

## GENERAL POLICY

The Appellate Judges Education Institute (AJEI) is a 501(c)(3) non-profit corporation affiliated with The National Judicial College and the American Bar Association (ABA) Appellate Judges Conference of the ABA's Judicial Division. AJEI's mission is to provide high-quality education programs designed and produced by appellate judges, lawyers, and staff attorneys.

AJEI recognizes that some states do not provide financial support for judges and some attorneys do not have resources to attend such programs; therefore, AJEI endeavors to provide partial scholarships for registration, travel, and lodging to a small number of attendees.

**Scholarship:** The registration fee is waived for all judges and practitioners who are awarded a full scholarship. If requested, a maximum of \$400 for travel expenses may be reimbursed if the recipient is staying at the event hotel. Receipts are required. Lodging may not be awarded to scholarship recipients who live within 30 miles of the venue.

**Attendance Requirement:** AJEI's use of the event hotel is based on a minimum number of guest rooms being used each night; therefore, to be eligible for scholarship reimbursement for both travel and lodging, scholarship recipients must stay at the event hotel on Thursday, Friday, and Saturday unless recipient lives within 30 miles.

## SCHOLARSHIP APPLICATION PROCESS:

An applicant must submit:

- A completed scholarship application form (attached), and
- A completed online registration form (**strong preference is given to ABA members; applicants must include their ABA member number on the scholarship application form**). Register online and select "Pay by check". Please include a note in the "Additional notes:" section of the form that you have applied for a scholarship.
- Application deadline: August 13

**Please email your application to [njc-ajei@judges.org](mailto:njc-ajei@judges.org)**

## NOTIFICATION OF SCHOLARSHIP AWARD:

Applicants will be notified (second week of September) about whether or not they have received a scholarship. If a scholarship award is offered, a scholarship reimbursement form will accompany the offer.

## REIMBURSEMENT PROCESS:

Scholarship recipients should send the completed scholarship reimbursement form by electronic scan/email to [njc-ajei@judges.org](mailto:njc-ajei@judges.org) after the Summit.

**Receipts must accompany the reimbursement form.**

**AJEI does not reimburse for expenses requested AFTER DECEMBER 15.**

*An AJEI online registration must be completed along with this application.*

Please complete the entire application. If completing by hand, please print legibly.

Name: \_\_\_\_\_

Court/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**All Summit announcements will be by email and on the website: [judges.org/ajei](http://judges.org/ajei)**

1. Have you attended a prior AJEI conference? \_\_\_\_\_

2. If yes, did you receive a Scholarship to attend? \_\_\_\_\_

3. Does your court/firm provide funding for you to attend educational conferences? \_\_\_\_\_

4. If you answered yes to the previous question, how much will your court/firm provide for you to attend the Summit for each of the following expenses?

Tuition/Registration: \$ \_\_\_\_\_

Travel: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

By submitting this application, I request funding of expenses to attend the Summit. If I do not live within 30 miles of the event hotel, I also understand that receiving a scholarship depends upon my staying at the event hotel on Thursday, Friday, and Saturday in accordance with the attached AJEI scholarship policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_