



# State of Wisconsin Higher Educational Aids Board

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## JOHN R. JUSTICE STUDENT LOAN REPAYMENT PROGRAM APPLICATION INSTRUCTIONS (Please also refer to the Application Checklist)

### Introduction

The John R. Justice Student Loan Repayment Program (JRJ) provides funding for loan repayment for eligible local, state, and federal public defenders and local and state prosecutors who agree to remain employed as public defenders and prosecutors for at least three years. This is a federal program within the U.S. Department of Justice, Bureau of Justice Assistance and is administered in Wisconsin by the Higher Educational Aids Board (HEAB).

It is recommended that applications are submitted electronically to ensure timely receipt of data. Save document and email to [deanna.schulz@wi.gov](mailto:deanna.schulz@wi.gov). Please include your name and "JRJ Application" in the subject line. The application MUST also be printed, signed and mailed to: Wisconsin Higher Educational Aids Board, PO Box 7885, Madison, WI 53707-7885. Additional required information may be scanned and emailed to [deanna.schulz@wi.gov](mailto:deanna.schulz@wi.gov) as a PDF, or sent by mail.

### Selection of JRJ Recipients

Applicants meeting the qualifying employment criteria noted above, and who have qualifying student loans and meet all other program requirements can be considered for a JRJ award. Per the statute (P.L. 110-315 of 2008), agencies administering the JRJ must give priority to those eligible applicants who have the least ability to repay their loans. A formula to determine those least able to repay their education loans will be used. The Least Ability to Repay Determination formula can be found on the HEAB website at <http://heab.wi.gov/justice/index.html>.

The minimum grant will be \$1,500 with the maximum to be determined based on the number of qualified applicants, but not to exceed the federal maximum.

### Application Instructions

**ALL APPLICATION MATERIALS, INCLUDING ATTACHMENTS AND SUPPORTING DOCUMENTS, ARE DUE ON OR BEFORE SEPTEMBER 25, 2015.**

### Sections 1 - 3:

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Provide personal, law school and employment information.

#### Dependents

- May not include self as a dependent
- Spouse may be included ONLY if not employed.

#### Qualifying Employment

- Must be licensed to practice law in Wisconsin.
- Full-time employee of a state or unit of local government (including tribal government), who prosecutes criminal or juvenile delinquency cases at the state or unit of local government level  
-OR-
- Public defender employed full-time by a federal, state or unit of local government (including tribal government), or a nonprofit organization operating under contract with a state or unit of local government, who provides legal representation to indigent persons in criminal or juvenile delinquency cases. (Federal defenders must be in a defender organization providing legal representation to indigents pursuant to Subsection (g) of section 3006A of Title 18, United States Code.)  
-OR-

2014-RJ-BX-0013

# Application Instructions

(Please also refer to the Application Checklist)  
Page 2

- Attorney providing supervision, education or training of other persons providing prosecutor or public defender representation.

## Non-Qualifying Employment

- Cannot be employed as a prosecutor with the federal government
- Cannot be an attorney in private practice, even if providing public defense services under contract to the state.

## **Section 4**

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Report your current qualifying (see information on qualifying and non-qualifying student loans below) federal student loan information. You must submit verification of all education debt listed in this section of the application. To obtain verification of qualifying student loan debt, go to the U.S. Department of Education's National Student Loan Data System (NSLDS) website at <http://www.nsls.ed.gov>. Select "Financial Aid Review" and print screens detailing your loan information. Screen prints must be submitted by email as a PDF or mailed. It is HIGHLY RECOMMENDED that you black out the first five digits of your social security number prior to sending.

### Qualifying Student Loans

- A loan made, insured, or guaranteed under part B of subchapter IV of chapter 28 of Title 20 (Federal Family Education Loan Program);
- A loan made under part C or D of subchapter IV of chapter 28 of Title 20 (William D. Ford Federal Direct Loan and Federal Perkins Loans);
- A loan made under section 1078-3 or 1087e(g) of Title 20 (Federal consolidation loans and Federal Direct Consolidation loans, respectively.)

### Non-qualifying Student Loans

- All other student loans not identified above (e.g. private loans, bar study loans, etc.) Although non-qualifying loans cannot be paid back under JRJ, they will be considered in the "least ability to repay" calculation.
- A federal loan made to the parents of a dependent student (PLUS loan.) These loans are not considered in the "least-ability-to-repay" calculation.

Note: At a minimum, a standard ten-year repayment schedule for student loans is assumed.

## **Section 5:**

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Report your **gross salary** and your spouse's **gross salary** from the previous year's tax return. Report other income such as rental income, dividend or interest income, alimony, child support, other.

## **Section 6:**

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Include written details, on a separate sheet, for consideration of any exceptional financial circumstances such as high medical costs for a family member not covered by insurance, child support (include number of children for whom you pay support), unreimbursed child-care expenses, spouse's loss of income/employment, or other unusual expenses. Verifying documentation must be provided. Please note that consumer debt will not be considered. Narrative Essays must be typed, one (1) page not including documentation, double spaced, 1 inch margins, normal 12 point font. Do not continue on back of page; do not submit additional pages.

## **Section 7:**

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Please write a short essay (page 3 of the application) explaining why you feel you should receive this grant. Essays must be typed, double spaced (do not continue on back of page; do not submit additional pages.) normal 12 point font.