

**McLean County Bar Association**  
**Continuing Legal Education Financial Hardship Policy and Application for CLE Fee Waiver**

The Board of Governors of the McLean County Bar Association (MCBA) may, at its discretion, reduce or waive the registration fee for any lawyer who desires to attend an MCBA continuing legal education (CLE) seminar, but for whom the cost would be a financial hardship. Requests shall be made via the Application for CLE Fee Waiver below, and submitted to the address below with the seminar registration form **at least fourteen (14) days prior to the seminar**. Financial aid shall be capped at \$250 per attorney per MCBA fiscal year (June 1-May 31).

The determination of whether a lawyer is eligible for a reduced or waived fee will be made on a case by case basis upon professional relevance, financial need and the space available for the seminar. MCBA will take reasonable steps to keep all Application forms confidential, except for disclosure to MCBA staff and Board members involved in processing the Application and the decision to grant or deny the request.

If an Application is approved, a reduced or waived fee will be offered. For a one hour or luncheon CLE sponsored by MCBA, a fee of \$50 or less will be waived in its entirety. Approved fee waivers will include the cost of lunch and/or refreshments, if provided to registrants. For courses with a fee of \$500 or more, qualifying attorneys will receive up to a 50% reduction in the course fee, subject to the MCBA fiscal year cap per attorney. If a lawyer is found to be eligible for a reduced fee he/she shall be responsible for paying the balance of the registration fee prior to admission into the seminar.

This policy shall be publicized on the MCBA website. A link shall be provided from the MCBA's CLE Documents & Surveys Page to the Application for CLE Fee Waiver.

Submit the completed form to:  
McLean County Bar Association Assistant  
PO Box 3142  
Bloomington, IL 61702-3412

**McLean County Bar Association Application for CLE Fee Waiver**

Name \_\_\_\_\_ ARDC# \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Title of MCBA Seminar \_\_\_\_\_

Program Date \_\_\_\_\_ Registration Fee \_\_\_\_\_ Waiver Amount Requested \_\_\_\_\_

**By signing the application, the attorney applying for the waiver of the CLE registration fees for the identified CLE attests:**

- 1) The MCBA seminar is one directly relevant to my law practice and/or the continuing legal education (CLE) offered for the MCBA seminars currently needed by me to meet my CLE requirements for this reporting period in order to retain my law license. My present financial situation creates a hardship in being able to pay the full amount of the fee for this seminar. I am requesting a full/partial (please circle one) waiver of the fee.
- 2) I have not received waivers from the MCBA of fees for MCBA seminars aggregating in excess of \$250 (when the fee waiver requested for this MCBA seminar is included) in the MCBA fiscal year (June 1 – May 31).

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Signature of Applicant