

Law School Loan Assistance Plan

VLP has adopted a Law School Loan Assistance Plan in recognition of the burdensome cost of law school education and its adverse effect on VLP's ability to hire and retain a diverse group of staff attorneys.

A. Eligibility

All attorneys having outstanding law loans are eligible to participate in VLP's Law School Loan Assistance Plan upon successfully completing VLP's probationary period. Eligible attorneys are encouraged to obtain any other loan assistance available to them such as loan forgiveness programs through their respective law schools. Should attorneys fail to do so, VLP may in its discretion, deem them ineligible for this benefit or reduce the level of benefit provided.

B. Amount Provided

Each staff attorney with outstanding loans will be eligible to receive up to \$200 per month toward the payment of the loans. Should the monthly payments be less than \$200, the attorney will receive the actual monthly payment amount. No one attorney shall receive more than \$12,000 in loan assistance funds during the course of employment with VLP. Payments will be pro-rated for attorneys working less than full-time.

C. Payment Schedule

The monthly allocation for each attorney will be included in the bi-weekly paycheck. As such money is subject to taxes, VLP will include the loan assistance payments when factoring the employees withholding tax. The payments will also be included in the annual W-2 forms.

D. Proof of Loans and Loan Payments

Eligible attorneys will provide proof of outstanding law school loans and monthly payment schedules to the Executive Director to confirm eligibility for the program. Annually, participating attorneys will provide loan statements showing proof of payments for the year in which VLP loan assistance funds were provided to the staff attorney .