This Fact Sheet attempts to answer many of the questions you may have regarding the Summer Public Service Fellowship (SPSF) program at the University of Wisconsin Law School. It also sets forth the program’s guidelines and procedures to which applicants must adhere. Applicants should keep this Fact Sheet for reference during the application process and, if a SPSF is received, during the summer as well.

**GENERAL INFORMATION**

**What is a Summer Public Service Fellowship?**

The SPSF program provides stipends to University of Wisconsin Law School students who take unpaid or extremely low-paid summer public service jobs. The majority of the fellowships will be funded in conjunction with the federal work-study program. A limited number of fellowships will be funded through PILF and, for students working abroad, through the East Asian Legal Studies Center.

For students whose fellowships are funded through the federal work-study program, if the employer is unable to pay the “employer match,” the Law School will contribute 50% of the student’s summer fellowship, and federal work-study funds will provide the other half.

**How much money can I expect to receive from an SPSF?**

Fellowships for the summer of 2009 will be approximately $2,500, depending on the number of applicants and the amount of available funds.

**Who can apply for an SPSF?**

Any returning, enrolled University of Wisconsin Law School student may apply. This includes 1Ls, 2Ls, and any joint-degree students who will not have graduated from the law school prior to completing work at the funded position.

If you are considering transferring to another law school in the Fall of 2009, you must notify Kristin Davis in Career Services of this fact when you turn in your SPSF application.

**How does enrollment in a clinical/externship program affect my eligibility for an SPSF?**

Under no circumstances will any applicant receive any SPSF funding for work done through a Law School clinical/externship program or other Law School for-credit academic program during the summer. This includes clinical/externship programs for which students receive credit but no stipend.
What if I volunteer for an externship position instead of taking it for academic credit?

If you elect to volunteer for a position which you could take for academic credit as part of a Law School externship program, you are ineligible to apply for a SPSF. This includes volunteering for the Wisconsin Department of Justice and, if you are a 2L, volunteering with the State Public Defender’s Office or any county prosecuting attorney’s office. If you have any questions about whether your summer position falls under this rule, please see Kristin Davis.

Will my receipt of a work-study-funded SPSF affect my eligibility for federal loans for the 2009-2010 academic year?

No. Academic year loans are affected only by the amount of summer loans taken, not by the amount of summer work-study taken.

What are the chances of receiving an SPSF?

It is impossible to know in advance how likely it is that an applicant will receive a fellowship. Even assuming that all applicants meet the eligibility criteria, the total number of fellowships awarded will depend on the number of applications submitted, the quality of the applications, and the amount of money available. That said, if a work-study-eligible employer hires you and agrees to pay the employer match, you are virtually guaranteed to receive an SPSF, assuming you are also work-study eligible.

In the event that available funding will not cover all students who apply with qualifying summer positions, the following criteria will be considered when making awards:

· Applicant’s history of public interest/public service commitment;
· Applicant’s public interest involvement at the Law School;
· Relevance of the summer position to applicant’s long-term career plans.

In addition, applications from second year students will be given priority over applications from first year students.

If special circumstances have precluded you from attaining any of the above criteria, you may bring those special circumstances to the attention of the SPSF Committee (please enclose an addendum to your application).

JOB ELIGIBILITY

Job eligibility requirements differ depending on the funding source of the student’s SPSF. For example, some students may not qualify for work-study funding, either because of a determination by the Office of Financial Aid, OR because their chosen summer job is ineligible for work-study funding according to the guidelines below. However, students who are ineligible for work-study funding are still eligible for an SPSF funded through PILF or
East Asian Legal Studies (EALS funding is available only for those students working abroad). The job eligibility criteria for all funding sources are outlined below.

**Job Eligibility Criteria for All Funding Sources (work-study, PILF and East Asian):**

To be eligible for consideration for any SPSF, a job must be:
- with a non-profit organization or a government agency;
- legal in nature;
- one that allows you to work a minimum of 10 weeks AND a total of at least 400 hours over the summer;
- one that provides a licensed attorney to supervise you; and
- not one for which you COULD receive academic credit (even if you volunteer without receiving academic credit).

**Special Job Eligibility Criteria for Funding Through the Federal Work-Study Program:**

Regardless of whether a job meets the above criteria, SPSFs funded through the federal work-study program will not be made to fund:
- work for any partisan group or for a non-partisan political activity that is associated with a candidate or contending faction in an election for public office;
- work for which the political support or other affiliation of the student is a prerequisite for employment consideration;
- work to be performed for an elected official, other than as part of the regular administration of federal, state or local government;
- work for a judge (including an administrative law judge);
- work completed outside of the United States, unless the employer is the U.S. government;
- work for a for-profit law firm; or
- work for a congressional committee.

Fellowships funded entirely by PILF/East Asian Legal Studies are not necessarily subject to these limitations.

**What if I am not able to complete either the 10 week or the 400 hour requirement?**

Fellowship recipients MUST complete both the 10 week and the 400 hour work requirement, and should schedule their summer activities accordingly. The Law School will consider exceptions to this rule only in the event of extreme extenuating circumstances. An unexpected event arising during the summer, such as a debilitating physical illness, would likely qualify as an extenuating circumstance. Law Review/Journal commitments are not considered justifications for a waiver. At the end of the summer, each employer will be required to certify that the student completed the requisite 10 weeks/400 hours of work.

If a circumstance arises during the summer which causes you to leave your employment prior to fulfilling the 10 week/400 hour work requirement, you should immediately contact
Kristin Davis (kristindavis@wisc.edu), who will inform you how your circumstances will affect your fellowship status.

**APPLICATION AND SELECTION PROCESS**

**Do I need to have secured a summer public interest job by the time my 2009 FAFSA and 2008 federal income tax return are due (March 6, 2009)?**

No. You do, however, need to have secured a summer public interest job by the deadline for the SPSF application itself, March 27, 2009. If you secure a public interest job after the deadline, please see Kristin Davis immediately, as funding may still be available.

**Do I need to submit a 2008 federal income tax return to the Career Services Office if I am not obligated to file a return?**

No; however, you do need to submit a signed statement indicating that you will not file a return, and explaining why you will not be filing. In addition, you will need to submit copies of any W-2s you have received for the 2008 tax year. Finally, even if you are not filing a tax return, the Office of Student Financial Aid may still require you to submit to their office a 2008 Federal Student Tax Return Cover Sheet, indicating that you will not be filing a return. You will receive an email from Student Financial Aid if this step is necessary.

**Do I need to fill out separate applications for SPSFs funded by work-study, PILF or East Asian Legal Studies?**

No. If you fill out the SPSF application, you will be applying for an SPSF funded through all sources. Please note, however, that in addition to their contributions to the SPSF program, PILF also sponsors a separate public interest fellowship for the summer of 2009. Separate applications for that fellowship are available in Career Services.

**How do I know if I am work-study eligible?**

The UW-Madison Office of Student Financial Aid makes all determinations regarding the amount of work-study money available and the number and identity of SPSF applicants eligible for work-study funding. Once we receive your SPSF application, we will notify the Financial Aid Office, which will then inform us whether or not you are work-study eligible (based on your FAFSA and tax information).

**Do I need to know anything special about filling out my FAFSA?**

Question 26 on the FAFSA asks if you are interested in other types of student financial aid, in addition to grants. You should check either the box for “work-study” or the box for “both work-study and student loans,” depending on whether you are also interested in loans for the 2009-2010 academic year.
Please make sure you sign your FAFSA! Otherwise, it will be rejected by the Office of Student Financial Aid.

“Submission” of your FAFSA for purposes of the Friday, March 6 deadline means electronic submission. You do not need to turn in a hard copy of your FAFSA to Financial Aid or Career Services.

If you need to make corrections to your FAFSA after you have submitted the form, go back to www.fafsa.ed.gov and click on “Make Corrections to a Processed FAFSA.”

**How do I know that my FAFSA was received by the Office of Student Financial Aid?**

Your FAFSA is processed by the U.S. Department of Education and submitted electronically to the UW Office of Student Financial Aid. You will receive an email when your FAFSA has been processed and sent to Financial Aid. You can also monitor your FAFSA through your “My UW” account. Go to www.wisc.edu and click on the “My UW” link. Follow the directions to log in and click on the “Student Center” link on the left. Under the “Finances/Financial Aid” heading, click on “View Financial Aid.” Then click on the link for “2010” (Financial Aid Year 2009-2010) and the link for “Application Status.” The top box on this page will tell you whether or not Financial Aid has received your FAFSA. As a reminder, completed FAFSAs may take a few business days to be received by the Financial Aid Office.

**How is my SPSF application evaluated?**

Applications will be evaluated by a committee of law school faculty, administrators, PILF representatives, and/or academic staff. Funding decisions will be made on the basis of information provided within the application. GPA will not be considered. In the event that available funding will not cover all eligible applicants, various criteria will be used to make awards (see “What are my chances of receiving an SPSF?” above). Other criteria may be used at the discretion of the SPSF Committee.

**What if I want to accept a job that was not included on my original application?**

If circumstances change and you want to accept a job that was not included on your original application, you may have an opportunity to amend the application. In order to amend an application, you must revise and submit new Parts 1, 2 and 3(a) (Personal Statement). A revised Part 2 is necessary because you must describe how the amended job meets the eligibility criteria; a revised Part 3(a) is necessary because you must describe how the amended job fits into your past and future commitment to public service work.

If you want to amend an application after submitting it, but before the fellowship awards are announced, you should contact Kristin Davis (kristindavis@wisc.edu) as soon as possible. If there is sufficient time, the selection committee will attempt to consider such an amended application as if it were part of the original application. However, the selection committee reserves the right to refuse consideration of any amended application.
After SPSFs are awarded, if you are awarded a fellowship, but need to amend your application, you must submit an amended application as soon as possible. The SPSF Committee reserves the right to deny funding for the job listed in the amendment if it believes that the job would have led to a less favorable evaluation of the application originally.

What if I receive a summer public interest position after the SPSF application deadline?

If you obtain a summer public interest position after the SPSF deadline, please contact Kristin Davis (kristindavis@wisc.edu) as soon as possible. Funds may still be available after the deadline.

When will I know if I have received an SPSF?

Funding decisions for 2009 SPSFs will be announced in mid-April 2009. You will be notified via a letter in your hang file.

If I receive an SPSF, do I need to tell my employer?

If you receive a work-study funded SPSF, you must notify your employer. Your employer will be sent a work-study contract that needs to be reviewed and signed immediately. If your employer does not know you have received work-study funding, they may be surprised to discover that they need to sign the contract. Work-study employers will also be required to sign two time sheets over the summer (one in June, one in July), and to verify that you have worked the requisite 10 weeks/400 hours. In addition, if your employer is paying the “employer match” of your work-study award, they will be billed for that amount at the end of the summer.

MONEY FROM OUTSIDE SOURCES

Am I eligible for an SPSF if I receive additional money from my employer or from an outside source?

Yes. You may receive compensation from your employer (over and above their contribution to the “employer match,” if applicable), or other awards from non-SPSF sources for public interest work performed over the summer. If there are not enough SPSF funds for all eligible applicants, however, we reserve the right to give priority to students who have been unable to secure funding for their public interest position, either through their employer or from an outside source.

SPSF PAYMENTS

When will I receive my SPSF money?

Recipients whose SPSFs are funded through work-study will receive their money in two installments, upon the receipt of time sheets; the first installment is typically received in mid-to late June and the second installment in early- to mid-July. Please plan your summer
finances accordingly! Recipients whose SPSFs are funded entirely through PILF or East Asian Legal Studies will receive their money in a lump sum payment at the start of the summer.

Students who receive work-study funded SPSFs will be required to complete W-4 and payroll forms, and will have federal and state income taxes and FICA taxes withheld from their two summer paychecks. You may be able to claim “EXEMPT” status on your W-4, which will allow you to avoid having federal income tax withheld from your SPSF (see W-4 form for eligibility requirements). As with any other job, you will receive a W-2 form in January 2010 that you will need to submit as evidence of your taxable income for 2009.