



**Hispanic National Bar Association
HNBA VIA (“Vision in Action”) Fund**

Financial Hardship Policy

The Hispanic National Bar Association and the HNBA VIA Fund (collectively "HNBA/VIA") offer a reduction in their conference registration fees for attorneys who wish to attend the CLE programming offered at both the HNBA/VIA Annual Convention and the HNBA/VIA Corporate Counsel Conference and who demonstrate financial hardship and fall into one of the income categories below. All timely submitted requests for a reduction in the registration fees due to financial hardship (a "Hardship Request") will be reviewed by the HNBA/VIA COO, Executive Director & President and/or the HNBA/VIA National Treasurer, who will have the sole discretion whether to approve the request. Notice of a decision will be issued as soon as possible after receipt of a timely and complete application and all such decisions shall be final.

Any attorney making a Hardship Request must be a member of the HNBA in good standing and complete and submit a Hardship Request Form as early as possible before the program but in no event later than fifteen (15) business days prior to the start of a program, explaining in detail the basis of the hardship and providing any supporting documentation that demonstrates applicant's income, sources of applicant's debts, applicant's past employment, applicant's present employment, number of applicant's dependents, and any other considerations that demonstrate applicant's financial hardship.

The determination of whether an attorney is eligible depends on the criteria above, the income levels below, and upon receipt and verification of documentation submitted. All requests will be kept confidential.*

Financial aid criteria:

Unemployed - \$35,000	60% discount off Regular Registration
\$35,001 - \$50,000	40% discount off Regular Registration
Above \$50,000	No discount

Attorneys receiving the Hardship discount are responsible for all other costs associated with attending a CLE program.

Hardship Requests will not be granted retroactively or considered if submitted after the deadline.

Hardship discounts are nontransferable from program-to-program or person-to person.

*Except for disclosure to those involved in processing the application and the decision to grant or deny the request.



Applicant understands that any Hardship discount offered may be considered a gift if the Fair Market Value (FMV) of the registration is \$600 or more. HNBA/VIA may be obligated to report this gift to the IRS if it is over \$600.

For more information, please contact Carla Martin, HNBA Director of Programs, at cmartin@hnba.com.



HNBA & VIA Financial Hardship Application

The Hispanic National Bar Association and the HNBA VIA Fund are committed to providing high-quality continuing legal education programs. Program registrants who are unable to afford course fees due to financial hardship may complete an application for a reduced fee.

To apply, please complete and sign this form, and submit it to the HNBA National Office as soon as possible but in no case later than fifteen (15) business days prior to the program date. Please e-mail applications to Carla Martin, HNBA Director of Programs, at cmartin@hnba.com.

**All the information in this application will be treated confidentially.*

Name:

Employer:

Bar Number:

Phone:

E-mail:

Mailing Address:

No. of Years in Practice:

Practice Areas:

HNBA Program for which You Seek Assistance:

Dates of Program:



Statement of Need: (briefly describe your current financial situation, address the criteria in the policy, and why you need a reduction of fees)

Other Information in Support of this Application: (please include why you are interested in this particular program and its relevance to your practice)

I understand the basis for reduced fee is financial need. I hereby make application to the Hispanic National Bar Association based on my inability to pay the full cost to attend this program. I swear or affirm that the information given, is to the best of my knowledge, accurate and complete.

Signature:

Date: