

**Attorney Student Loan Repayment Program
FY 2009**

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 BEGINNING OF PART 1 OF THE REQUEST FORM.

Renewal Requests (Current participants in 2d or 3d year of service period only)	
Request for Renewal of Incentive Payments <i>(signed and dated)</i>	<input type="checkbox"/>
Part I-A (if you moved or are moving to a new position within the Department)	<input type="checkbox"/>
Statement from <u>each</u> loan holder showing account status, distribution and amount of payments in 2008, and balance.	<input type="checkbox"/>
For periods in a non-pay status due to unformed service or compensable injury, attach documentation showing duration (e.g., orders, etc.)	<input type="checkbox"/>
Current resume	<input type="checkbox"/>

Initial Request for Consideration (New Requesters and prior participants with expiring service agreements)	
Request for Consideration - Part 1 Attorney and Student Loan Information <i>(signed and dated)</i> (2 copies)	<input type="checkbox"/>
Request for Consideration - Part 2 Justification (six copies)	<input type="checkbox"/>
Statement from <u>each</u> loan holder showing account status, payments in 2008, and balance.	<input type="checkbox"/>
If loans are consolidated, documentation showing that original loans were qualifying loans.	<input type="checkbox"/>
Six copies of current resume (attach one copy to each justification)	<input type="checkbox"/>
Signed 3-year service agreement	<input type="checkbox"/>