LOW INCOME PROTECTION PLAN
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RENEWAL APPLICATION INSTRUCTIONS
July – December 2017

Before your LIPP award can be calculated and disbursed, we must have a complete application. A complete application includes the online application and ALL supporting documents. Click on the title for a link to the forms. Please use this checklist to ensure your application is complete.

- **Online Application**: The LIPP Online Application must be completed in one sitting. You CANNOT save it and come back. The Pre-Application Information Sheet contains a list of the information you may not know immediately and will need to gather in order to complete the form.

- **Signature Page**: A paper signature page that confirms your online application form must be received before your application will be considered complete by the LIPP Office.

- **Loan Certifications**: from all of your educational loan lenders (and those of your spouse, if applicable), including certification from the Harvard Loan Office. You must attach both documentation of your repayment obligations and evidence of your good standing with all of your lenders (including undergraduate and graduate, if applicable). This documentation must include the monthly payment amount, current amount due as well as past due amounts, your outstanding balance and your last 6 payments. Loan documentation may be in the form of a copy of your most recent statement, an online statement, a letter from your lender verifying the information you submitted, or a copy of a repayment schedule indicating that your first payment is due after the time you file your LIPP application.

- **Federal Tax return, W-2’s and all schedule and attachments**: Please submit your 2016 tax information or a signed, dated statement explaining non-filing status. Include spouse tax information if applicable.

- **Employer Certification Form** or **Hourly Employer Certification Form**: must be completed by your employer or by your placement organization if you are receiving a fellowship.

- **Business Supplement Form**: if self-employed, you must complete this form in lieu of an Employer Certification Form.

- **Judicial Clerkship Form**: participants in clerkships for any part of this award period must submit this form.

- **Spouse Income Form** OR **Spouse Business Form**: any participant with a spouse who receives income must submit this form.

- **Dependent Care Expenses Cover Sheet, Parental and Part-Time Leave Employer Certification Form, and Parental Information Sheet**: LIPP participants with dependent-care expenses must provide signed documentation of these expenses in order to have these costs considered by the LIPP office. This can be in the form of a bill from a child-care center with your child’s name on it and/or a signed letter from your child care provider; please summarize all of the expenses on the Dependent Care Expenses Cover Sheet. If you are a parent taking a leave of absence or are planning to work part-time, you must submit the Parental and Part-Time Leave Employer Certification Form, as well as the Parental Information Sheet.

- **Rental Income Form**: Participants who receive income from rentals must submit this form.

- **Transcript**: LIPP participants who are applying for coverage during their PhD must submit a transcript to verify they are in the third year of their program or beyond.

Updated 5/12/2017