

Dear School of Nursing Graduate Student,

The WVU School of Nursing is pleased to announce that it has been authorized to offer the Nurse Faculty Loan Program (NFLP) to our graduate students, who are or plan to become nurse educators. This external funding was obtained from the US Department of Health and Human Services, Health Resources and Services Administration in a competitive application - The WVU School of Nursing has matched a portion of the government funds to provide a total of \$30,000 available for the 2009-10 NFLP.

The purpose of the NFLP is to increase the number of qualified nursing faculty by providing loans to students enrolled in an advanced education nursing program. The NFLP is a direct loan program with a cancellation provision for recipients of the loan. Section 846A of the Public Health Service Act authorizes the lending school to cancel up to 85% of the NFLP loan. The borrower must serve as full-time nurse faculty for a consecutive four-year period at a school of nursing following graduation from the program to cancel the maximum amount of the loan. The loan has a graduated forgiveness of 20% of the principal and the interest on the amount of the unpaid loan balance upon completion of each of the first, second, and third year of full-time employment; and 25% the principal of and the interest on the amount of the unpaid loan balance upon completion of the fourth year of full-time employment as a full-time nurse faculty. The School of Nursing will contribute the remaining funds to allow total loan forgiveness for the first 5 applicants.

Applicants must be a citizens or nationals of the United States, or lawful permanent residents of the United States. Applicants must also be enrolled full-time or part-time in the MSN, DNP or PhD program, which prepare qualified nurse faculty. Please see our website if you would like more information about applying for the Nurse Faculty Loan Program at: <http://www.hsc.wvu.edu/son/>

Or contact Stuart Wells, Assistant Dean for Student Services at:
(304) 293-1386

Or

swells@hsc.wvu.edu

Sincerely,

Dr. Georgia L. Narsavage, Ph.D., C.R.N.P., F.A.A.N.
Dean and Professor
WVU School of Nursing

**Nurse Faculty Loan Program APPLICATION FORM
WVU School of Nursing**

CONFIDENTIAL INFORMATION: For use by the WVU School of Nursing only.

Return to Stuart Wells, Assistant Dean for Student Services, 6400 Health Sciences South.

**Section I
APPLICANT INFORMATION**

1. Applicant's Name _____

2. WVU ID# 700-_____

3. Local Address _____

_____ Street Address/PO Box City State
Zip

4. Local Phone Number _____

5. Permanent Address _____

_____ Street Address/PO Box City State
Zip

6. Permanent Phone Number _____

7. Current e-mail address: _____

8. Are you a U.S. citizen or national of the U.S, or a lawful permanent resident of the U.S. and its territories?

Yes_____ No_____

9. Have no judgment liens entered against him/her based on the default on a Federal debt, 28 U.S.C. 3201(e):

Yes_____ No_____

10. Your degree program: PhD_____ DNP_____ MSN_____

11. What is your expected graduation date from the degree program identified on number 10?:

12. Amount of support requested for:

Year 1 _____

Year 2 _____

Year 3 _____

13. Are you a nurse educator? Yes _____ No _____

14. If "Yes" on 13, where do you plan to be a nurse educator?

Section II
Verification by applicant

I, the above named applicant, have been informed that I must agree to the teaching obligation associated with the Nurse Faculty Loan Program in order to be eligible to receive a loan under this program and qualify for loan forgiveness.

THE ABOVE INFORMATION IS CORRECT AND COMPLETE AND I HEREBY AUTHORIZE VERIFICATION AS REQUIRED BY THE SCHOOL

Printed Name: _____

Signature: _____

Date: _____

Section III
Verification by WVU School of Nursing official

I, verify that the information on degree program and expected date of graduation for the above named applicant, contained in numbers 10 and 11 listed above, is correct as of this date.

Printed Name: _____

West Virginia University School of Nursing title: _____

Signature: _____

Date: _____

Fiscal Year 2008

AGREEMENT WITH

U.S. Department of Health and Human Services (HHS)

Health Resources and Services Administration

Bureau of Health Professions

TO PARTICIPATE IN THE NURSE FACULTY LOAN PROGRAM (NFLP)

The Nurse Faculty Loan Program (“NFLP”), Section 846A of the Public Health Service Act (“the Act”), authorizes the Secretary of the Department of Health and Human Services (“HHS”) to enter into an agreement with a school of nursing to establish and operate a student loan fund to increase the number of qualified nursing faculty.

To participate in NFLP, the school of nursing must send to HHS: 1) a signed copy of this agreement; 2) the Program Summary, and 3) the signed application face page (Form 6025-1). If HHS makes an award to the applicant school, it will then sign the agreement and return it to the school. When both HHS and the school sign the agreement, it becomes binding on the parties.

TERMS OF AGREEMENT

I. Obligations of HHS

Subject to the availability of funds, HHS agrees to:

A. Make an award to the school in the form of a Federal Capital Contribution (FCC); and

B. Pay to the school an amount equal to the school’s proportionate share of the principal and interest that is cancelled on any NFLP loan.

II. Obligations of the School

In consideration of the receipt of an NFLP award, the school agrees to perform and comply with the below-listed obligations, as well as all applicable federal statutes, regulations, and policies.

A. The Fund

1. The school will establish an NFLP fund (“the Fund”) to be used only for making NFLP loans to eligible students and for the costs associated with collection of these loans.

2. The school will deposit into the Fund:

- The FCC,
- An Institutional Capital Contribution (ICC) equal to not less than one-ninth of the FCC,
- Collections of principal and interest on NFLP loans made from the Fund, and
- All other earnings of the Fund.

B. Eligible Borrowers

The school must determine that an NFLP loan applicant is eligible before making the loan. To be eligible to receive an NFLP loan, a borrower must:

1. Be a U.S. citizen or national of the U.S., or a lawful permanent resident of the U.S. and its territories;
2. Be enrolled as a student in good standing in an advanced nurse education program at the school. The term “good standing” have the meaning used by the school for the advanced nurse education program; and
3. Have no judgment liens entered against him/her based on the default on a Federal debt, 28 U.S.C. 3201(e).

C. Making the NFLP Loan

1. The school will make NFLP loans to eligible students for the cost of tuition, fees, books, lab expenses, and other reasonable education expenses. The school should offer full support or the amount requested by the student to cover the full or partial tuition/fees on a first-come-first-serve basis for an academic year until funds are expended. An NFLP loan may not exceed \$30,000 per student for any academic year, not to exceed 5 years of support to a student. The school must develop student budgets that treat students within groups consistently, but are sensitive to individual circumstances.

2. The school must send a loan award notification letter to each student. The award letter must require the student’s signature to indicate acceptance or rejection of the NFLP loan and the return of this document to the school. The school must provide the student with a copy of this document.

3. The school must execute an NFLP Promissory Note when making an NFLP loan. (EXHIBIT C) Modification of the Promissory Note requires prior approval of HHS. The borrower must sign the Promissory Note prior to disbursement of loan funds. It is not necessary to have a separate Promissory Note signed each time a student receives an advance of funds. The school must give the borrower a copy of each note.

Any NFLP statutory amendment affecting the terms of the NFLP loan requires an amended Promissory Note for future loans and, in some circumstances, an amendment to previously executed Promissory Notes.

4. The school must disburse the NFLP loan in payments not to exceed the amounts needed by the borrower for the relevant period of time.

D. Interest

1. The NFLP loan will bear interest on the unpaid balance of the loan at:

a. **The rate of 3 percent per annum** beginning 3 months after the Borrower ceases to be enrolled as a student in the advanced nurse education program, or

b. **The prevailing market rate** if the Borrower fails to complete the advanced nurse education program or fails to serve as a nurse faculty member.

E. Cancellation

The school will cancel an amount up to 85% of the principal and interest of an NFLP loan as follows:

1. Upon completion by the borrower of each of the first, second and third year of full-time employment as a faculty member in a school of nursing, the School will cancel 20% of the principal of and interest on the NFLP loan, as determined on the first day of employment.

2. Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, cancel 25% of the principal of and interest on the NFLP loan, as determined on the first day of employment.

F. Repayment

1. The NFLP loan is repayable over a 10-year period beginning 9 months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.

G. Loan Servicing and Collection

1. The school must conduct and document an entrance interview for each academic year during which the student receives a NFLP loan. This documentation must include

- A statement of the borrower's rights and responsibilities regarding the NFLP loan, including the service obligation and cancellation (EXHIBIT D). The borrower must sign and acknowledge this statement to indicate receipt and understanding of this information.
- Personal information provided by the borrower to assist in collection and skip tracing, if needed.

2. The school must provide the borrower with a repayment schedule.

H. Default by the Borrower

If an NFLP borrower defaults on the loan, the school must immediately stop the disbursement of the NFLP loan and begin collection on the loan. Default means:

- Failure to complete the advanced nurse education program.
- Loss of the status as a student in good standing, as used by the School for the advanced nurse training program.
- Failure to become or maintain employment as a full-time faculty member at a school of nursing. "Full-time" has the meaning used by the employing school of nursing for its faculty. Failure to provide certification of employment will evidence default. or
- Failure to make payments as required by the NFLP borrower's Promissory Note and repayment agreement.

I. Records

1. The school must document the approval or disapproval of each NFLP loan application.

2. The school must establish and maintain an individual file for each NFLP loan recipient, including:

- The NFLP loan application;
- The school's copy of the loan notification letter;
- The original signed Promissory Note(s);
- The signed disclosure (i.e., Statement of Borrower's Rights and Responsibilities);
- All servicing and collection records, including payments, cancellation, deferment, forbearance, or default.

3. The school must retain all records relating to an NFLP loan for a minimum of **3 years** after the loan is retired.

J. Federal Non-Discrimination, Assurances, Certifications and Other Requirements

The official of the applicant school accepts, as Federal funds are allocated and paid as a result of this application, the obligation to comply with the applicable Federal Non-discrimination, Assurances, Certifications and Other Requirements hereof:

ASSURANCES

Civil Rights: Before an award is made, the applicant organization must have submitted, and had accepted by the DHHS Office for Civil Rights, an Assurance of Compliance Form DHHS 441 in accordance with Title VI of the Civil Rights Act of 1964, Public Law 88-352. Pertinent DHHS regulations are found in 45 CFR Part 80. This provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from DHHS.

Handicapped Individuals: Before an award is made, the applicant organization must have submitted, and had accepted by the DHHS Office for Civil Rights, an Assurance of Compliance Form DHHS 641, in accordance with Sec. 504 of the Rehabilitation Act of 1973, PUBLIC LAW 93-112, as amended (29 USC 794). This provides that no handicapped individual shall, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Pertinent DHHS regulations are found in 45 CFR Part 84.

Age Discrimination: In accordance with Title III of the Age Discrimination Act of 1975, as amended, Public Law 94-135, 45 CFR Part 91, attention is called to the general rule that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefit of, or be subjected to, discrimination under any program or activity receiving Federal financial assistance. The required assurance (Form DHHS-690) must be on file with the Office for Civil Rights, Office of the Secretary, DHHS, before an award may be made.

Sex Discrimination: Before an award is made, the applicant educational organization must have submitted and had accepted by the DHHS Office for Civil Rights an Assurance of Compliance Form DHHS 690 in accordance with Sec. 901 of Title IX of the Education Amendments of 1972, P. L. 92-318, as amended, which provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving Federal financial assistance. Pertinent DHHS regulations are found in 45 CFR Part 86. Specific provisions in Titles VII and VIII of the PHS Act (currently numbered Sections 794 and 810) prohibit the Secretary, DHHS, from making any award, contract, loan guarantee, or interest subsidy payment under Title VII or VIII to an entity which does not furnish assurances satisfactory to the Secretary that the entity will not discriminate on the basis of sex in the admission of individuals to its training programs.

In accordance with 45 CFR Part 83 of DHHS regulations, no award, contract, loan guarantee or interest subsidy payment under Titles VII and VIII of the PHS Act shall be made to or for the benefit of any entity unless the entity furnishes assurances satisfactory to the Director, Office for Civil Rights, that the entity will not discriminate on the basis of sex in the admission of individuals to its training programs.

Other Discrimination: Attention is called to the requirements of Sec. 401 of the Health Programs Extension Act of 1973, Public Law 93-45, as amended (42 USC 300a-7), which provides that no entity which receives any award, contract, loan, loan guarantee, or interest subsidy under the PHS Act may deny admission or otherwise discriminate against any applicant (including applicants for internships and residencies) for training or study because of the applicant's reluctance or willingness to counsel, suggest, recommend, assist, or in any way participate in the performance of abortions or sterilizations contrary to, or consistent with, the applicant's religious beliefs or moral convictions.

ASSURANCES AND OTHER REQUIREMENTS

Drug Free Workplace Act of 1988, Title V, Subtitle D of PUBLIC LAW 100-690: The applicant school must comply with the requirements of 45 CFR Part 76, Subpart F, which require certification that programs will provide and maintain a drug-free workplace.

Certification Regarding Lobbying and Disclosure of Lobbying Activities: Each person shall file a certification, and a disclosure form, if required, with each submission that initiates agency consideration of such person for award of a Federal contract, programs, agreement, loan, or cooperative agreement award action exceeding \$100,000. Government-wide guidance for restrictions on lobbying was published by the Office of Management and Budget in the Federal Register (54 FR 52306, December 20, 1989). Pertinent DHHS regulations are found in 45 CFR Part 93. See also authority under Sec. 319, Public Law 101-121, as amended (31 USC 1352).

Misconduct in Science: Each school which applies for or receives assistance under a research, research-training, or research-related program or cooperative agreement under the PHS Act must submit an annual

assurance (Form PHS 6349) certifying that the school has established administrative policies as required by the Final Rule (42 CFR Part 50, Subpart A), and that it will comply with those policies and the requirements of the Final Rule as published in the *Federal Register* at 54 FR 32449, August 8, 1989. As of January 1, 1990, Notice of Awards for programs and cooperative agreements involving research may be issued only to schools that have filed with the Office of Research Integrity (ORI), acceptable assurances for dealing with and reporting possible misconduct in science. The respective Offices will determine the status of a school by contacting ORI.

Debarment and Suspension: The applicant organization must certify, among other things, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. Sub-awardees, that is, other corporations, partnerships, or other legal entities (called “lower tier” participants) must make the same certification to the applicant organization concerning their covered transactions. Pertinent DHHS regulations are found in 45 CFR Part 76 and refer to Executive Order 12549 which provides that, to the extent permitted by law, executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. **Statement of Non-Delinquency on Federal Debt:** The question applies only to the person or school requesting financial assistance, and does not apply to the person who signs an application form as the authorized representative of a school or on behalf of another person who actually receives the funds.

Examples of Federal Debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, and other miscellaneous administrative debts. For purposes of this statement, the following definitions apply:

- For direct loans, a debt more than 31 days past due on a scheduled payment.
- For agents, recipients of a “Notice of Grants Cost Disallowance” who have not repaid the disallowed amount or who have not resolved the disallowance. For guaranteed and insured loans, recipients of a loan guaranteed by the Federal Government that the Federal Government has repurchased from a lender because the borrower breached the loan agreement and is in default

Drug-Free Schools and Campuses: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Sec. 22, which added Sec. 1213 to the Higher Education Act, require that any public or private school of higher education (including independent hospitals conducting training programs for health care personnel), State educational agency, or local educational agency receiving Federal financial assistance must certify to the Secretary of Education, as a condition for funding, that it has adopted and implemented a drug prevention program as described in regulations at 34 CFR Part 86, (55 FR 33581), August 16, 1990, as amended at 61 FR 66225, December 17, 1996. The provisions of the regulations also apply to sub-awardees that received Federal funds from any Federal program regardless of whether or not the primary program is an institution of higher education, State educational agency, or local educational agency.

Bloodborne Diseases: Section 308 of Title III of Public Law 102-408, the Health Professions Education Extension Amendments of 1992, requires that with respect to awards of programs or contracts under Title VII or VIII of the PHS Act, the Secretary of DHHS may make such an award for the provision of traineeships only if the applicant for the award provides assurances satisfactory to the Secretary that all trainees will, as appropriate, receive instruction in the utilization of universal precautions and infection control procedures for the prevention of the transmission of bloodborne diseases.

Smoke-Free Workplace: The Public Health Service strongly encourages all programs and cooperative agreement recipients to provide a smoke-free workplace and promote the non-use of all tobacco products. Title X, Part C of Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities that receive Federal funds in which education, library, day care, health care, and early childhood development services are provided to children.

I, the undersigned, agree to the terms and conditions of this agreement, and have met and accept the assurances and certification, and other requirements.