

WESTCHESTER COUNTY BAR ASSOCIATION  
4 Westchester Park Drive, Suite 155, White Plains, NY 10604  
Phone: 914-761-3707 - Fax 914-761-9402  
E-Mail: [cle@wcbany.org](mailto:cle@wcbany.org) | [www.wcbany.org](http://www.wcbany.org)

## **HARDSHIP POLICY**

### **Policy Regarding Full or Partial Waiver of Fees for WCBA sponsored Continuing Legal Education (CLE) Programs.**

The Westchester County Bar Association is committed to providing Continuing Legal Education Programs at an affordable price to its members as well as the bar-at-large. Under our policy, any member of our association who has a genuine financial hardship may apply, in writing, explaining the basis of his/her hardship. On the basis of that explanation, he/she can receive a full or partial waiver of fees, depending on the circumstances. Notice of this policy will be printed in our brochures for CLE programs sponsored by the Westchester County Bar Association.

### **FULL OR PARTIAL FEE WAIVERS**

The following constitutes our guidelines and procedures for determining fee waivers to WCBA sponsored CLE programs:

- 1) Requests for partial or full waiver of fees to WCBA sponsored CLE programs shall be made in writing and submitted to the Continuing Legal Education Committee no later than fourteen (14) days before the date on which the CLE course or program is to be held.
- 2) The written requests shall contain a statement of the economic hardship and the relief sought by the applicant. The applicants will be requested to certify their gross reportable income for the preceding tax year, as well as their estimated income for the current year.
- 3) The Executive Director, in conjunction with the President-Elect, will review waiver requests and determine the amount of waiver to be authorized. The applicant will be informed of WCBA's decision no later than three (3) days prior to the date on which the CLE program of course is to be given.

Discounted or full scholarships will be based on the hardship and circumstances. The following criteria will be used when reviewing applications:

Full Scholarship	UNEMPLOYED (and spouse unemployed)
75% discount	Income less than \$30,000 per year
50% discount	Income from \$30,000 - \$50,000 per year
No Discount	Income above \$50,000 per year