

## Loan Repayment Application

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### Program Information

This loan repayment program was established by the 2019 Legislative Assembly under the Skilled Workforce Student Loan Repayment Program (N.D.C.C. 15-10-38.1). The intent of the program is to encourage graduates to seek opportunities for employment in high-need and emerging occupations within the state.

Graduates of qualifying educational programs from institutions or entities in this state may apply for the program. To be eligible for consideration, applicants must:

- Have successfully completed a qualifying education program from a ND institution. Qualifying programs may be any that correspond to the high-need and emerging occupations in the state.
- Hold a non-defaulted balance on a qualifying student loan. Qualifying loans are Federal subsidized, unsubsidized or consolidated loans, Federal Perkins loan, or the Bank of ND DEAL Loan. Other private alternative education loans may be considered, however, will require additional documentation to support that the debt is a student loan.
- Not have received funding under the ND Career Builders Scholarship (N.D.C.C. 15-10-38.2), or another state-funded loan repayment program.
- Reside in the State of North Dakota. Proof of ND residency will be required prior to each payment.
- Be newly hired into current position in 2019 or later in a high-need or emerging occupation and work within the State of North Dakota.
- Have matching funds from employer or another private sector entity.

*This program is a joint public-private effort. Payments under this program will only be made provided that one dollar of private funding for each dollar of state funding is raised from the private sector. This is referred to as a "private-sector match." The applicant's employer or other business entity must have committed funding prior to an application being approved. All "matched" dollars must be received by the NDUS prior to payments being issued.*

The maximum amount of loan repayment that an individual may qualify for under this program is \$17,000. Fifty percent of this would come from the state and fifty percent from the private-sector match (i.e. employer/other entity.) No more than \$5,667 per year, or one-third of the applicant's outstanding student loan principal balance upon application, whichever is less, will be issued. Payments under this program will be made directly to the loan servicer and will be made no more frequently than quarterly, but at least annually. Recipients must hold a non-defaulted balance on the qualifying student loan at the time of payment. Payments will not exceed the outstanding principal balance.

If approved for the program, applicants agree to provide proof of ND residency, employment verification and a current student loan billing statement prior to each payment. Prior to payment, the private sector matching dollars must be received by the NDUS.

7.2.2020

## Loan Repayment Application

<b>Applicant Information (Print clearly in all sections. Do not leave any question blank.)</b>			
Legal Name (Last, First, M.I.)		Name as it appears on student loan billing statement	
Present Mailing Address		City	State
		Zip Code	
Social Security #	Phone #	Email Address	
<i>Initial each if TRUE</i>			
1. I certify that I have NOT previously received funding under the ND Career Builders Scholarship or Loan Repayment programs. <b>(Initial to the right if this statement is <u>TRUE</u>)</b>			
2. I certify that I am NOT receiving other loan repayment under another State of ND program. <b>(Initial to the right if this statement is <u>TRUE</u>)</b>			
<b>Residency (Please provide documentation meeting the below requirements)</b>			
You must be a resident of North Dakota to qualify for payment under this program. This means that if you live in another state, your payment will not be approved. Residency will be verified with each payment.			
I am currently a resident of: _____ (insert state name)			
<b>To demonstrate residency, provide one or more of the following documents:</b>			
<ul style="list-style-type: none"> <li>Copy of a North Dakota Driver's License (recommended), plus any of the following.</li> <li>Copy of a mortgage in your name on your primary residence in North Dakota.</li> <li>Copy of a lease agreement for property in North Dakota.</li> <li>Copy of utility bills bearing your name for service of a North Dakota address, for at least two months.</li> <li>Any other documents bearing your name and a North Dakota address and a written explanation of residency.</li> </ul>			
NDUS reserves the right to reject proof of residency you have provided, to request additional information, or to investigate further.			
<b>Degree Information</b>			
Qualifying programs are based on the current year's high-need and emerging occupations list. The certificate or degree must have been earned from an institution within North Dakota.			
<b>Name of Degree or Certificate Earned:</b>			
<b>Institution Where Program Was Completed:</b>			
<input type="checkbox"/>	I have <b>attached a copy</b> of my final transcript or certificate showing the program name and the institution where I earned my degree or certificate. (An unofficial transcript is acceptable; however, it must be an institutional document.)		

**Please continue to the next section "Employment Certification"**

**Employment Certification – STOP!! Pages 3 & 4 are to be completed by your employer!!**

Qualifying applicants must be newly hired into their current position in 2019 or later in a qualifying high need or emerging occupation within the state. The information in this “Employment Information” section will be verified with the employer upon application and prior to each payment. All sections are required.

Applicant Name (please print): \_\_\_\_\_

City where *APPLICANT is working*:

State where *APPLICANT is working*:

Date of Applicant’s Hire into Current Position:

EMPLOYER –The applicants position must be categorized into one of the qualifying occupations. Please check ONE (1) qualifying occupation from the list below.

**High-Need and Emerging Occupations List [Check one (1) box]**

Accountant & Auditor	Elementary & Middle School Teacher	Occupational Therapy Assistant
Actuaries	Environmental Scientist & Specialist	Operations Research Analyst
Air Traffic Controller	Farm Equipment Mechanic & Service Technician	Personal Financial Advisors
Aircraft Mechanics & Service Technicians	Financial Analyst	Petroleum Engineer
Bus & Truck Mechanic	Financial Manager	Petroleum Pump System Operator/Refinery Operator/Gaugers
Cardiovascular Technologist & Technician	Firefighter	Physical Therapist Assistant
Carpenter	Gas Plant Operator	Plumber, Pipefitter & Steamfitter
Child, Family & School Social Worker	General & Operations Manager	Police Patrol Officers
Childcare Workers	Health Technologist & Technician	Power Distributor & Dispatcher
Clinical Data Managers	Heating, Ventilation, Air Conditioning Technician	Power Plant Operator
Commercial Pilots	Heavy & Tractor Trailer Truck Driver	Preschool Teachers, Except Special Education
Computer & Information Systems Manager	Industrial Machinery Mechanic	Radiologic Technologist
Computer Network Support Specialist	Information Security Analyst	Registered Nurse
Computer Programmers	Licensed Practical Nurse	Sales Representative, Technical & Scientific
Computer System Analyst	Maintenance & Repair Worker	Secondary School Teacher
Computer User Support Specialist	Management Analyst	Social & Community Services Manager
Construction Building Inspectors	Market Research Analyst & Marketing Specialist	Software Developer (Applications)
Construction Manager	Marketing Manager	Software Developer (Systems)
Crane and Tower Operators	Mechanical Engineer	Software Qualify Assurance Engineers and Testers
Database Administrators	Medical & Clinical Lab Technologist/Technician	Substance Abuse & Behavioral Disorder Counselor
Dental Hygienist	Medical & Health Services Manager	Surgical Technologist
Diagnostic Medical Sonographer	Mining & Geological Engineer	Transportations Engineers
Electrical Engineers	Mobile Heavy Equipment Mechanic	Web Developer
Electrical Powerline Installer & Repairer	MRI Technologist	Welder
Electrician	Nurse Assistant	Wind Turbine Technician

Employer (Organization) Name:		
Employer Address:		
Employer City:	Employer State:	Employer Zip Code:
<p>Employer Certification / Signature:</p> <p><i>I certify that I am the Personnel Director, CEO, or other company official, authorized to certify employment for the organization noted above. I have provided accurate information regarding this applicant. I understand that certifications of employment will be required on an ongoing basis in order for the ND University System to issue loan repayment for this applicant.</i></p>		
<p>_____</p> <p>Printed Name of Human Resources Manager, CEO, Other Authorized Individual (Individual must be authorized to certify employment)</p>	<p>_____</p> <p>Phone # of Certifying Individual</p>	
	<p>_____</p> <p>Email of Certifying Individual</p>	
<p><b>X</b> _____</p> <p>Signature of Certifying Individual (must be authorized to certify employment)</p>	<p>_____</p> <p>Date</p>	

***Please continue to the next section "Student Loan Information"***

Student Loan Information – to be completed by the applicant			
Balance outstanding on <b>ALL</b> my combined student loan debt:  \$ _____ (ONLY non-defaulted student loans qualify for this program.)	My student loan(s) are the following type. (Check all that apply to the right>>>)		<input type="checkbox"/> Non-defaulted Bank of North Dakota DEAL Loan <input type="checkbox"/> Non-defaulted Federal Subsidized/Unsubsidized/Consolidated Loan <input type="checkbox"/> Non-defaulted Federal Perkins Loan <input type="checkbox"/> *Non-defaulted alternative education loan (additional documentation may be required)
Student Loan Servicer Name (Lender):			
Student Loan Servicer Payment Mailing Address/City/State/Zip: (contact your loan servicer where checks should be mailed)			
Student Loan Account #(s):			
<p><b>*If you are requesting loan repayment on a private educational student loan, you may be required to provide documentation that the loan is a student loan. Not all private loans, whether initially a student loan or not, will be eligible. An example of a qualifying private loan is the MN SELF Loan. An example of a non-qualifying private loan is a home equity loan, or a student loan that has been consolidated with a private lender as a personal loan and is no longer a “student loan”. The loan must, in its current form, be a “student loan”.</b></p> <p><b>REQUIRED: Attach copy of most recent billing statement and principal balance outstanding.</b>            This must be an official monthly billing statement that you receive from your lender. It must show a payment mailing address and account number(s). In addition, if not listed on your monthly statement, documentation showing your current outstanding principal balance of your loan is required. If uncertain as to what the monthly billing statement is, please contact your lender to inquire on what documentation is available for you to print. Applications with insufficient documentation will not be approved.</p>			
<b>Initial Each Statement Below When Complete:</b>			
	I have attached a copy of my MONTHLY BILLING STATEMENT showing the payment mailing address and account number.		
	I have attached documentation showing the OUTSTANDING PRINCIPAL BALANCE on my loans(s). (Note: This may be listed on your monthly billing statement.)		

**Please continue to the next section “Business Matching Dollars”**

**Business Matching Dollars (Private-Sector Match) – STOP!! EMPLOYER or OTHER BUSINESS ENTITY that has committed funds for your loan repayment must complete this section.**

**CAREER BUILDERS LOAN REPAYMENT PROGRAM - DONATION FORM**

To qualify for the loan repayment program, an applicant’s employer, or another business entity must have committed funds to “match” the state dollars. Total private-sector match may not exceed \$8,500 total over 3 years.

**Agreement, Acknowledgement and Signature Employer/Business:**

Business Name: \_\_\_\_\_

Business Address/City/State/Zip Code: \_\_\_\_\_

Printed Name of Chief Officer Authorizing Payment: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

\_\_\_\_\_ is committing funds for  
**(Insert Name of Business – provider of matching funds)**

\_\_\_\_\_ beginning  
**(Insert Name of Applicant)**

\_\_\_\_\_ in the amount of \_\_\_\_\_  
**(Enter Today’s Date) (Enter Total Amt of Commitment – total for 3 years)**

**STATEMENT OF UNDERSTANDING/SIGNATURE – As a donor, I understand that:**

- My donation to the ND Career Builders Loan Repayment program is made to a state-sponsored program codified under N.D.C.C. 15-10-38.1.
- I should contact my tax preparer for guidance regarding tax benefits of donating to a state-sponsored program, including a donation made for the benefit of a specific individual.
- Payments will be applied toward the applicant’s outstanding student loan debt.
- No more than \$5,667 per year, or one-third of the applicant’s outstanding student loan principal balance, whichever is less, not to exceed \$17,000 total, may be awarded under this program. These amounts include both the state and the private-sector match dollars. Payments will not exceed outstanding principal balance on the qualifying loan.
- Once funds are remitted to the NDUS for the benefit of the ND Career Builders Program, I may not request a return of funds, and I expect no benefit in return for my donation.
- The NDUS will not issue loan repayment to a lender for student loan repayment until the private-sector dollars are received by the NDUS. I agree to remit payment to NDUS no more frequently than quarterly but at least annually. A payment schedule will be set up upon approval of this application.
- Prior to each payment being issued by NDUS, verification of employment will be required. NDUS will also verify North Dakota residency with the applicant prior to payment.
- Third-party agreements that I may form with the applicant are outside of the ND Career Builders program. Separate agreements should not conflict with ND Career Builders procedures.
- This agreement is in place until revoked by me.
- **CHECK ONE:**  **YES**, my organization’s name may be used in promotion of the ND Career Builders program.  
 **NO**, do NOT use my organization’s name in promotion of the ND Career Builders Program.

\_\_\_\_\_  
**Signature of Donor**

\_\_\_\_\_  
**Date**

**Agreement, Acknowledgment and Signature – To be completed by the applicant**

**I, an applicant for the ND Career Builders Loan Repayment understand that to be considered for the loan repayment program, I must:**

- Have successfully completed a qualifying education program from a ND institution or entity. Qualifying programs are those that correspond to the high-need and emerging occupations in the state. I have attached my final transcript.
- Hold a non-defaulted balance on a qualifying student loan at the time of payment. Qualifying loans are FEDERAL subsidized, unsubsidized or consolidated loans, Federal Perkins, or the Bank of ND DEAL Loan. Other private alternative education loans may be considered, however, will require additional documentation to support that the debt is a student loan.
- Not have received funding under the ND Career Builders Scholarship (N.D.C.C. 15-10-38.2), or another STATE funded loan repayment program.
- Reside in the State of North Dakota. Proof of ND residency will be required prior to each payment. I have attached documentation of my residency with this application.
- Be newly hired in current position in 2019 or later in a high-need or emerging occupation and work within the State of North Dakota.
- Have matching funds from employer or other business entity.

*This program is a joint public-private effort. Payments under this program will only be made provided that one dollar of private funding for each dollar of state funding is raised from the private sector. This is referred to as a “private-sector match.” The employer or another business entity must have committed funding prior to an application being approved. All “matched” dollars must be received by the NDUS prior to payments being issued.*

I understand that the maximum amount of loan repayment that I may qualify for under this program is \$17,000. Fifty percent of this comes from the state and fifty percent from the private-sector match. No more than \$5,667 per year, or one-third of the outstanding student loan principal balance upon application, whichever is less, will be issued. Payment will never exceed the outstanding principal balance. If the balance owing on my student loan is less than the anticipated payment under ND Career Builders Loan Repayment program, the payment will be reduced. Payments under this program will be made directly to the loan servicer and will be made no more frequently than quarterly, but at least annually. Recipients must hold a non-defaulted balance on the qualifying student loan at the time of payment.

If approved for the program, I agree to provide proof of ND residency, employment verification and a current student loan billing statement prior to each payment. I understand that prior to payment, the private sector matching dollars must be received by the NDUS and deposited into the Skilled Workforce Student Loan Repayment fund. I understand that if my employer or other business entity does not submit private-sector matching dollars, I will not be eligible for the state dollars. I understand that approval is dependent upon the eligibility of funding and my application does not guarantee loan repayment.

THIS IS A LEGALLY BINDING AGREEMENT. I have read, or have had read to me, the terms of this Agreement and application, and I understand and agree to the terms of the loan repayment program. I certify under penalty of criminal sanction that the information provided in this attestation and my application is true and correct.

\_\_\_\_\_

**Printed Name of Applicant**

X \_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

**Date**

**This application must be complete prior to submittal.  
Please remit application and supporting documentation to:  
NDUS  
600 E Blvd. Ave., Dept. 21  
Bismarck, ND 58505-0602  
Please direct questions to: ndfinaid@ndus.edu or 701-328-2906**