

ND Career Builders Loan Repayment Application

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 program was designed for business as a tool to recruit and retain talent in high-need and emerging occupations within North Dakota. The program is administered by the North Dakota University System (NDUS).

To be eligible for consideration, applicants must:

- Have successfully completed a qualifying education program.
- Hold a non-defaulted balance on a qualifying student loan.
 - Federal Subsidized, Federal Unsubsidized or Federal Consolidated Student Loans.
 - Federal Perkins Loan
 - Bank of ND DEAL loan or CEAL education loan, or other private alternative student education loans may be considered. Private loans that are not a “student loan” will not be considered.
- Not receive funding under another state-funded student loan repayment program.
- Reside (live) in the State of North Dakota. Proof of where you live in ND will be required prior to each payment.
- Be newly hired (within past 24 months) into a high-need or emerging occupation and work within the State of ND.
- Have private-sector matching funds from employer or another entity.

This program is a joint public/private effort. Payments under this program will only be made provided that one dollar of private-sector funding for each dollar of state funding is available for an applicant. 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. State or federal funds cannot be used to meet the required “match.” Private-sector dollars must be received by the ND University System (NDUS) prior to payments being issued.

The maximum amount of loan repayment that an applicant may qualify for under this program is \$17,000. Fifty percent of this amount is funded from state funds and fifty percent from private-sector funds.

- 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 are made over 3 years.
- Payments under this program will be made directly to the loan servicer.

If approved for the program, applicants agree to provide proof of where they reside (live), employment verification and a current student loan billing statement prior to each payment. Additionally, prior to each payment, the private sector matching dollars must be received by the NDUS. Payments will be made at least on an annual basis.

- **Section 1 – Applicant completes (pages 2, 3, 4)**
- **Section 2 – EMPLOYER must complete (pages 5, 6)**
- **Section 3 – PRIVATE-SECTOR Donor must complete (page 7)**

DO NOT EMAIL YOUR APPLICATION! Emailed applications will be rejected.

Please send the application and supporting documentation either by mail or by secure drop box only.

MAIL: NDUS, 600 E Blvd. Ave., Dept. 21, Bismarck, ND 58505-0602
SECURE DROP BOX (preferred): <https://tiny.ndus.edu/ndusfadropbox>

Contact the NDUS at ndfinaid@ndus.edu or 701-328-2906 if you have questions.

SECTION 1: APPLICANT INFORMATION (3 pages)

Applicant Information

(Print clearly. Do not leave any question blank. Incomplete applications will be returned unprocessed.)

Legal Name (Last, First, Middle Initial)

Present Mailing Address

City

State

Zip Code

Social Security #

Phone #

Email Address

Please CHECK one box to the right, either **“YES or NO”** to the following statement:

“I AM receiving student loan repayment under another State of ND program.” This includes any loan repayment program administered by the ND Dept. Of Health.

YES

If **“YES”**, please indicate which State of ND student loan repayment program you are receiving funding under:

NO

Check one box to the right: **Have you ever received ND Career Builders Scholarship or Loan Repayment funding in the past?**

YES

NO

ND Residence (ATTACH SUPPORTING DOCUMENTATION)

You must be living in North Dakota to qualify for payment under this program. This will be verified prior to each payment.

(1) I have been living in ND since (enter date)? (mm/dd/yyyy) _____

(2) I am currently living at: _____
(Physical Address - **NO PO Box!**) (City, State, Zip)

(3) Please provide proof of where you reside (live); provide one or more of the following supporting documents. NDUS reserves the right to request additional information.:

- Copy of a North Dakota Driver’s License (recommended), plus one of the following.
- Copy of a mortgage in your name on your North Dakota residence.
- Copy of a lease agreement for property in North Dakota.
- Copy of utility bills bearing your name for service of a North Dakota address, for at least two months.
- Any other documents bearing your name and a North Dakota address where you live.

Degree Information (YOU MUST ATTACH A FINAL TRANSCRIPT)

Check the box once you have **attached a copy of your final college transcript**, which must show the degree or certificate earned, institution, and completion date. An unofficial transcript is acceptable; however, it must be an institutional document.

If you have recently graduated or will be graduating shortly and do not have a copy yet, it is your responsibility to submit this to NDUS once available from your institution.

Employer Information

Name of business employed at: _____

Contact person for Career Builders Loan Repayment: _____

Contact person’s phone #: _____

Contact person’s email: _____

Section 1 Continued: Student Loan Information - Applicant
 (ATTACH BILLING STATEMENT OR ACCOUNT SUMMARY)

Applicant Name (please re-enter):

Balance outstanding on ALL combined student loan debt: \$ _____ (ONLY non-defaulted student loans may be included.)	My student loan(s) are the following type. Check all that apply to the right.	<input type="checkbox"/>	<i>Non-defaulted</i> Bank of North Dakota DEAL loan or CEAL education loan
		<input type="checkbox"/>	<i>Non-defaulted</i> Federal Subsidized/Unsubsidized/Consolidated Loan
		<input type="checkbox"/>	<i>Non-defaulted</i> Federal Perkins Loan
		<input type="checkbox"/>	* <i>Non-defaulted</i> alternative education student loan

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):

**If you are requesting loan repayment on an alternative education student loan, you may be required to provide additional supporting documentation as proof. Not all private loans, whether initially a student loan or not, will be eligible. An example of a qualifying alternative loan is the BND CEAL Loan or MN SELF Loan. An example of a non-qualifying 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".*

REQUIRED: Attach copy of most recent student loan billing statement or account summary.

- Must be an official monthly billing statement or account summary that you receive from your lender. It must include your name and the lender name. (Do not write your name or your lender name on the document. It must be an official document.)
- Must show a payment mailing address and account number(s).
- Must show current outstanding principal balance on your student loan(s).

*Contact your lender to inquire on what documentation is available for you to submit.
 Applications with insufficient documentation will not be approved.*

ATTACH-Check below when attached:

	ATTACH- I have attached a copy of my MONTHLY BILLING STATEMENT OR ACCOUNT SUMMARY. The document MUST show the following to be accepted.
	1. Borrower Name
	2. Loan servicer/lender name
	3. IMPORTANT: Payment mailing address
	4. Student loan account number
	5. Outstanding principal balance due

Section 1 Continued: Agreement, Acknowledgment and Signature – Applicant

I, an applicant for the ND Career Builders Loan Repayment, certify that:

- I am not receiving student loan repayment from another state program.
- I have completed a program of study and agree to provide a final transcript according to the application requirements.
- I hold a non-defaulted balance on a qualifying student loan(s) and understand that I must have a non-defaulted balance on the loan(s) at the time of payment to qualify.
- I reside (live) in the State of ND and will continue to reside (live) in ND to qualify for payment.
- I am newly hired (within past 24 months) into a high-need or emerging occupation and work within the State of ND.

Further, I understand that:

- I will not qualify for payment unless the NDUS receives private-sector matching funds for me.
- I will be required to provide proof of where I live and a current student loan billing statement or account summary prior to each loan repayment.
- My employer will be required to certify my employment prior to each loan repayment.
- The maximum amount of loan repayment that I may qualify for under this program is \$17,000 and that my annual amount is limited to \$5,667, or one-third of the outstanding student loan principal balance upon application, whichever is less. Payments are made over 3 years.
- My 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.
- Only qualifying non-defaulted student loan debt will qualify for this program and for payment.
- Payments under this program will be made directly to my loan servicer at least on an annual basis.
- I must continue to make student loan payments in accordance with my agreement with my lender. Loan repayment under the ND Career Builders Loan Repayment is a reduction in my principal balance, not a substitute for my monthly required payments.
- I understand that application is not a guarantee of funding.

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.

Applicant Name (print clearly)

SIGN - Signature of Applicant

Date

SECTION 2: EMPLOYER CERTIFICATION (2 pages)

Employment Certification

(STOP!! This section MUST be completed by your employer!)

Qualifying applicants must be newly hired (within past 24 months) into their current high need or emerging occupation within the state. The information in this "Employment Information" section will be verified with the employer 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:

On the following page, please categorize the employee into one of the qualifying occupations. This is REQUIRED. Applications submitted without this section completed will be returned.

Employer (Organization) Name:

Employer Address:

Employer City:

Employer State:

Employer Zip Code:

Employer Certification / Signature:

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, including correct categorization of this employee's position on the next page. I understand that certifications of employment will be required on an ongoing basis for the NDUS to issue loan repayment for this applicant.

Printed Name of HR Manager, CEO or Other Authorized Personnel
(Must be authorized to certify employment.)

Signature of Certifying Individual (must be authorized to certify employment.)

Date

Email of Individual Certifying Employment

Phone # of Individual Certifying Employment

Section 2 Continued: EMPLOYER Certification continued

(STOP!! This section MUST be completed by your employer!)

Applicant Name (please re-enter):

ND Career Builders High-Need and Emerging Occupations

EMPLOYER: Applicant positions must be categorized into one of the qualifying occupations. Check one qualifying

<p>EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Career/Tech Ed Teachers, Secondary School (2022) <input type="checkbox"/> Elementary School Teachers (2022) <input type="checkbox"/> Middle School Teachers, Except Special & Career/Tech Ed (2022) <input type="checkbox"/> Health Specialties Teachers, Postsecondary (2022) <input type="checkbox"/> Instructional Coordinators (2022) <input type="checkbox"/> Kindergarten Teachers, Except Special Education (2022) <input type="checkbox"/> Librarians & Media Collections Specialists (2022) <input type="checkbox"/> Preschool Teachers, Except Special Education (2022) <input type="checkbox"/> Secondary School Teachers (2022) <input type="checkbox"/> Special Education Teachers (KG, Elementary, Secondary School) (2022) <input type="checkbox"/> Teaching Assistants, Except Postsecondary (2022) <p>ENGINEERING AND ARCHITECTURE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Civil Engineer (2022) <input type="checkbox"/> Civil Engineering – Technologists & Technicians (2022) <input type="checkbox"/> Electrical Engineers (2022) <input type="checkbox"/> Mechanical Engineers (2022) <input type="checkbox"/> *Electrical & Electronic Engineering Technician (2020) <input type="checkbox"/> *Mining & Geological Engineer (2020) <input type="checkbox"/> *Petroleum Engineer (2020) <input type="checkbox"/> *Transportation Engineer (2020) <p>FINANCIAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountant & Auditor (2022) <input type="checkbox"/> Bookkeeping, Accounting & Auditing Clerks (2022) <input type="checkbox"/> Financial Manager (2022) <input type="checkbox"/> Management Analysts (2022) <input type="checkbox"/> Operations Research Analysts (2022) <input type="checkbox"/> Statisticians (2022) <input type="checkbox"/> Tax Preparers (2022) <input type="checkbox"/> *Compensation & Benefits Manager (2020) <input type="checkbox"/> *Financial Analyst (2020) <input type="checkbox"/> *Personal Financial Advisors (2020) <p>HEALTHCARE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Athletic Trainers (2022) <input type="checkbox"/> Cardiovascular Technologist & Technician (2022) <input type="checkbox"/> Clinical Laboratory Technologists & Technicians (2022) <input type="checkbox"/> Dental Assistants (2022) <input type="checkbox"/> Dental Hygienists (2022) <input type="checkbox"/> Diagnostic Medical Sonographer (2022) <input type="checkbox"/> Dietitians and Nutritionists (2022) <input type="checkbox"/> Emergency Medical Technicians & Paramedics (2022) <input type="checkbox"/> Licensed Practical & Licensed Vocational Nurses (2022) <input type="checkbox"/> Massage Therapists (2022) <input type="checkbox"/> Medical Assistants (2022) <input type="checkbox"/> Nuclear Medicine Technologists (2022) <input type="checkbox"/> Nursing Assistants (2022) <input type="checkbox"/> Occupational Therapists (2022) <input type="checkbox"/> Occupational Therapy Assistants (2022) <input type="checkbox"/> Ophthalmic Medical Technicians (2022) <input type="checkbox"/> Pharmacy Technicians (2022) <input type="checkbox"/> Phlebotomists (2022) <input type="checkbox"/> Physical Therapy Assistants (2022) 	<ul style="list-style-type: none"> <input type="checkbox"/> Psychiatric Aides (2022) <input type="checkbox"/> Radiologic Technologists & Technicians (2022) <input type="checkbox"/> Registered Nurses (2022) <input type="checkbox"/> Respiratory Therapists (2022) <input type="checkbox"/> Skincare Specialists (2022) <input type="checkbox"/> Surgical Technologists (2022) <input type="checkbox"/> Veterinary Technologists & Technicians (2022) <input type="checkbox"/> *Medical Lab Technologist/Technician (2020) <input type="checkbox"/> *MRI Technologist (2020) <p>INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer & Information Systems Managers (2022) <input type="checkbox"/> Computer Network Support Specialists (2022) <input type="checkbox"/> Computer Programmers (2022) <input type="checkbox"/> Computer Systems Analysts (2022) <input type="checkbox"/> Computer User Support Specialists (2022) <input type="checkbox"/> Intelligence Analysts (2022) <input type="checkbox"/> Information Security Analysts (2022) <input type="checkbox"/> Software Developers and Software Quality Assurance Analysts and Testers (2022) <input type="checkbox"/> Telecommunication Equipment Installer & Repairer, Except Line Installer (2022) <input type="checkbox"/> Web Developers & Digital Interface Designers (2022) <input type="checkbox"/> *Actuaries (2020) <input type="checkbox"/> *Clinical Data Manager (2020) <input type="checkbox"/> *Database Administrators (2020) <p>MANAGEMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction Manager (2022) <input type="checkbox"/> General & Operations Manager (2022) <input type="checkbox"/> Industrial Production Manager (2022) <input type="checkbox"/> Medical & Health Services Manager (2022) <input type="checkbox"/> Sales Manager (2022) <input type="checkbox"/> *Marketing Manager (2020) <p>PROFESSIONAL/OTHER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance Officer (2022) <input type="checkbox"/> Human Resources Manager (2022) <input type="checkbox"/> Human Resources Specialist (2022) <input type="checkbox"/> Market Research Analysts and Marketing Specialist (2022) <input type="checkbox"/> Paralegal and Legal Assistant (2022) <input type="checkbox"/> Public Relations Specialist (2022) <input type="checkbox"/> Training & Development Specialist (2022) <input type="checkbox"/> *Soil and Plant Scientist (2020) <p>SALES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Securities, Commodities & Financial Services Sales Agents (2022) <input type="checkbox"/> Wholesale & Manufacturing Sales Representative of Technical & Scientific Products (2022) <input type="checkbox"/> *Sales Engineer (2020) <p>TRANSPORTATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commercial Pilots (2022) <input type="checkbox"/> Heavy & Tractor-Trailer Truck Drivers (2022) 	<p>SKILLED TRADE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Automotive Service Technicians & Mechanics (2022) <input type="checkbox"/> Butchers & Meatcutters (2022) <input type="checkbox"/> Carpenters (2022) <input type="checkbox"/> Chefs & Head Cooks (2022) <input type="checkbox"/> Crane & Tower Operators (2022) <input type="checkbox"/> Diesel Technician: <ul style="list-style-type: none"> <input type="checkbox"/> Bus & Truck Mechanic and Diesel Engine Specialist (2022) <input type="checkbox"/> Farm Equipment Mechanic & Service Technician (2022) <input type="checkbox"/> Industrial Machinery Mechanic (2022) <input type="checkbox"/> Electrician (2022) <input type="checkbox"/> Firefighter (2022) <input type="checkbox"/> Hairdresser, Hairstylist & Cosmetologist (2022) <input type="checkbox"/> Heating, Air Conditioning & Refrigeration Mechanics, and Installers (HVAC) (2022) <input type="checkbox"/> Machinist (2022) <input type="checkbox"/> Plumber, Pipefitter and Steamfitter (2022) <input type="checkbox"/> Power Plant Operator (2022) <input type="checkbox"/> Precision Agriculture Technician (2022) <input type="checkbox"/> Welder, Cutter, Solderer & Brazer (2022) <input type="checkbox"/> Wind Turbine Service Technician (2022) <input type="checkbox"/> *Aircraft Mechanic & Service Technician (2020) <input type="checkbox"/> *Bus & Truck Mechanic (2020) <input type="checkbox"/> *Construction Building Inspector (2020) <input type="checkbox"/> *Electrical Powerline Installer & Repairer (2020) <input type="checkbox"/> *Environmental Scientist & Specialist (2020) <input type="checkbox"/> *Gas Plant Operator (2020) <input type="checkbox"/> *Maintenance & Repair Worker (2020) <input type="checkbox"/> *Mobile Heavy Equipment Mechanic (2020) <input type="checkbox"/> *Petroleum Pump System Operator, Refinery Operator & Gauger (2020) <p>SOCIAL SERVICES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child, Family & School Social Worker (2022) <input type="checkbox"/> Childcare Worker (2022) <input type="checkbox"/> Community & Social Service Specialist (2022) <input type="checkbox"/> Educational, Guidance & Career Counselors & Advisors (2022) <input type="checkbox"/> Healthcare Social Workers (2022) <input type="checkbox"/> Marriage & Family Therapists (2022) <input type="checkbox"/> Mental Health & Substance Abuse Social Worker (2022) <input type="checkbox"/> Police & Sheriff Patrol Officers (2022) <input type="checkbox"/> Social & Community Service Manager (2022) <input type="checkbox"/> Social & Human Service Assistant (2022) <input type="checkbox"/> Substance Abuse, Behavioral Disorder & Mental Health Counselor (2022) <p>*Eligible at least through 6/30/2023</p>
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SECTION 3: PRIVATE-SECTOR MATCH (1 page)

EMPLOYER or OTHER BUSINESS ENTITY that has committed funds for 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 entity must have committed funds to “match” the state dollars. This is the private-sector match. The matched dollars may be UP TO \$8,500. The amount committed will be split over 3 years.

Donor 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/Donor 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:

- **Private sector funds may NOT be STATE OF ND funds or FEDERAL funds. The funds I donate are private sector funds only.**
- 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. Payments are made over 3 years.
- 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 at least annually. A payment schedule will be set up upon approval of this application and invoices will be sent to request the matching funds.
- Prior to each payment being issued by NDUS, verification of employment will be required. NDUS will also verify where the applicant lives in ND 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