



## **CAL NORTHERN SCHOOL OF LAW SCHOLARSHIP PROGRAM**

### **CNSL Scholarship Program Guidelines**

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#### **ELIGIBILITY**

Applicants to the CNSL Scholarship Program must be planning to enroll in study at Cal Northern School of Law for the entire academic year.

#### **SCHOLARSHIPS**

Scholarships are available each fall semester to incoming students and will cover a portion of the tuition and fees (excluding the cost of Bar Bri or any other bar review course offered by CNSL). Scholarships are awarded based on scholastic achievement, financial need and/or service to the community. The number of awards varies from year to year, but each year half of the awards will be merit-based only and half will be need-based in addition to consideration of merit. Scholarships are not renewable.

#### **APPLICATION**

Interested students must complete the application and mail it along with the following required materials:

1. Current, complete transcript(s) of grades from all colleges/universities attended. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken.
2. If applying for a need-based award, the first two pages of the student's IRS Form 1040 (or the parent/guardian's IRS Form 1040 if applicant is a dependent).

Mail, email or drop off all materials to Cal Northern's Scholarship Committee, no later than **July 14**.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Cal Northern's Scholarship Committee.

## SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations and unusual personal or family circumstances. Financial need is not considered for merit-based awards. However, financial need as calculated by Cal Northern must be demonstrated for the student to receive a need-based award.

Selection of recipients is made by Cal Northern's Scholarship Committee. All applicants agree to accept the decision as final.

Applicants will be notified in late July. Not all applicants to the program will be selected as recipients.

## Instructions for Completing the Financial Data Section of the Application

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The Financial Data section of the application should be completed by the applicant if he or she is independent. If the applicant is a dependent student, his or her parents/guardians should complete this section. Independent is defined as one who is not claimed as a dependent by the parent/guardian for tax purposes. Information should be from a completed tax return filed with the IRS.

1. **State of Residence** is the state where the independent applicant and/or parents reside and pay state income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total Income** should be reported by the applicant if independent, or individually for both parents if the applicant is a dependent student. If applying as a dependent student, provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information must be received from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.

5. **Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, includes liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, or other retirement plan funds.
8. **Total number of family members** living in the household and primarily supported by the reported income may include:
  - the applicant
  - the applicant's parents
  - other children living in the household
  - dependent college students living away from home
  - other people who live in the household and receive more than half of their support from the reported incomeIndependent students should only report those individuals who are supported by the reported income.
9. **Marital Status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

**NOTE:** Any exceptions to providing financial information as instructed above must be submitted to Cal Northern School of Law in writing.

## Contact Information

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Questions regarding the scholarship program should be addressed to:

**Cal Northern School of law  
Scholarship Program**  
1395 Ridgewood Drive, Ste. 100  
Chico, CA 95973  
Telephone: 530-891-6900  
Email address: [sbrooks@calnorthern.edu](mailto:sbrooks@calnorthern.edu)