

Student Name: _____

Student ID: _____

You are required to complete this worksheet because you reported on your 2017-2018 Free Application for Federal Student Aid that you had a conviction for possessing or selling illegal drugs or because you left question 23 blank. If there are differences between the FAFSA and the documents submitted, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation. **We cannot determine or award federal financial aid until verification has been completed, so please provide the needed documentation as soon as possible.**

WHAT YOU NEED TO KNOW:

Step 1: Complete this form in blue or black ink. Ensure the form is filled out completely; if the answer is zero or if the question does not apply to you, write “N/A.” **Do not leave blank.** This form will be returned to you if information is not fully and accurately completed.

Step 2: Bring, fax, or mail this form to the University of Arkansas – Fort Smith Financial Aid Office. **Do not make any further corrections or changes to the FAFSA once you have submitted this form unless specifically advised to do so by the Financial Aid Office.**

Answer the questions below and follow the instructions after each answer. If you need help with this worksheet, or have questions, please call Federal Student Aid at 1 (800) 4-FED-AID or 1 (800) 433-3243.

A. Eligibility Questions:

1. **Have you ever received federal student aid?** Answer “No” if you have never received federal student grants, federal work-study, or federal loans. You should also answer “No” if you have never attended college.
 - No If no, skip to section B.
 - Yes If yes, go to question 2 on this worksheet.

2. **Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (grants, work-study, and/or loans)?** Only include federal and state convictions. Do not count any convictions that have been removed from your record or that occurred before you turned age 18, unless you were tried as an adult.
 - No If no, skip to section B.
 - Yes If yes, go to question 3 on this worksheet.

3. **Did the offense for possessing or selling illegal drugs occur during a period of enrollment for which you were receiving federal student aid (grants, work-study, and/or loans)?**
 - No If no, skip to section B.
 - Yes If yes, go to question 4 on this worksheet.

4. **Have you completed an acceptable drug rehabilitation program since your conviction?** An acceptable drug rehabilitation program must include at least two unannounced drug tests, and:
 1. Be qualified to receive funds from a federal, state, or local government or from a federally or state-licensed insurance company; or
 2. Be administered or recognized by a federal, state, or local government agency or court, or a federally or state-licensed hospital, health clinic, or medical doctor.
 - Yes If yes, skip to section B.
 - No If no, go to question 5 on this worksheet.

5. **Do you have more than two convictions for possessing illegal drugs?** Only count convictions for offenses that occurred during a period of enrollment for which you were receiving federal student aid (grants, work-study, and/or loans).

Yes If yes, skip to section B.

No If no, go to question 6 on this worksheet.

6. **Do you have more than one conviction for selling illegal drugs?** Only count convictions for offenses that occurred during a period of enrollment for which you were receiving federal student aid (grants, work-study, and/or loans).

Yes If yes, skip to section B.

No If no, go to question 7 on this worksheet.

7. **Write the date of your last conviction for possessing illegal drugs here:** (If you have no convictions for possessing drugs, skip to question 9 on this worksheet.)

_____/_____/_____ (Go to Question 8 on this worksheet.)

8. A. **If you have only one conviction for possessing drugs,** add **one year** to the date in question 7, and write that date here:

_____/_____/_____

B. **If you have two convictions for possessing drugs,** add **two years** to the date in question 7, and write that date here:

_____/_____/_____

9. **Write the date of your last conviction for selling illegal drugs here:** (If you have no convictions for selling drugs, skip to question 11 on this worksheet.)

_____/_____/_____

10. **If you have only one conviction for selling drugs,** add **two years** to the date in question 9, and write that date here:

_____/_____/_____

11. **Look at the dates you wrote in question 8 and 10.** (If there is only one date, copy that date here. If there are two dates, write the later date here.)

_____/_____/_____

B. SIGN THIS FORM:

By signing this form, I certify that all the information reported on this form is complete and correct.

WARNING: If you purposefully give false or misleading information on this form, you may be fined, sentenced to prison, or both.

Student Signature: _____

Date: _____