

Pay It Forward (PIF) Program **Student Guide & FAQs**

Please review all of the information below before submitting a Pay It Forward funding application.

What is the Pay It Forward (PIF) Program?

ASU Law is a place where students can experience a higher degree of opportunity on their road to becoming a great lawyer. In support of this effort, ASU Law has established the ASU Pay It Forward program to increase the ability of its students to take advantage of experiential opportunities such as externships, internships, interviews, and pro bono work beyond the Phoenix area. As part of the Pay It Forward program, ASU Law provides financial support to students securing qualified experiential opportunities, in exchange for a promise that they will donate the amount received back to the PIF program to benefit future students within five years of graduation.

How are PIF recipients selected?

Recipients and award amounts are determined by a committee of faculty and staff of ASU Law. The full committee reviews all applications and makes final recommendations to the Dean or his/her designee. Award determinations are based on the nature and location of the opportunity, potential benefit to the students' professional and career development, academic standing, and financial need. There is a limited fund for awards, so applications are considered on a first come, first served basis.

***If you have questions, would like help with your application, or would like to discuss special circumstances affecting your application, please e-mail payitforward@asu.edu!**

Applications

How do I apply?

- All applications must be submitted through this link:
https://docs.google.com/forms/d/e/1FAIpQLSfD0BQPo5kgZIk9gFk3OE4Y-KpDU87xAC_wLaqmxIVAhKqpg/viewform?usp=sf_link
- The application link is also on the PIF website: <https://law.asu.edu/experiences/asu-pay-it-forward>

Who is eligible to apply?

- Current students who intend to pursue an opportunity outside of the Phoenix metropolitan area are eligible to apply.
- Students may apply during their 1L year for PIF funding, but the opportunity they are seeking funding for must occur after they have completed all of their first-year coursework.
- 3Ls graduating in the spring may apply for support for opportunities during the summer after graduation. These applications must be submitted by **May 1**.
- While a portion of PIF gift funds are restricted to JD students, MLS, MSLB, MHREL, and LLM students are now eligible to apply. However, students seeking online degrees are not eligible to apply. The application and review process are the same.

When can I apply? When is the application deadline?

- Applications are accepted on a rolling basis throughout the year. Funding is limited and will be awarded on a *first come, first served basis*, so it is recommended that students apply **as soon as possible**.
- While there is no hard deadline for applications, we recommend applying before **May 1** for fall, **Oct. 1** for spring, and **March 1** for summer to accommodate financial processing and disbursement issues. Applying by these deadlines *does not* guarantee funds will still be available.
- You may pre-apply for funding before you have applied for or been offered a particular opportunity (up to 1 year in advance). However, proof of an offer and your acceptance must be provided before funds can be disbursed.

What expenditures are eligible for PIF funding?

As a rule of thumb, only request funding for costs that you would not incur but for this opportunity. Opportunities may include job interviews, experiences, conferences, events, and externships outside of the Phoenix metropolitan area.

- Travel to and from the placement location (airfare or gas)
 - o Airfare estimates should be based on roundtrip prices from Phoenix, Arizona in economy
- Essential pre-travel costs (visas, vaccinations, insurance)
 - o ASU requires GeoBlue insurance for all students traveling internationally, purchased through the University (cost = \$3/day)
- Direct costs of participating (such as registration fees)
- Rent/Lodging Differential
 - o When applying for full semester opportunities in Fall or Spring, students **may only request funding to cover the difference in cost between the destination and Phoenix**.
 - The default rate for Phoenix rent is \$1,000/month, based on ASU's cost of attendance. *Example:* if rent in your destination city costs \$1,500 per month, you should request \$2,500 for rent/lodging for the semester (\$500 x 5 months).
 - o When applying for the summer or for a short-term opportunity (less than a full semester), students may request the full amount needed to pay for rent/lodging.

What expenditures are NOT eligible for PIF funding, and should be excluded from calculations?

- Daily expenses and incidentals (including but not limited to: meals, gas, recreation, etc.)
- Tuition and fees

How much can I request for PIF funding?

1. For Interviews: up to \$750
2. For Experiences: up to \$1,000
3. For Externships: up to \$3,000

Are there exceptions to the lists above, or programs or locations with a pre-determined award amount?

- **Washington, D.C. or Los Angeles:** Students participating in ASU Law D.C. or L.A. programs are eligible for PIF funding. The default award amount is **\$3,000** for one semester (fall, spring, or summer). If your costs deviate substantially from this amount because of special circumstances, you may provide explanation in your application. If not, you may apply for this amount without itemization.
- **Organized group programs:** If an ASU Law program has organized a travel opportunity for a group of students, check with the group leader or program Director as to whether they have

established cost estimates for the group, and whether you should apply individually or if the program has done so on your behalf. These applications go through the same review process and are subject to all PIF terms.

Do I have to provide documentation for my cost estimates (such as receipts or screenshots)?

Supporting documentation is **not** required at the time of your application, though you are asked to justify the amount(s) requested in writing. Applicants should be prepared to provide additional proof if requested (including receipts or screenshots of flight/hotel/rent comparisons).

Can I apply for PIF multiple times? Can I receive funding again if I have already?

Yes. Students may apply for and receive Pay It Forward funding multiple times, but priority will be given to new applicants. Students may also not receive more than \$4,000 for all PIF funding requests combined. If an application is denied, students may re-apply for a substantially different opportunity during the same semester, or for the same or similar opportunity, during a different semester.

Can I change my application? Do I need to reapply to seek a different opportunity in the same place?

You may update your application to reflect a new opportunity or minor changes in cost estimates. A notice will automatically be generated for the committee. *We will only review your most recent submission (do not submit one form multiple times for multiple decisions).*

Wait List:

In some cases, the committee may place applicants on a 'wait list'. This indicates that you have a strong application, but there is not adequate funding for the request at that time. If additional funds become available, the committee may offer additional awards to those on the wait list. **If you are offered a spot on the wait list, you must 'opt in' (by reply e-mail) to stay on the list.**

Funding and Disbursement

Each student's financial situation is unique and a number of circumstances may affect the nature and timing of your Pay It Forward award disbursement. Every student must meet with Eric Border in Financial Aid as soon as their award is final to discuss their individual funding options.

Where does the funding for the Pay It Forward program come from?

The Pay It Forward fund is supported by the College of Law, PIF program alumni, and other donors who have specifically allocated gifts to support experiential learning opportunities for students outside of Phoenix. Your entire post-graduation donation will go directly back into this fund.

What do I have to do once I am selected before funds can be disbursed?

- 1) **Submit a signed PIF pledge letter** to payitforward@asu.edu
- 2) **Submit proof of your acceptance/commitment** to payitforward@asu.edu

Documentation that shows you were made an offer is not sufficient; this should be **something from you stating that you've accepted and committed**. This could include an exchange about the position, start date, etc. (such as an e-mail), proof of event registration or participation, an offer letter signed by you, etc.

- 3) Meet with Eric Border in Financial Aid

When and how is funding disbursed to the student?

We do our best to disburse funding awards to you as soon as possible, and to award the amount directly into your pocket. Unfortunately, this may not be possible in all situations.*

- The disbursement process may take several weeks from the time your award is confirmed.**
- Depending on when you submit your pledge and proof of acceptance, the award amount may be added to your financial aid disbursement at the beginning of the following semester, issued separately as a check, or will need to be processed through an alternative option (see below).

**In some cases, if you have taken out financial aid up to your full cost of attendance, we may not be able to disburse additional funds directly to you. If these circumstances apply to you, Eric Border will work with you to evaluate alternative options. These options include:*

- Applying for a budget adjustment review from ASU (this can take 4-6 weeks)
- Applying the award directly to your debt amount
- Receiving a reimbursement after your expenses have been incurred

****Timing:**

- As stated above, we recommend applying before **May 1** for fall, **Oct. 1** for spring, and **March 1** for summer to allow time for any financial processing and disbursement issues.
- Though we will process disbursements as quickly as possible, this process is sensitive to disbursement schedules, time of the semester, additional steps (such as budget adjustment reviews), etc. We cannot guarantee how long it will take to disburse funds.
- *Your initial meeting with Eric Border is the best opportunity to ask specific questions about your financial situation and disbursement timeline.*

Expectations of Pay It Forward Recipients

As stated in your Pay It Forward pledge, it is expected that ***all recipients will donate the full amount of their award back to the PIF program fund within five years of graduation.*** Students will not be expected to pay back any portion of awarded funds prior to this point (for example, if exigent circumstances preclude or interrupt your plans).

In addition, the following will be requested from all recipients of Pay It Forward awards:

- Photos and video (if possible) from your experience, including photos “in the field”, with your host/mentor/coworkers, of extracurricular activities/sightseeing, etc.
- A brief final write-up summarizing your experience, how it was meaningful for your career, what distinguished it from classroom and local opportunities, and anything else that you would like to convey to PIF program contributors
- A cultural token from your travels or work that can be displayed at the College of Law

PIF Process Flow:

Application > Committee Approval > Student submits pledge & acceptance > Meet with Eric > Disbursement > Experience > Follow-up Items > Graduation > Donation