

Attorney Student Loan Repayment Program

Checklists

Attorneys requesting ASLRP funding may wish to use the checklist corresponding to the appropriate type of ASLRP request to ensure it is complete prior to submission to the component. Checklists are tools for optional use. Do **not** submit the checklist with the Request for Consideration/Renewal.

NEW REQUESTERS: PLEASE ASSEMBLE AND TAB YOUR SUBMISSIONS AS DIRECTED AT THE END OF PART I

Renewal Requests (Current Participants Only)	
Request for Renewal of Incentive Payments <i>(signed and dated)</i>	
Part I-A (if you moved or are moving to a new position within the Department)	
Statement from each loan holder showing account status, payments in 2003, and balance.	
Current resume (attach justification / statement of eligibility if you moved to a new position).	

Request Based on Assignment to Pre-Qualified Position (New Requesters)	
Request for Consideration – Part I <i>(signed and dated)</i>	
Statement from each loan holder showing account status, payments in 2003, and balance.	
If loans are consolidated, documentation showing that original loans were qualifying loans.	
Six copies of current resume	
Statement explaining how you meet any additional qualifying criteria listed in Appendix A (if required) (attach copy to each resume copy)	
Signed service agreement	

Request for Case-by-Case Consideration (New Requester)	
Request for Consideration – Part I <i>(signed and dated)</i>	
Request for Consideration – Part II	
Statement from each loan holder showing account status, payments in 2003, and balance.	
If loans are consolidated, documentation showing that original loans were qualifying loans.	
Six copies of current resume	
Justification prepared pursuant to Appendix C (attach one copy to each resume copy)	
Signed service agreement	