselves of the benefit of IICLE® programs and offers a **tuition waiver program** to assist select individuals who might not otherwise be able to participate in the IICLE® experience.

Minimum Eligibility. All tuition waiver applications submitted under this policy are reviewed by IICLE® and eligibility determinations are made on a case by case basis at the sole discretion of IICLE®. Individuals who meet the following minimum requirements are eligible for *consideration* of a tuition waiver:

- Must possess an active license to practice law in Illinois;
- Must not have been approved for a financial hardship tuition waiver in the attorney's same reporting period for which the request is made; and
- Must attest to significant financial hardship or to the attorney's full-time employment in a legal practice that consists entirely of full-time public interest work.

Evidence of Financial Hardship. Applicants must provide an affidavit attesting to significant financial hardship such that the applicant has limited financial means to participate in continuing legal education programs because: (1) the applicant has experienced a recent personal or professional hardship that significantly impacts the applicant's finances and/or earning capacity; or (2) the applicant's legal practice is 100% dedicated to full-time public interest work. Full-time public interest work is defined solely as full-time employment by an organization that provides free or low-cost legal representation to Illinois citizens. In some circumstances, and at its sole discretion, IICLE® may request additional information in support of the application.

Extent of Awards. Regardless of the requested tuition waiver amount, IICLE®, in its sole discretion, will determine whether a tuition waiver is granted and, if granted, what the amount of the tuition waiver will be. In accordance with Illinois MCLE Board Rules, for any IICLE® continuing legal education program with a tuition amount over \$500 for which a tuition waiver is granted, the amount of the waiver will be at least 50% of full-price tuition. All tuition waivers are based on the full-price tuition of the program, which is the price before any discounts are applied. Applicants must limit tuition waiver applications to one specific IICLE® program. IICLE® will automatically reject any application that requests a tuition waiver for multiple programs.

Exclusions. This financial hardship policy applies **only** to IICLE® continuing legal education programs and does **not** apply to: IICLE® publications; IICLE® forms; any bundled or packaged continuing legal education programs offered at a discount, including, but not limited to, IICLE® MCLE Complete packages; and IICLE® subscription services, including subscriptions that provide access to continuing legal education programs. IICLE® reserves the right, at its sole discretion, and at any time and for any reason, to exclude any program, product or service from the tuition waiver program.

Application Process. To apply for a tuition waiver under this IICLE® Financial Hardship Policy, the applicant must complete the form below in its entirety and submit it to IICLE® in a timely fashion. Please note that tuition waiver applications for live in-person, live simulcast, or live webcast attendance at IICLE® programs must be submitted at least 5 business days in advance of the scheduled program in order to ensure timely consideration.

Date of Application**Applicant Information**

Name
Address
Phone
Email Address
ARDC#

Program Information

Program Title
Date (if applicable):
Location (if applicable):
Desired Participation Format:

- In-Person
- Webcast
- Online On-Demand

Minimum Eligibility for Consideration. Please check all that apply. Please note that you must meet all of these minimum eligibility requirements in order to qualify for consideration.

- I possess an active license to practice law in Illinois.
- I have not received a full or partial tuition waiver during my current reporting period.

Evidence of Financial Hardship. Please check all that apply. However, you are only required to check one item below in order to have your application considered.

- I have experienced personal or professional hardship (as described below) that has had a direct and significant impact on my ability to pay for the above continuing legal education program.
- My legal practice is 100% dedicate to full-time public interest work (as described below)

Please provide a written description of the circumstances that lead you to apply for a tuition waiver. Please note that IICLE may contact you to request additional information after initial review of your application. You can expect a response to your application within 5 business days after submission.