We have received your 2012-13 Free Application for Federal Student Aid (FAFSA). The drug-related conviction question, question 23, was left blank. We cannot continue processing your application until we receive a response. Complete the following to determine your response to this question.

1. Have you ever received federal student aid?
   ____ No  If No, change your answer to question 23 to “1” and sign and send us your SAR.
   ____ Yes  If Yes, go to question 2.

On this worksheet count only federal and state convictions. Do not count any convictions that have been removed from your record or occurred before you turned age 18, unless you were tried as an adult.

2. Have you been convicted for possessing or selling illegal drugs?
   ____ No  If No, change your answer to question 23 to “1” and sign and send us your SAR.
   ____ Yes  If Yes, go to question 3.

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, loans, and/or work-study)?
   ____ No  If No, change your answer to question 23 to “1” and sign and send us your SAR.
   ____ Yes  If Yes, go to question 4.

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:
   • Be qualified to receive funds from a federal, state or local government or from a federally or state-licensed insurance company; or
   • Be administered or recognized by a federal, state or local government agency or court, or a federal or state-licensed hospital, health clinic or medical doctor.
   ____ No  If No, change your answer to question 23 to “1” and sign and send us your SAR.
   ____ Yes  If Yes, go to question 5.

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, loans and/or work-study).
   ____ No  If Yes, change your answer to question 23 to “3” and sign and send us your SAR.
   ____ Yes  If No, go to question 6.

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, loans and/or work-study).
   ____ No  If Yes, change your answer to question 23 to “3” and sign and send us your SAR.
   ____ Yes  If No, go to question 7.

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.

8. If you have only one conviction for possessing drugs, add one year to the date in question 7, and write that date here: __/__/__
   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 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. Review the dates you wrote in questions 8 and 10. If there is only one date, write that date or if there are two dates, write the later one here: __/__/__

____________________  __________________________
Student’s signature      Date