University of Richmond School of Law  
2015 Summer Stipend Program

Timeline

February 27  Deadline to submit Intent to Participate Form (for first and second-time applicants)

March 16  Students applying for a second stipend (for a subsequent summer) notified whether sufficient funding is available to consider requests

April 24  Priority deadline to submit complete Summer Stipend Application; stipend payments to first-time applicants will be issued by May 15

May 22  Final deadline to submit complete Summer Stipend Application; stipend payments to first-time applicants will be issued by June 19

September 11  Deadline to submit Summer Employment Evaluation, Interest Questionnaire and updated resume via Symplicity

Program Description

Through the Summer Stipend Program, the School of Law will provide summer funding to students working in qualifying public sector positions. Qualifying public sector employment is unpaid, law-related work for a government agency, public interest organization or the judiciary.

To qualify for a full stipend of $2500, you must work full time (at least 35 hours per week) for at least eight weeks between May and August 2015. If you do not work the full eight-week period, you will receive a pro rata share of the stipend. Note that specific employers may require an additional time commitment above the summer stipend requirement; however, any additional work commitment imposed by your employer will not increase the amount of the stipend available from the School of Law. You may combine up to two qualifying positions to meet the full-time, eight-week time commitment.

Each student who secures qualifying public sector summer employment is guaranteed to receive one summer stipend during their academic career at the School of Law. Requests for a second stipend (for a subsequent summer) will be subject first to available funding, and then to prioritization of applications by a Summer Stipend Committee composed of faculty, academic administrators and students. The Committee will prioritize subsequent funding requests by evaluating how the student’s articulated career and professional goals align with a public sector internship and the overall quality of the student’s summer stipend application. Applicants who have received a summer stipend in a previous year and who request a subsequent summer stipend must submit an expanded career statement with their Summer Stipend Application, as outlined below.

Terms and Conditions

- You will be awarded only one summer stipend for summer 2015.
- A summer stipend may not be combined with any other funding available from the University of Richmond.
- You may not receive academic credit and a stipend simultaneously.
- Once you have submitted a Summer Stipend Application signed by your prospective supervisor, your summer stipend is not transferrable to another employer.
- If you do not return to the School of Law in Fall 2015, you will be required to repay the summer stipend.
- If you secure outside fellowships or grants and/or paid law-related employment beyond the eight-week summer stipend commitment, you still may receive a stipend provided the other compensation plus the
stipend do not exceed $5000. You will receive through the summer stipend program the difference between $5000 and the amount of other compensation up to a maximum of $2500. You must notify the CDO regarding any compensation you will earn from your qualifying employer, any outside fellowships or grants you have received for qualifying employment, and any other paid law-related summer employment you have obtained.

- Earnings from non-legal positions will not be deducted from your stipend.
- By accepting a summer stipend, you agree that your name, along with the name of your qualifying summer employer, may be released to Richmond Law students and graduates and used to promote the Summer Stipend Program.

First Summer Stipend Application Process

Step 1: Intent to Participate
To guarantee that you will receive summer stipend funding for a first summer stipend, you must complete an Intent to Participate Form in Symplicity by Friday, February 27, 2015. You do not need to secure a position prior to submitting your Form, and completion of the Form does not require you to accept summer employment in the public sector.

Step 2: Summer Stipend Application
Next, once you have secured qualifying employment, complete and submit a Summer Stipend Application to the CDO by 5 p.m. on Friday, May 22, 2015, including the following: (1) a direct deposit or check request form (unless you already are enrolled in the University payroll system) if you have selected direct deposit on your application; (2) your resume; (3) a career statement of 300 words or less explaining how your summer position will inform or assist you in achieving your long-term goals; and (4) the signature of your supervisor on your application form or by confirmation letter.

Step 3: Post-Summer Documentation
At the conclusion of your summer work for a qualifying employer, you must: (1) complete an evaluation for your stipend employment; (2) submit an interest questionnaire; and (3) upload your updated resume, all via Symplicity, no later than Friday, September 11, 2015.

Second Summer Stipend Application Process

If you previously have received a summer stipend and are pursuing a stipend for a subsequent summer, you still must submit an Intent Form to the CDO by Friday, February 27, 2015; however, funding is not guaranteed.

In addition to the steps under First Summer Stipend Application Process above, you must submit an expanded career statement, in lieu of the statement described above, of approximately 450 words. Your career statement should describe your career and professional goals and how those align with and will be enhanced by a second public sector internship. Your statement also should describe, if applicable, your commitment to beginning your career in the public sector and any experiences, including coursework, extracurricular activities, pro bono work, volunteer work, etc., demonstrating that commitment.

You will be notified by the CDO on March 16, 2015, whether sufficient funding exists for the Committee to consider applications for a second stipend. If funding is available, completed applications for a second stipend (for a subsequent summer) will be reviewed by the Committee, and approved or denied, within two weeks of receipt beginning on April 24, 2015.

Stipend Disbursement

After your completed Summer Stipend Application is submitted to the CDO, it will be reviewed for completeness (and subject to available funding, prioritization and approval, in the case of a subsequent summer stipend) and forwarded to University Payment Services. Summer stipend payments will be processed on a rolling basis beginning on April 24, 2015. First-time applicants submitting completed applications for a stipend by April 24 will receive payment by May 15, and first-time applicants submitting completed applications by May 22 will receive payment by June 19. Payment Services requires at least 12 business days to process a stipend, so please allow 14 – 16 total business days for processing.