



PBI Conference Center, 5080 Ritter Road, Mechanicsburg, Pennsylvania 17055-6903  
P: (800) 247-4724 or (717) 796-0804 | F: (717) 796-2348 | [www.pbi.org](http://www.pbi.org) | email: [info@pbi.org](mailto:info@pbi.org)

## **Pennsylvania Bar Institute**

### **Scholarship Policy**

The Pennsylvania Bar Institute offers scholarships in the form of partial tuition waivers for attorneys with limited financial means. The scholarships make it possible for attorneys to meet their annual 12 credit mandatory continuing legal education requirement at a minimal cost.

PBI grants a tuition waiver for attorneys whose household income is less than \$35,000. In special circumstances, e.g. an attorney whose family has incurred extraordinary medical expenses, the Associate Director for Seminars may grant a partial waiver for attorneys whose household income is less than \$45,000. These scholarships apply only to courses required to meet the 12 credit MCLE requirement. In all circumstances, the recipient shall be required to pay a minimum fee of \$25 per day plus the CLE reporting fee (currently \$1.50 per credit).

In addition, PBI provides a 100% waiver of tuition for the first 12 hours of CLE credit annually for attorneys employed full time by any of 114 public interest organizations throughout the Commonwealth which are providing legal services to the public (call customer service to find out which organizations). These attorneys may also enroll for courses beyond the 12 credit educational requirement at 50% of the applicable tuition.

**PENNSYLVANIA BAR INSTITUTE  
SCHOLARSHIP APPLICATION FORM**

**CONFIDENTIAL:** This information is solely for the use of the PBI Scholarship Administrator; no further distribution or publication is permitted except (1) as necessary to administer the scholarship program, and (2) as required by auditors of PBI.

**NOTE: Application must be received by PBI no later than 30 days before the seminar.** A minimum payment must be paid with this application. See below.

Name: \_\_\_\_\_ Atty. ID No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Firm/Employer: \_\_\_\_\_

Date admitted to the practice of law: \_\_/\_\_/\_\_ Compliance Deadline: \_\_\_ April \_\_\_ August \_\_\_ December

**Seminar for which tuition assistance is requested:**

Title: 1. \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Location (city): \_\_\_\_\_

2. \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Location (city): \_\_\_\_\_

Applicable tuition: \_\_\_ Young Lawyer \_\_\_ Member \_\_\_ Nonmember

**Certification of financial need:**

Are you attending to meet your current year Pa. CLE requirement? \_\_\_ Yes \_\_\_ No

What is your current household income? \_\_\_ \$0 to 35,000 \_\_\_ \$35,000 to 45,000 \_\_\_ \$45,000 or more  
(this question **MUST** be answered)

Please explain your financial need \_\_\_\_\_

Have you received a PBI scholarship during your current compliance year? \_\_\_ Yes \_\_\_ No

**A minimum payment of \$25 per seminar, per day, plus the CLE Board fee (\$1.50 per credit or part of a credit) must be paid with this application. This minimum payment and CLE Board fee will be refunded if the scholarship is not granted.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO:** PBI Scholarship Administrator, 5080 Ritter Road, Mechanicsburg, PA 17055-6903  
Fax No.: (717) 796-2348 or zbarlup@pbi.org

**FOR OFFICE USE ONLY**

Scholarship Granted: Y P N – \_\_\_\_\_

Tuition \$ \_\_\_\_\_

Date received: \_\_\_\_\_ Payment received: Y N

Minimum fee \$ \_\_\_\_\_

CLE Credit fee \$ \_\_\_\_\_ Owes: \_\_\_\_\_

Balance due (if any): \_\_\_\_\_ Balance paid: \_\_\_\_\_

Misc. fee \$ \_\_\_\_\_

Scholarship amount \$ \_\_\_\_\_

Scholarship Number: \_\_\_\_\_ Date Notified: \_\_\_\_\_