

# 2019-2020 Drug Conviction Worksheet For FAFSA Question 23

Student Name \_\_\_\_\_

UNF ID#   N   \_\_\_\_\_

You must complete this worksheet because you reported on your 2019-2020 FAFSA that you had a conviction for possessing or selling illegal drugs or because you left question 23 blank.

Complete this worksheet to determine if you are eligible for Federal Title IV financial aid. Below are the possible eligibility outcomes:

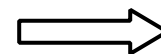
- “1” means your eligibility for Federal Title IV financial aid is not affected by question 23.
- “2” means your drug conviction(s) affect(s) eligibility for Federal Title IV financial aid for all or part of the 2019-2020 school year. To receive Federal Title IV aid, you must report your “eligibility date” from question 11 on this worksheet to UNF Office of Student Financial Aid. You may become eligible earlier in the school year if you complete an acceptable drug rehabilitation program or pass two unannounced drug tests administered by an acceptable drug rehabilitation program. Even if you are not eligible for Federal Title IV aid, you may still be eligible for aid from the State of Florida or UNF.
- “3” means you are not eligible for Federal Title IV financial aid for the 2019-2020 academic year unless you complete an acceptable drug rehabilitation program or pass two unannounced drug tests administered by an acceptable drug rehabilitation program. Even if you are not eligible for Federal Title IV aid, you may still be eligible for aid from the State of Florida or UNF.

**If you need help completing this worksheet or have questions, please call the Federal Student Aid Information Center at 1-800-433-3243.**

## Answer the questions below and follow the instructions after each answer.

1. Have you ever received Federal Title IV financial aid? Answer “No” if you have never received Federal student grants, Federal student loans or Federal Work Study. You should also answer “No” if you have never attended college.  
 **No** If No, stop here. Sign the certification on page 2 and return this form to One-Stop Student Services.  
 **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 Title IV financial aid (grants, loans and/or Federal Work Study)? Only include federal and/or state convictions. Do not include 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, stop here. Sign the certification on page 2 and return this form to One-Stop Student Services.  
 **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 Title IV financial aid (grants, loans and/or Federal Work Study)?  
 **No** If No, stop here. Sign the certification on page 2 and return this form to One-Stop Student Services.  
 **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, you are eligible for Federal Title IV financial aid. Sign the certification on page 2 and return this form to One-Stop Student Services.  
 **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 Title IV financial aid (grants, loans and/or Federal Work Study).  
 **Yes** If Yes, you are not eligible for Federal Title IV financial aid for this school year unless you completed an acceptable drug rehabilitation program or passed two unannounced drug tests administered by an acceptable drug rehabilitation program. Even if you are not eligible for Federal Title IV financial aid, you may still be eligible for aid  
 **No** If No, go to question 6 on this worksheet.

Continued on to next page



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 Title IV financial aid (grants, loans and/or Federal Work Study).
- Yes** If Yes, you are not eligible for Federal Title IV financial aid for this school year unless you completed an acceptable drug rehabilitation program or passed two unannounced drug tests administered by an acceptable drug rehabilitation program. Even if you are not eligible for Federal Title IV financial aid, you may still be eligible for aid from the State of Florida or UNF.
- No** If No, go to question 7 on this worksheet.

7. Write the date of your last conviction for <i>possessing</i> illegal drugs on line 7. If you have no convictions for <i>possessing</i> drugs, skip to question 9.	7	____ / ____ / ____
8. If you have only one conviction for <i>possessing</i> drugs, add <b>one year</b> to the date in question 7, and write that date on line 8a: If you have two convictions for <i>possessing</i> drugs, add <b>two years</b> to the date in question 7 and write that date on line 8b:	8a	____ / ____ / ____
	8b	____ / ____ / ____
9. Write the date of your last conviction for <i>selling</i> illegal drugs on line 9: If you have no convictions for <i>selling</i> drugs, skip to question 11.	9	____ / ____ / ____
10. If you have only one conviction for <i>selling</i> drugs, add <b>two years</b> to the date in question 9, and write the date on line 10:	10	____ / ____ / ____
11. Look at the date(s) you wrote on lines 8a, 8b and 10. If there is only one date, copy that date on line 11. If there are two or more dates, write the latest date on line 11: This is your eligibility date.	11	____ / ____ / ____

**YOUR ELIGIBILITY DATE**

**What you must do next:**

Gather documentation to substantiate the dates and offenses you reported on this worksheet. Make copies of that documentation and submit those copies, along with this signed worksheet, to One-Stop Student Services. **Ensure that your name and UNF ID # are clearly marked on all documents submitted.**

The Office of Student Financial Aid will review this worksheet and your supporting documentation to determine if you are eligible for Federal Title IV financial aid and/or aid from the State of Florida or UNF.

**Student Certification:**

Initial each statement:

- \_\_\_\_\_ I hereby declare that all information reported on this document is true, complete and accurate to the best of my knowledge.
- \_\_\_\_\_ I understand that any false statement or misrepresentation will be cause for denial, reduction, cancellation and/or repayment of financial aid.
- \_\_\_\_\_ I understand that this document must be received no later than June 15, 2019 to ensure timely awarding of financial aid for the fall term. If after June 15, submit it as soon as possible but no later than the last day of the academic year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return this form, along with supporting documentation, to One-Stop Student Services via:

**myWings (Student Portal):** Student Records > Student Self-Service > Upload Student Documents

**Fax:** (904) 620-2414

**Drop off:** One-Stop Student Services, Hicks Hall, Building 53, Suite 1700; **or**

**Mail:** UNF, Attention: Student Financial Aid, 1 UNF Drive, Jacksonville, FL 32224

Received by: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

2/4/19

Date: \_\_\_\_\_