ND Career Builders is a tool for business to recruit and retain talent in high-need and emerging occupations in the state. This is a partnership between the state and businesses to grow the ND workforce.

- **What programs qualify for scholarship eligibility?**
  - Those listed on the Scholarship High-Need and Emerging Occupations List found on the website at [ndus.edu/career-builders/](http://ndus.edu/career-builders/).
    - Qualifying certificate or degree programs must be from a ND institution.
    - Qualifying programs are those at the associate’s level and below, or other programs (up to and including bachelors) that are not longer than 4 semesters or 6 quarters in length.

- **What are “matching private sector dollars” and where will the funding come from?**
  - Since this is a dollar-for-dollar public/private match program, businesses, economic development, and even individuals may make private-sector donations to support ND Career Builders.
  - The North Dakota University System (NDUS) may only make payment to the extent that one dollar of private funds for each dollar of public funds is received.
    - The private-sector funds (up to $8,500) will be matched by state funds.
    - Both the scholarship & loan repayment require matching private-sector dollars.

- **How much can recipients qualify for?**
  - This depends on the private-sector dollars that have been donated for an individual. The maximum award is $17,000, funded 50% by the private-sector and 50% by the state.
    - For the scholarship, awards may not exceed tuition, fees, books and supplies, up to $17,000.
    - Loan repayment recipients may qualify for up to $5,667 per year for a maximum of 3 years on qualifying student loan balances, up to $17,000.
    - Recipients can qualify for both the scholarship and loan repayment, not to exceed $17,000 combined.

- **Does the recipient of the scholarship have any obligation?**
  - Yes, the scholarship recipient will sign a legally binding Scholarship Award Agreement.
  - Students agree to live in ND and work in ND in a high-need occupation for 3 years following program completion.
  - Failing to meet the terms of the Agreement will result in the scholarship funds being repaid by the student.

- **How does loan repayment work?**
  - Individuals holding any degree or certificate may qualify, provided they currently have a balance on a student loan.
  - Individuals agree to live in ND and work within ND in a high-need occupation.
  - The amount depends on the private-sector dollars that have been donated for the individual.

**You just found out about ND Career Builders, now what?**

**Step 1** - Review the High-Need and Emerging Occupations list for qualifying occupations.

**Step 2** - Determine your goals to use the scholarship or loan repayment (or both) to fill your workforce needs.

**Step 3** - Review and complete the Private-Sector Donation Form, located on the ND Career Builders website.

**Step 4** - Apply
  - **Scholarship Application:** The business and student start the discussion with the college financial aid office. The college will guide the application process.
  - **Loan Repayment Application:** Newly hired employees and their employer discuss the opportunity and then complete the application located on the NDUS website.

Program information can be found at [ndus.edu/career-builders/](http://ndus.edu/career-builders/).

Contact the NDUS at ndfinaid@ndus.edu or at 701-328-2906 if you have any questions on the program, applications, or how to begin the process.
Scholarship Details

▪ Students must be admitted into a qualifying degree or certificate program in the state.
▪ Qualifying programs are those at the associate’s level and below, or other programs up to and including bachelor’s degrees, that are not longer than 4 semesters or 6 quarters. Programs must relate to a high-need occupation.
▪ Students must have a 2.50 minimum GPA to qualify for the scholarship and to receive payment.
▪ The college will initiate the scholarship application process with the student and private-sector donor.
▪ Payments may not exceed the cost of tuition, fees, books and supplies, up to $17,000.
▪ Payments will be made on a semester, quarter or term basis once matching private-sector matching dollars are received by NDUS.
▪ Recipients have the obligation to reside in ND, and work in a high-need occupation within ND for at least 3 years following program completion.
▪ Students will be required to sign a Scholarship Award Agreement, which will be legally binding. Repayment of both the private-sector funds and the state funds will be required if the terms of the Agreement are not met.
▪ Repayment of the funds received could be triggered by:
  ▪ Failure to enroll full time according to program requirements;
  ▪ Failure to maintain program academic progress;
  ▪ Withdrawing from the program prior to completion, either voluntarily or involuntarily;
  ▪ Failing to meet the residency and occupation requirements for 3 years following program completion.
▪ Private-sector funds will not be returned to the donor. Once remitted to the NDUS for ND Career Builders; they become part of the program.
▪ Third-party agreements negotiated between a student and a business are outside of the requirements of the ND Career Builder Program and students should be made aware of any additional obligations.

Loan Repayment Details

▪ Newly hired employees can complete the application with their employer.
▪ Recipients must have earned any degree or certificate and must hold a balance on a student loan.
▪ Recipients agree to live in ND and work within ND in a high-need occupation.
▪ An applicant’s employer (or other private-sector donor) must have committed matching dollars. Payments will not be made without matching dollars being received by NDUS.
▪ Payments may not exceed $5,667 per year, or one-third of the applicant’s outstanding student loan principal balance at the time of application, whichever is less.
▪ Total student loan repayment over 3 years, can be up to $17,000, depending on the amount of private-sector matching dollars received, and outstanding student loan balance.
▪ Payments are made directly to the student loan servicing agency/lender.
▪ Eligible loans include FEDERAL Subsidized, Unsubsidized, Consolidated and Perkins loans, the Bank of ND DEAL loan or CEAL education loan, and other private alternative student loans. Private loans/debt that is not a “student loan” will not be considered.
▪ Recipients of loan repayment will not have to repay funds already issued as they earn payment as they go.
▪ Private-sector funds will not be returned to the donor once remitted to NDUS for the ND Career Builders program.

Contact the NDUS at 701-328-2906 or at ndfinaid@ndus.edu if you have questions about the ND Career Builders program.