

## 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 is 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 other private alternative student education loans may be considered. Private loans that are not in the form of a “student loan” will not be considered.
- Not be receiving funding under another state-funded student loan repayment program.
- Reside in the State of North Dakota. Proof of residence 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 qualifying private-sector or public-sector matching funds from employer or another entity.

Payments under this program will only be made provided that one dollar of qualifying private or public-sector funding for each dollar of state funding is available for an applicant. The applicant’s employer or other business entity must have committed funding prior to an application being approved. Private, state, or federal funds used for the purpose of recruitment or retention of employees may qualify for the match. The matching funds must be received by the NDUS prior to payments being issued.

The maximum amount of loan repayment that an applicant may qualify for under this program is \$17,000, half of which is funded by matching 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.
- Applicants who have received funding under the ND Career Builders Scholarship Program will have their eligibility limited to no more than \$17,000 between the loan repayment and scholarship programs.

If approved for the program, applicants agree to provide proof of where they reside, employment verification, and a current student loan document prior to each payment. Additionally, prior to each payment, the matching fund 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 – 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.

**SECURE DROP BOX (preferred):** <https://tiny.ndus.edu/ndusfadropbox>

**MAIL:** NDUS, 600 E Blvd. Ave., Dept. 21, Bismarck, ND 58505-0602

Contact the NDUS at [ndfinaid@ndus.edu](mailto: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 (FIRST, MI, LAST)

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 loan repayment programs 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 (YOU MUST 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**. The final transcript must show the degree or certificate earned, institution, and completion date. An unofficial transcript is acceptable.

### Employer Information (All questions must be answered.)

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/ACCOUNT SUMMARY/OTHER LOAN DOCUMENT(S))

**Applicant Name (please re-enter):**

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

**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 DEAL 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/account summary/other loan document.**

- 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:**

	<p>I have attached a copy of my MONTHLY BILLING STATEMENT/ACCOUNT SUMMARY/OTHER LOAN DOCUMENT that shows:</p> <ol style="list-style-type: none"> <li>1. Borrower name</li> <li>2. Loan servicer/lender name</li> <li>3. IMPORTANT: <b><u>Payment</u></b> mailing address</li> <li>4. Student loan account number(s)</li> <li>5. Outstanding principal balance due</li> </ol>
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**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 ND 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 in the State of ND and will continue to reside 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 qualifying matching funds.
- I will be required to provide proof of where I live and a current student loan billing statement/account summary/other loan document 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. 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 at the time of payment. 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 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.
- If I receive a refund from my lender for a payment made under the ND Career Builders Loan Repayment program, I will return the overpayment to the ND University System. I understand that I am not allowed to retain payments that are beyond your outstanding principal balance.
- Any loan repayment received under this program may be taxable under federal I.R.S. regulations. I will contact my tax preparer for additional guidance.
- I understand that this application is not a guarantee of funding.
- I understand that termination of employment (voluntarily or involuntarily) may negate the ND Career Builders award.
- I understand that failing to provide required documentation, my employer failing to provide employment verification, or my donor failing to provide matching funds could disqualify me for payment.

*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 (must be within the past 24 months):

**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's position must be categorized into one of the qualifying occupations. Check one.**

**EDUCATION**

- Career/Tech Ed Teachers, Secondary School (2023)
- Educational, Guidance & Career Counselors and Advisors (2023)
- Elementary School Teachers, Except Special Ed (2023)
- \*Health Specialties Teachers, Postsecondary (2022)
- \*Instructional Coordinators (2022)
- Kindergarten Teachers, Except Special Education (2023)
- \*Librarians & Media Collections Specialists (2022)
- Middle School Teachers, Except Special & Career/Tech Ed (2023)
- Preschool Teachers, Except Special Education (2023)
- Secondary School Teachers, Except Special & Career/Tech Ed (2023)
- Special Education Teachers (KG, Elementary, Secondary School) (2023)
- Teaching Assistants, Except Postsecondary (2023)

**ENGINEERING AND ARCHITECTURE**

- Architects, Except Landscape & Naval (2023)
- Architectural & Civil Drafters (2023)
- Architectural & Engineering Manager (2023)
- Civil Engineer (2023)
- Civil Engineering Technologists & Technicians (2023)
- Electrical & Electronic Engineering Technician (2023)
- Electrical Engineers (2023)
- Industrial Engineering Technologists & Technicians (2023)
- Industrial Engineers (2023)
- Mechanical Engineers (2023)
- Petroleum Engineer (2023)

**FINANCIAL**

- Accountant & Auditor (2023)
- Bookkeeping, Accounting & Auditing Clerks (2023)
- Financial Analysts and Risk & Other Financial Specialists (2023)
- Financial Manager (2023)
- Management Analysts (2023)
- Operations Research Analysts (2023)
- \*Statisticians (2022)
- Tax Preparers (2023)

**HEALTHCARE**

- \*Athletic Trainers (2022)
- Biological Technician (2023)
- \*Cardiovascular Technologist & Technician (2022)
- Clinical Laboratory Technologists & Technicians (2023)
- Dental Assistants (2023)
- Dental Hygienists (2023)
- Diagnostic Medical Sonographer (2023)
- \*Dietitians and Nutritionists (2022)
- Emergency Medical Technicians & Paramedics (2023)
- Environmental Science & Protection Techs, Including Health (2023)
- \*Massage Therapists (2022)
- Medical Assistants (2023)
- \*Nuclear Medicine Technologists (2022)
- Nurse -Licensed Practical & Licensed Vocational (2023)
- Nurse - Registered (2023)
- Nursing Assistants (2023)

- Occupational Health & Safety Specialists (2023)
- Occupational Therapy Assistants (2023)
- Ophthalmic Medical Technicians (2023)
- Pharmacy Technicians (2023)
- \*Phlebotomists (2022)
- Physical Therapy Assistants (2023)
- \*Psychiatric Aides (2022)
- Radiologic Technologists & Technicians (2023)
- Respiratory Therapists (2023)
- \*Skincare Specialists (2022)
- Surgical Technologists (2023)
- Veterinary Technologists & Technicians (2023)

**INFORMATION TECHNOLOGY**

- Computer & Information Systems Managers (2023)
- Computer Network Support Specialists (2023)
- Computer Programmers (2023)
- Computer Systems Analysts (2023)
- Computer User Support Specialists (2023)
- Information Security Analysts (2023)
- Intelligence Analysts (2023)
- Software Developers, Quality Assurance Analysts and Testers (2023)
- Telecommunication Equipment Installer & Repairer, Except Line Installer (2023)
- Telecommunication Line Installers & Repairers (2023)
- Web Developers & Digital Interface Designers (2023)

**MANAGEMENT**

- Administrative Services & Facilities Managers (2023)
- Construction Manager (2023)
- General & Operations Manager (2023)
- Industrial Production Manager (2023)
- Medical & Health Services Manager (2023)
- Project Management Specialists & Other Business Ops. Specialists (2023)
- Sales Manager (2023)

**PROFESSIONAL/OTHER**

- Compliance Officer (2023)
- \*Human Resources Manager (2022)
- Human Resources Specialist (2023)
- Market Research Analysts and Marketing Specialist (2023)
- Paralegal and Legal Assistant (2023)
- \*Public Relations Specialist (2022)
- Training & Development Specialist (2023)

**SALES**

- Sales Rep-Wholesale & Manufacturing of Technical & Scientific Products (2023)
- \*Securities, Commodities & Financial Services Sales Agents (2022)

**TRANSPORTATION**

- Commercial Pilots (2023)
- Heavy & Tractor-Trailer Truck Drivers; Bus Drivers; Transit & Intercity (2023)

**SKILLED TRADE**

- Airplane Mechanic/Technician (2023)
- Automotive Service Technicians & Mechanics (2023)
- Butchers & Meatcutters (2023)
- Carpenters (2023)
- Chefs & Head Cooks (2023)
- Chemical Plant/System Operator (2023)
- Crane/Tower Operators, Operating Engineer & Other Construction Equipment Operators (2023)
- Diesel Tech-Bus and Truck Mechanics & Deisel Engine Specialists (2023)
- Diesel Tech-Farm Equipment Mechanic & Service Technician (2023)
- Diesel Tech-Industrial Machinery Mechanic (2023)
- Electrical & Electronics Repairers, Commercial Equipment (2023)
- Electrical Powerline Installer & Repairer (2023)
- Electrician (2023)
- Firefighter (2023)
- Hairdresser, Hairstylist & Cosmetologist (2023)
- Heating, Air Conditioning & Refrigeration Mechanics (2023)
- Machinist (2023)
- Mobile Heavy Equipment Mechanic, Excite Engines (2023)
- Petroleum Pump System Operators & Refinery Operators (2023)
- Plant & System Operators, All Others (2023)
- Plumber, Pipefitter and Steamfitter (2023)
- Precision Agriculture Technician (2023)
- Production Workers, All Others (2023)
- Pump Operators, Except Wellhead Pumpers (2023)
- Rotary Drill Operators, Oil & Gas (2023)
- Service Unit Operators, Oil & Gas (2023)
- Surveying and Mapping Technicians (2023)
- Surveyors (2023)
- Welder, Cutter, Solderer & Brazer (2023)
- Wind Turbine Service Technician (2023)

**SOCIAL SERVICES**

- Child, Family & School Social Worker (2023)
- Childcare Worker (2023)
- Community & Social Service Specialist, All Other, Social & Human Service Assistants (2023)
- \*Healthcare Social Workers (2022)
- \*Marriage & Family Therapists (2022)
- \*Mental Health & Substance Abuse Social Worker (2022)
- Police & Sheriff Patrol Officers (2023)
- \*Social & Community Service Manager (2022)
- \*Social & Human Service Assistant (2022)
- Substance Abuse, Behavioral Disorder & Mental Health Counselor (2023)

\*Occupations marked with a red asterisk will be eligible at least through 6/30/2024.

**SECTION 3: DONOR – MATCHING FUNDS (1 page)**

**STOP!! 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 funds. The matched funds may be UP TO \$8,500. The amount committed will be split over 3 years. The funds may be qualifying private, state, or federal funds used for the purpose of recruitment or retention of employees.

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)**

Please request matching funds on the following schedule (check one): \_\_\_\_\_ quarterly \_\_\_\_\_ bi-annually \_\_\_\_\_ annually

**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 over a 3-year period.
- 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 matching funds. 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 matching funds are received by the NDUS. I agree to remit payment to NDUS at least annually, or according to the agree-upon payment schedule. The NDUS will issue an invoice to request the matching funds.
- Prior to each payment being issued by NDUS, verification of employment will be required, in addition to verification of the applicant’s ND residence and submittal of a current loan document. The NDUS will request these items based on the payment schedule.
- 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**