

**Loyola University Chicago, School of Law
Federal Tax Clinic
Suite 1005, 25 East Pearson Street
Chicago, IL 60611**

**INVITATION TO APPLY TO THE FEDERAL TAX CLINIC
FOR SPRING 2012**

Enrollment requires instructor permission. Prerequisite is listed below. The class meets on Tuesdays from 10:30 A.M. to 12:30 P.M. beginning Tuesday January 17, 2012.

Application due: Monday, October 31, 2011

Students must submit the attached application form and a current resume to be considered for acceptance into the class. Additional applications are at the above address.

Deliver completed applications and resumes to the receptionist at the above address or by email to Mnovy@luc.edu and DPavlik@luc.edu.

Each applicant must:

- have completed successfully the Federal Income Taxation course
- complete and sign the attached application in a timely manner (see below)
- submit a current resume
- (Helpful but not a prerequisite) have completed successfully or intend to take Tax Audits, Procedure and Ethics

Applicants that are chosen may be invited to interview with the Tax Clinic Director or Assistant Director after the application period closes. Approved applicants will be notified of their acceptance and the Director will send an email to the Registrar to enable enrollment in the Clinic. Accepted students must then contact the Registrar to enroll in the class.

If you have any questions about the Clinic, please call or leave a message for Michael Novy (Director) or Daniel Pavlik (Assistant Director) at (312) 915-7176 or by email to Law-TaxClinic@luc.edu

APPLICATION TO THE FEDERAL TAX CLINIC CLASS

1. Name _____ Date _____
2. Address _____
3. Home (Cell) Phone (____) _____
4. Work Phone (____) _____
5. Student ID _____
6. LUC email: _____
7. Credit hours expected by end of this semester _____
8. Extern or clinic hours completed by end of this semester _____
9. Grade point average at the end of last semester _____
10. Expected graduation date _____
11. Credit hours, other than tax clinic, to be taken next semester _____
12. Anticipated number of hours employed per week next semester _____
13. Name and address of employer _____
14. Tax courses completed at Loyola or at another law school. Please specify courses currently enrolled in or completed and grades received for each.

15. Undergraduate university: _____
Degree(s): _____
Year of graduation: _____
Major & minors: _____
16. Why are you interested in the Tax Clinic?

17. Other accomplishments or experience, e.g., CPA, other languages _____

PLEASE READ THE FOLLOWING CAREFULLY. I realize that the Tax Clinic will be graded and that in order to receive a passing grade I will be expected to work a minimum of 55 hours for each hour of credit received (i.e., 220 hours).

I will:

- attend a two-hour weekly class session to discuss client cases and various aspects of client counseling and negotiation, IRS and Tax Court procedures and rules, and professional responsibility.
- be present in the Clinic for at least two consecutive hours per week on a scheduled basis.
- attend Tax Court sessions and local bar meetings when mandated.
- keep track of my daily activities on the "Federal Tax Clinic Time Log" forms and
- report weekly the progress made and my projected work to be done on cases I am assigned on the "Client Status Report and Goals Sheet" forms.
- submit an accurate weekly time sheet.

I understand that clients and cases will dictate the number of hours required of me on a weekly basis and that a weekly average cannot be predicted with certainty, however, it is not unusual for a clinician to spend 10 or more hours per week on Tax Clinic issues. With the assistance of my supervisory Attorney(s), I will be responsible for all work in connection with my assigned clients and cases, such as, but not limited to, all written submissions, status reports, petitions, etc. I understand that deadlines cannot be missed. I also understand that my grade will be based on the following, as set forth in the FITC manual: the quality of my work product; my level of professionalism, my attendance and participation in class sessions and mock interview and negotiation sessions. I understand that a grade will not be given unless and until all assignments are turned in. I also understand that my responsibilities within the Tax Clinic will not end until the end of the last day of the final exam period in the semester in which I am enrolled.

I have read this three-page application and my signature below denotes my understanding and acceptance of the above terms and conditions.

Student's Signature

Date