

Scholarship Policy

Lafayette Paralegal Association, Inc.

The purpose of the Lafayette Paralegal Association, Inc. (LPA, Inc.) scholarship is to financially assist those who strive to achieve additional certifications in the pursuit of further professional development. This scholarship is not a need based scholarship, but a reimbursement scholarship. It is designed to assist all paralegals regardless of their income level.

QUALIFICATIONS

The applicant must have been an active member of the Lafayette Paralegal Association, Inc. for two complete years prior to applying for this scholarship. An active member is defined in the bylaws.

The applicant must meet all of the requirements of the test that they are applying to take (i.e. must meet all of the requirements of NALA for the CLA/CP).

Additional qualifications may be considered by the Executive Committee of the LPA, Inc.

FUNDING

The scholarship is funded by \$10.00 of each member's dues, except for sustaining members, paid on an annual basis. As dues are collected, \$10.00 from each member is deposited into a separate account to be used only for the scholarship. If the dues are prorated when paid, any amount in excess of \$25.00 will go toward the scholarship fund.

All costs of maintaining the scholarship account are to come out of the scholarship account.

Once the scholarship fund reaches an uncommitted balance of \$2,500.00, the entirety of the membership dues will be deposited into the general LPA, Inc. account.

USE

The LPA, Inc. scholarship is to be used for the following additional certifications, with proof of taking the exam and incurring associated fees:

- Certified Legal Assistant/Certified Paralegal and/or Advanced Certified Paralegal by National Association of Legal Assistants
- Certified Workers' Compensation Professional
- Notary Public Exam for the State of Louisiana
- Louisiana Certified Paralegal

Additional certification may be considered by the Executive Committee of LPA, Inc.

APPLICATION PROCEDURE

Each applicant shall submit the following:

1. Completed LPA Scholarship Application;
2. Letter of intent from the applicant outlining their experience and their goals; and
3. Copy of a current resume.

In the event that the applicant intends to take the CLA/CP or LCP, an additional letter of recommendation and sponsorship from a current CLA/CP or LCP is required. This can be a brief letter from anyone with a CLA/CP or LCP designation stating that he or she is aware the applicant will be taking the test and that he or she will be available to mentor the applicant as needed.

Applications will be reviewed by and the decision to award a scholarship will be made by the Executive Committee of LPA, Inc., appointed chairperson of the Education Committee and members of the Education Committee. The decision of the committee is final.

DEADLINES

The schedule for all of the aforementioned certification tests and study classes vary, therefore the scholarship will be awarded on an annual basis. The application packet must be submitted between November 15th and December 31st, but postmarked no later than December 31st. The complete application packet should be mailed to:

Lafayette Paralegal Association
Attn: Scholarship Program
P.O. Box 2775
Lafayette, LA 70502-2775

The applicant need not be scheduled to take the exam when applying for the scholarship. Funds will be disbursed upon receipt of proof of completion of the exam and submission of receipts for fees and materials purchased, at the discretion of the Executive Committee. For example - if the applicant plans to take the CLA test in December, it is acceptable for the applicant to apply the year prior. An applicant may apply only within the next available application period for reimbursement.

DISTRIBUTION OF FUNDS

Funds will be distributed in the maximum amount of \$500.00 per scholarship based on availability. This is the maximum amount per applicant, per certification. There will only be one scholarship per person, per certification awarded.

Funds will be distributed as reimbursement to the applicant. Reimbursement will be made within thirty (30) days of turning in the receipt(s) and proof of taking the exam.

NON DISCRIMINATORY STATEMENT

Selection of scholarship recipient shall be made without regard to race, color, creed, sex, age, national origin or marital status.