LICENSING PROCESS

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LAWYER & PARALEGAL LICENSING PROCESS

Repayable Allowance Program Application Form
April/Summer/Fall 2022 Examination Travel and Temporary Lodging

Please read the following eligibility requirements and limitations carefully before completing this application form. Microsoft Edge does not fully support Adobe forms. In order to successfully complete this form, please open the form using Adobe Acrobat Reader or if using a browser, use Google Chrome or Internet Explorer.

NOTE: THIS APPLICATION IS TO BE USED ONLY TO REQUEST TEMPORARY FUNDING FROM THE REPAYABLE ALLOWANCE PROGRAM FOR REASONABLE TRAVEL AND/OR TEMPORARY LODGING EXPENSES INCURRED IN THE COURSE OF ATTENDING THE APRIL/SUMMER/FALL 2022 IN-PERSON LICENSING EXAMINATIONS. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED. YOU MAY BE REQUIRED TO PRODUCE SUPPORTING DOCUMENTATION FOR ANY INFORMATION RELATING TO THIS APPLICATION. PLEASE INCLUDE ALL REQUESTED DOCUMENTATION TO SUPPORT THIS APPLICATION TO AVOID DELAYS IN PROCESSING.

Eligibility and Requirements

In order to be eligible to request Repayable Allowance Program funding through this modified application for examination travel and temporary lodging expenses, the lawyer or paralegal candidate must meet all the following eligibility requirements:

1. be registered and scheduled to sit the April/Summer/Fall 2022 licensing examination(s);
2. attend the in-person examination(s) as scheduled;
3. exhaust all other funding options prior to applying for this program;
4. reside 100 km or more from the designated examination location(s);
5. submit this application within 45 days of the end of the examination testing window for which the funds are sought;
6. provide documentation (e.g. receipts, invoices, travel vouchers, boarding pass) to support the amount sought for all permitted expenses;
7. sign the Repayable Allowance Agreement to repay these funds to the Law Society by the time required in the Agreement.

Limitations on Allowances & Permitted Expenses:

Must be for reasonable travel (economy class or equivalent) by air, train, bus or taxi/ride share incurred within 1 day of the assigned examination date. Gas, mileage and meal expenses incurred are excluded.

Temporary lodging (hotel or short-term rental) is limited to 1 night per examination date administered in April/Summer/Fall 2022) to a maximum of $300 CDN per night, plus applicable taxes.

Maximum allowance for total of travel and accommodation is a total of $2,000 CDN (per examination attempted in April/Summer/Fall 2022).

Once the application and supporting documentation is reviewed and approved, payment to the candidates is expected to be sent by cheque approximately 2-3 weeks after approval. Payment will be sent by mail to the candidate address on file with the Law Society.

Candidate Legal Name: Candidate ID#:

*Mailing Address:

Daytime Phone Number: Email:

*The address information is requested only for the purpose of confirming your distance from the examination location. Any changes to your address or other contact information must be made through your LSO online account to ensure that any payment (once approved) is sent to the correct address.

Date/window you are scheduled to write the April/Summer/Fall 2022 licensing examination(s):

Are you writing with an accommodation? Yes No

Are you coming to the examination from a location outside of Ontario or Canada? Yes No

1. Experiential Training (applicable to lawyer candidates only):

For applicants participating in the Articling Program:

Select one: I have secured an articling position but have not commenced my articles yet.

I am currently completing my articles.

I have completed my articles.

I have not secured an articling position yet.

Term of Service under Articles:

Start Date: End Date:

Gross Articling Salary for the above-noted period: $

For applicants participating in the Law Practice Program:

Select one: I am registered in the LPP but have not commenced it yet.

I am currently completing the LPP.

I have completed the LPP.

Gross Salary for the placement component of the LPP $

2. The Law Society of Ontario is committed to principles of equity and diversity and seeks to address the potential under representation in the Ontario legal profession of the communities listed below. Accordingly, additional consideration will be given to individual applicants from these communities. If you are a member of any of these communities and wish this to be taken into consideration in your application, please check the box(es) that apply to you:

Indigenous Peoples Francophone Lesbian/Gay/Bisexual Transsexual/Transgender

Racialized Community Mature Candidate (40 years of age or older) Women Persons with Disabilities

3. Do you have dependants living with you? Yes No Ages: N/A

   Are you a sole-support parent? Yes No

4. Do you live with someone (spouse, common-law partner, other) who is providing you with financial support or with whom you share living expenses? Yes No

5. Your expected net income from all sources from January 1 to December 31 of the current year:

   $ Source(s) of income:

A. Monthly Income

Monthly Income From All Sources:
You must include net income from any employment, government benefit programs, spouse/common-law partner income, child support received, rental incomes, stock dividends and monetary assistance from family.

Total Monthly Income: $

B. Monthly Expenses

Home Expenses (include rent, utilities, mortgage payments and property tax expenses):	$
Total Vehicle (include lease/loan payment, gas and parking):	$
Transit:	$
Meals and personal supplies:	$
Debt Payments:	$
Health & Other Insurance:	$
Childcare, Child Support and/or Spousal Support:	$
Other Expenses:	
Specify:	$
Total Monthly Expenses:	$ 0.00

C. Net Surplus / Deficit

Total Monthly Income (A) $ _____ minus Total Monthly Expenses (B) $ 0.00 = $ 0.00 (C)

6. Provide details of all currently held assets (and that of spouse, if applicable):

Assets	Net Value
☐ Own a home/property ☐ Co-own a home/property	
Vehicle	
Investments (e.g. Term Deposits, RRSPs, TFSAs, Equities/Stocks or Mutual Funds):	
Cash on hand (all bank and other financial institution balances)	
Other individual assets of $1,000 value or greater. Specify:	
Total Net Value: $	0.00

7. Indicate current amount outstanding on the following:

Loans from family/friends that must be repaid ..... $ _____

Government, Bank and University/College-operated loans ..... $ _____

Credit Card ..... $ _____

Total Current Amount Outstanding $ 0.00

Note: you may be required to provide proof to the Law Society of outstanding student loans greater than $25,000 and may be required to provide proof of any other outstanding loans.

8. Have you ever received financial assistance from the Law Society? ☐ Yes ☐ No

If yes, detail the total amount: $ _____ Date received: _____

9. Please state the amount of Repayable Allowance funds requested on this application (a maximum of **$2000 per April/Summer/Fall 2022 examination attempted)**: $ _____

APPLICANT'S DECLARATION

I HEREBY DECLARE that the information contained in this application is complete, accurate and true in all respects. I understand that the information I have provided may be subject to verification by the Law Society. I hereby declare that I meet the eligibility requirements as set out in this application form.

I understand that a falsified application and/or any attempt to mislead the Law Society will result in dismissal of my application. I understand that any falsified application and/or attempt to mislead the Law Society will be considered in the assessment of any subsequent application I may submit. I understand that if I misrepresent any information with respect to this application, the full amount of my Repayable Allowance Program loan will become due immediately and may result in additional actions by the Law Society, including regulatory measures taken in response. I further understand that **a falsified application and/or any attempt to mislead the Law Society is a breach of the *Rules of Professional Conduct* and may result in a determination that I should not be licensed by the Law Society and/or disciplinary proceedings against me**.

In the event that this application is approved, I agree to sign a Repayable Allowance Agreement for the amount awarded to me by the Law Society of Ontario. I also agree that, on a confidential basis, my name and the general financial circumstances that led to the awarding of the financial assistance may be disclosed to Convocation and the appropriate Bencher committees.

Date: Signature:

By typing your name into the signature field you agree that you are signing this form electronically and that your electronic signature is the legal equivalent of your manual signature on this form.

Please submit the completed application and all supporting documentation as attachments via your online candidate account.

Required Documentation to be Submitted with this Application:
☐ Documentation supporting payments made in relation to the cost to travel to the April/Summer/Fall 2022 examination(s). **Applicants may be asked for further supporting documentation.**