

Student Mailbox # _____
(if available)

For Academic Year _____
For Summer _____

DUQUESNE UNIVERSITY SCHOOL OF LAW

Application for Work-Study Grant-In-Aid

This form is to be completed and submitted to the Office of the Associate Dean, School of Law.

GENERAL INFORMATION: A limited number of School of Law work-study grants-in-aid for partial tuition credit are available to full-time matriculating students enrolled in the day division. Recipients of such grants-in-aid are required, depending upon the amount of the individual grant, to adequately perform, as a condition of the award and maintenance of such grant, certain duties as either a law school library aide, a law school faculty research aide or a law school administrative aid for five (\$1,500 Grant) to ten (\$3,000 Grant) hours per week during the entire academic year. Unsatisfactory performance on the part of a student aid will result in the cancellation of his or her grant.

Grants-in-aid, as well as specific grant-in-aid positions, are awarded upon the basis of a combination of financial needs and academic achievements of students applying for such grants. Although priority is given to full-time students enrolled in their second and third years of law school, full-time students enrolled in the first year of law school are also eligible for consideration for the award of a work-study grant-in aid.

Although work-study grants-in-aid are usually made available only to full-time students enrolled in the day division, a very limited number of grants-in-aid are made available to second, third and fourth year evening division law school students who are interested in accepting assignments to perform duties as law school library aides on Saturdays and Sundays during the academic year.

Final decisions are not made with respect to applications for, and the award of, School of Law work-study grants-in-aid until August of each year. **A NEW APPLICATION MUST BE COMPLETED AND SUBMITTED FOR EACH ACADEMIC YEAR.**

(TYPE OR PRINT)

SS# _____

1. NAME _____
Last First Middle Maiden

PERMANENT HOME ADDRESS _____

LOCAL UNIVERSITY ADDRESS _____
(if not same)

HOME PHONE: (_____) _____ LOCAL PHONE: _____
Area Code

2. Indicate year and law school division in which you will be enrolled in September (i.e. 1D, 2D, 3D – 1E, 2E, 3E, 4E) _____

3. Age last birthday _____ Date of Birth _____

4. Check your living arrangement while attending Duquesne.

- Commuter (live with parents)
- Resident (live in Duquesne dorm)
- Resident (rent apartment or own home)

5. Are you a U.S. Citizen? YES NO

If no, are you a U.S. permanent resident? YES NO

6. Marital Status:

Single Married Divorced Separated Widowed

Number of Dependent Children and ages _____

If married, will spouse be employed anytime between September and May?

YES NO If yes, _____

Spouse's Occupation

Employer

Gross Monthly Income

7. Will you be employed anywhere during the fall or spring semester?

YES NO Full-Time Part-Time

If yes, indicate: Employer or Department _____

List gross monthly earnings \$ _____

8. EDUCATIONAL DATA – Begin with last university attended and list all colleges you have attended, including Duquesne University

NAME OF SCHOOL, CITY, STATE

DATES ATTENDED
(Mo-Yr to Mo-Yr)

DEGREE/COURSE

_____	_____	_____
_____	_____	_____

9. Did you receive a Duquesne University School of law work-study grant-in-aid during the last academic year?

YES NO

10. Total amount of gift scholarship aid received in college and graduate school. _____

11. Total amount of loan scholarship aid received in college and graduate school. _____

12. What part of your college and graduate school expenses did you earn? _____

13. State nature of employment and amount earned in the course of the past calendar year during term time and vacation.

14. Were you listed as a dependent upon a parent's Federal Income Tax Return for the last calendar year?

YES _____ NO _____

15. State the amount of your total gross income as shown on your Federal Income Tax Return for the last calendar year.

16. Amount of cash in hand or in savings, etc. at start of next academic year _____

17. If you have applied or expect to apply elsewhere for funds for study at the School of Law, please state the facts concerning the application.

18. Do you own or use a car? If so, Make _____ Year _____

If it is your own, is it paid for? _____

19. Give details of present indebtedness:

Duquesne University loans TOTAL AMOUNT _____ DUE DATES _____

Loans from other sources TOTAL AMOUNT _____ DUE DATES _____

20. Have you had any experience as either a typist or a word processor operator? If so, please describe your experience:

21. Explain in this space any special family circumstances the School of Law should know about; for example, divorce or separation arrangements, dependencies, illness, special housing problems, brothers and sisters heading for college or private school, etc., which would limit the amount either you or your family can contribute to your law school expenses.

22. Fill out below your budget for the LAST ACADEMIC YEAR and your estimated budget for the COMING ACADEMIC YEAR. Use space under Additional Information to explain any times which otherwise might not be clear.

PLEASE NOTE THAT A NEW WORK-STUDY GRANT-IN-AID APPLICATION MUST BE FILLED OUT FOR EACH ACADEMIC YEAR.

EXPENSES	Last Year	This Year	RECEIPTS	Last Year	This Year
TUITION			Income from own property, securities and other investments		
FEES			Income from own school year employment		
ROOM			Board earned		
BOARD			Room earned		
LAUNDRY			Income from own summer employment		
CLOTHING			Withdrawal from savings		
BOOKS			Spouse's income		
RECREATION			Withdrawal from spouse's savings		
TRAVEL			Gifts and contributions to applicant		
CAR EXPENSES			from parents		
INTEREST ON LOANS			from others		
NOTES payable during the year			Government or other aid (state sources)		
MISCELLANEOUS (over \$50, itemize)			Scholarships		
			Grants-In-Aid		
TOTAL			TOTAL		

AMOUNT NEEDED TO BALANCE BUDGET FOR NEXT ACADEMIC YEAR: \$ _____

23. Additional information which you consider is relevant and material to the consideration of your application (use separate sheet if necessary) – **NO PERSONAL INTERVIEWS ARE GIVEN.**

I hereby certify that I am in need of financial assistance to continue my law school studies and that all of the information provided on this form is true and correct.

Date _____ Signature _____

OFFICE RECORD		
LSAT _____	COLLEGE QPA _____	LAW SCHOOL QPA _____
Award recommended: _____		
Approved by: _____		Date _____