

**STUDENT FINANCIAL AID GUIDELINES**

**NURSING PROGRAMS**

**Scholarships for Disadvantaged Students  
(SDS)**

U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Health Resources and Services Administration  
Bureau of Health Professions  
Division of Student Assistance

## SCHOLARSHIPS FOR DISADVANTAGED STUDENTS

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**Chapter 1 INTRODUCTION**

The Congress created the Scholarships for Disadvantaged Students (SDS) Program under the Disadvantaged Minority Health Improvement Act of 1990 (Public Law (P.L) 101-527), which was enacted November 6, 1990 and appears in Section 760 of the Public Health Service Act. Section 101 (a) of P.L.105-392, the Health Professions Education Partnership Act of 1998, signed into law on November 13, 1998, inserts new SDS authority at Section 737 of the PHS Act. The purpose of the program is to provide financial assistance to disadvantaged health professions and nursing students.

Institutions apply for SDS funds from the Department of Health and Human Services and are responsible for both selecting eligible recipients and determining their financial need. At least sixteen percent of total allocations go to schools that will direct SDS awards to nursing students.

SDS funds awarded to schools must be used to award full or partial scholarships to eligible students enrolled full-time for tuition expenses, other reasonable educational expenses, and reasonable living expenses.

The remainder of the narrative provides more details on eligibility and administrative requirements.

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## Chapter 2 INSTITUTIONAL PARTICIPATION IN THE PROGRAM

### Section 1 ELIGIBILITY CRITERIA

Institutions must meet certain criteria in order to be eligible to participate in the SDS program, which fall into the following categories:

- discipline and degree programs;
- location of the institution;
- accreditation;
- written agreement between the institution and the Secretary of Health and Human Services;
- non-discrimination requirements;
- drug-free workplace, schools and campuses requirements;
- non-delinquency of the institution on Federal debt;
- lobbying and disclosure of lobbying requirements;
- debarment and suspension provisions;
- additional institutional eligibility requirements; and
- special preferences for certain institutions.

#### A. DISCIPLINES AND DEGREE PROGRAMS

Any public or other nonprofit institution that offers degrees to full-time students in disciplines as specified below may apply for SDS funds:

- doctor of allopathic medicine;
- doctor of osteopathic medicine;
- doctor of dentistry;
- doctor of veterinary medicine;
- doctor of optometry;
- doctor of podiatric medicine;
- doctor of chiropractic;
- bachelor or graduate degree in pharmacy;
- graduate degree in public health;
- bachelor or graduate degree in allied health (i.e., dental hygiene, medical laboratory technology, occupational therapy, physical therapy, and radiologic technology, speech pathology, audiology, registered dieticians);
- graduate degree in behavioral and mental health practice (to include clinical psychology, clinical social work, professional counseling, and marriage and family therapy);
- training of physician assistants; and

- associate, diploma, baccalaureate or graduate degree in nursing.

At least sixteen percent of total allocations available are directed to schools that provide SDS awards to nursing students.

*[Section 737(d)(1)(A) of the Public Health Service Act]*

## **B. LOCATION OF THE INSTITUTION**

The health professions or nursing school must be located in a State, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, American Samoa or the Trust Territory of the Pacific.

*[Section 799(9) of the Public Health Service Act]*

## **C. ACCREDITATION**

Health professions and nursing schools that are interested in participating in the SDS program must be accredited by an appropriate accrediting body that is recognized by the Secretary of Education. If a new school has not been operating for a sufficient time to be accredited, the Department of Health and Human Services will consider the school accredited if the Secretary of Education finds, after consultation with the appropriate accreditation body or bodies, that there is reasonable assurance that the school will meet the specified accreditation standards prior to the beginning of the academic year following the normal graduation date of the first entering class in such school or program.

The approved accrediting bodies for health professions and nursing schools are as follows:

- allopathic medicine: Liaison Committee on Medical Education, the American Medical Association, and the Association of American Medical Colleges
- osteopathic medicine: American Osteopathic Association
- dentistry: Commission on Dental Accreditation
- veterinary medicine: American Veterinary Medical Association
- optometry: Council on Optometric Education of the American Optometric Association

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- podiatric medicine: Council on Education of the American Podiatric Association
  - chiropractic: Council on Chiropractic Education
  - pharmacy: American Council on Pharmaceutical Education
  - public health: Council on Education for Public Health
  - allied health: American Medical Association Committee on Allied Health Education and Accreditation
  - behavioral & mental health: as appropriate for the discipline
  - physician assistants: Committee on Accreditation of Allied Health Education Programs
  - nursing: National League for Nursing, or the regional higher education accrediting associations

*[Section 799 of the Public Health Service Act]*

#### **D. WRITTEN AGREEMENT**

Health professions and nursing schools must enter into an agreement with the Secretary of Health and Human Services as a criterion for obtaining SDS funds. The agreement is incorporated into the application for SDS funds.

#### **E. NON-DISCRIMINATION REQUIREMENTS**

Participating health professions and nursing institutions must adhere to statutes and regulations addressing non-discrimination. These include:

- Section 704 of the Public Health Service Act and its implementing regulations 45 CFR Part 83, which prohibit discrimination in the admissions process on the basis of sex;
- Title VI of the Civil Rights Act of 1964 and its implementing regulations 45 CFR Part 80, which prohibit discrimination in federally assisted programs on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972 and its implementing regulations 45 CFR Part 86, which prohibit discrimination in federally assisted education programs on the basis of sex;

- Section 504 of the Rehabilitation Act of 1973 and its implementing regulation, 45 CFR Part 84, which prohibit discrimination in federally assisted programs on the basis of handicap;
- Section 710 of the Public Health Service Act, which prohibits institutions from charging higher tuitions to students that benefit from Federal financial aid funds;
- Section 401 of the Health Programs Extension Act, which prohibits institutions from denying admissions to individuals on the basis of their stand on abortion and sterilization; and
- 45 CFR Part 91, which prohibits discrimination on the basis of age.

In addition, institutions may not discriminate on the basis of religion in the admissions process.

#### **F. DRUG-FREE WORKPLACE, SCHOOLS AND CAMPUSES**

Participating schools must comply with the requirements in 45 CFR Part 76, Subpart F. This section of the regulations stipulates that institutions must certify that they will provide and maintain a drug-free workplace.

The Drug-Free Schools and Communities Act Amendments of 1989 and its implementing regulations 34 CFR Part 86 apply to any public or private institution of higher education (including independent hospitals conducting training programs for health care personnel),

State educational agency, or local educational agency. As a condition of funding from Federal financial assistance programs, the statute requires these entities to certify to the Secretary of Education that they have adopted and implemented a drug prevention program. These provisions also apply to subgrantees of Federal funds whether or not the primary grantee is an institution of higher education, a State educational agency, or a local educational agency.

#### **G. NON-DELINQUENCY OF THE INSTITUTION ON FEDERAL DEBT**

Participating institutions must comply with non-delinquency on Federal debt requirements. Examples of Federal debt or possible sources include delinquent taxes, audit disallowances, FHA loans, and other unpaid administrative debts. Specific examples include:

- a scheduled payment on a direct loan that is more than 31 days past due;
- the unpaid disallowed amount in a "Notice of Grants Cost Disallowance" unless otherwise unresolved; and
- unpaid Social Security tax payment or other administrative payment owed to the Federal Government.



## **H. LOBBYING AND DISCLOSURE OF LOBBYING**

Institutions must adhere to restrictions on lobbying and provide a disclosure statement about lobbying activities for each Federal award to the institution in excess of \$100,000. The Office of Management and Budget periodically publishes guidance in *Federal Register* that describes restrictions on lobbying.

## **I. DEBARMENT AND SUSPENSION OF CAMPUSES**

According to regulations in 45 CFR Part 76, an institution must certify that neither it nor any of its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal dependent or agency. Subawardees (e.g., other corporations, partnerships, or other legal entities) also must provide the same certification to the institution.

## **J. ADDITIONAL INSTITUTIONAL ELIGIBILITY REQUIREMENTS**

In addition to the eligibility criteria cited above that the SDS program has in common with other programs, institutions must meet this requirement to take part in SDS: carrying out a program for recruiting and retaining disadvantaged students, including students who are members of racial and ethnic minority groups.

### **1) RECRUITING AND RETAINING DISADVANTAGED STUDENTS**

To qualify for participation in the SDS program, schools must carry out a program for recruiting and retaining students from disadvantaged background.

An individual from a disadvantaged background is defined as someone who:

- comes from an environment that has inhibited the individual from obtaining the knowledge, skill and abilities required to enroll in and graduate from a health professions or nursing school (Part 1);

*or*

- comes from a family with an annual income below a level based on low-income thresholds according to family size published by the U.S. Bureau of the Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of Health and Human Services for adaptation to this program (Part 2).

The Department of Health and Human Services publishes the requisite income levels in the

*Federal Register* periodically.

## **2) OUTCOME-BASED MEASURES**

Schools must have recruitment and retention programs for students from disadvantaged backgrounds in place at the time of the first application for SDS funds. Standards will be determined as to which schools have complied with the requirement to be carrying out a program for recruiting and retaining students from disadvantaged backgrounds by using outcome-based measures that provide an indication of the success of the program. The existence of a recruitment and retention program for students from disadvantaged backgrounds does not, in itself, result in the eligibility of a school, if the school is unable to demonstrate that the program has achieved success, based on the number and/or percentage of disadvantaged students who are enrolled and graduated from the school. Note that funds awarded to a school under the SDS program may not be used to carry out the required activity. In addition, a school must continue to carry out the activity as long as the SDS program is in operation at the school.

The expected first graduating class data will be used in determining eligibility as mentioned above for newly established schools or programs which have full-time enrollments but do not yet have a graduating class for the specified reporting year.

The following pages contain more detailed information about these requirements.

*[Section 737(d)(1)(B) of the Public Health Service Act]*

## **K. FUNDING PRIORITIES FOR CERTAIN INSTITUTIONS**

Priority will be given to eligible schools based on:

- the proportion of graduated students going into primary care
- the proportion of underrepresented minority students; and
- the proportion of graduated students working in medically underserved communities

*[Section 737(c) of the Public Health Service Act]*

## **1) GRADUATED STUDENTS GOING INTO PRIMARY CARE**

Primary Care fields are limited to Allopathic Medicine, Osteopathic Medicine, Dentistry, Graduate Nursing and Physician Assistants. Following are the Definitions of Primary Care:

- **Allopathic/Osteopathic Medicine**
  - Family Medicine
  - General Internal Medicine
  - General Pediatrics
  - Preventive Medicine
  - Osteopathic General Practice

Please note that OB/GYN is an unacceptable primary care residency/practice.

- **Dentistry:**
  - General Dentistry Practice
  - Pediatric Dentistry
  - Dental Public Health
- **Graduate Nursing:**
  - Midwifery
  - Nurse Practitioner
- **Physician Assistants**
  - Non-Specialized Practice

For the above disciplines, a school or program may qualify for the primary care priority if at least 50 percent of its graduates from the specified year are practicing primary care.

## 2) UNDERREPRESENTED MINORITY STUDENTS

Underrepresented minorities include any individual who is American Indian or Alaska Native, specific Asian populations, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander. Definitions of these populations appear below:

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- **Underrepresented Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent other than Chinese, Filipino, Japanese, Korean, Asian Indian or Thai.

- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin without regard to race.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands..

For purposes of granting priority based on the proportion of underrepresented minority the Secretary gives priority to any school for which underrepresented minority enrollment is above the national average for the discipline.

*[Section 737(b)(1) of the Public Health Service Act]*

### 3) GRADUATES WORKING IN MEDICALLY UNDERSERVED AREAS

“Underserved Areas” means any geographic area and/or population served by any of the following practice sites:

- Community Health Centers (section 330)
- Migrant Health Centers (section 329)
- Health Care for the Homeless Grantees (section 340)
- Public Housing Primary care Grantees (section 340A)
- Rural Health Clinics, federally designated (section 1861(aa)(2) of the Social Security Act)
- National Health Service Corps Sites, freestanding (section 333)
- Indian Health Service Sites (Pub. L. 93-638 for tribal operated sites and Pub.L. 94-437 for IHS operated sites)
- Federally Qualified Health Centers (section 1905(a) and (1) of the Social Security Act)
- Primary Medical Care, Mental Health, and Dental health Professional Shortage Areas (HPSAs)(designated under section 332)
- State or Local Health Departments (regardless of sponsor - for example, local health departments who are funded by the State would qualify)
- Ambulatory practice sites designated by State Governors as serving medically underserved communities
- Practices or facilities in which 50 percent or more of the patients are uninsured or Medicaid recipients.

Information on Community Health Centers, Migrant Health Centers, Health Care for the Homeless Grantees, Public Housing Primary Care grantees, National Health Service Corps Sites, and Health Professional Shortage Areas is available on HRSA's Web Site under BPHC Databases on the Internet: <http://www.bphc.hrsa.dhhs.gov/databases/hpsa/hpsa.cfm>

The Secretary gives schools a priority in funding based on a proportion of graduates working in medically underserved communities during a specified year as outlined annually in the application instructions.

#### **4) FUNDING PREFERENCES**

Schools must give preference to former Exceptional Financial Need (EFN) and Financial Assistance for Disadvantaged Health Professions Students (FADHPS) recipients at levels comparable to what they would have received prior to phase out of these programs in Section 101(a) of P.L. 105-392. This provision assures that EFN and FADHPS recipients will continue to have access to scholarship funding at levels comparable to what they would have received if the EFN and FADHPS programs had been continued, until they complete their educational program.

In implementing this provision, the Secretary will allocate SDS funds for former EFN and FADHPS program recipients, based on school identification of the number of such students enrolled and the total amount needed to provide awards to these students. Funding for former EFN and FADHPS recipients will be awarded to schools separate from, and prior to, awarding any general SDS funds to schools.

#### **Section 2 INSTITUTIONAL APPLICATION FOR SDS FUNDS**

Applications and instructions for schools seeking to receive SDS funds are available from the Division of Student Assistance. Forward email request to [dpolicy@hrsa.gov](mailto:dpolicy@hrsa.gov).

The Division reviews the eligibility of the school and determines the amount of support an institution will receive. The Division requires the applicant to submit an SDS Application via the Internet for these purposes.

#### **A. INSTITUTIONAL REQUIREMENTS FOR COMPLETING THE APPLICATION FORM**

Any school applying for SDS funds must provide statistical information to show it meets the institutional eligibility criteria. If a school does not meet all the criteria, the Department of Health and Human Services will deny participation in the program. For example, the existence of a recruitment and retention program for students from disadvantaged backgrounds does not, in

itself, result in the eligibility of a school, if the school is unable to demonstrate that the program has achieved success, based on the number and/or percentage of disadvantaged students who graduate from the school. Further, any school that does not provide the data required on the application to support its request for funds through the SDS program will not be considered eligible to obtain these funds.

## **B. TERMS AND CONDITIONS**

The SDS program is governed by the terms and conditions set forth in the application for funds, the Notice of Award, the *PHS Grants Administration Manual*, and in Title 45 CFR Part 74.

## **C. DESIGNATION OF INSTITUTIONAL CONTACT PERSON**

The program contact person is the individual who will be responsible for distributing DSA program mailings to the appropriate offices and individuals within the institution and will be responsible for ensuring the return of material. Any changes to the contact person refer to [Appendix I](#).

## **Section 3 AWARDS TO INSTITUTIONS**

### **A. DETERMINATION OF AMOUNTS**

Based on the school's application data, awards to eligible schools and programs will be calculated by comparing the weighted number of eligible students in each eligible school and program with the total weighted number of eligible students in all eligible schools and programs.

The base number of students for each school or program will be the lesser of: (1) The number of [economically disadvantaged](#) (Part 2 of the definition) graduates for the academic year being reported, multiplied by the number of years required to complete the program; or (2) the total number of [economically disadvantaged](#) (Part 2 of the definition) students enrolled for the academic year being reported. After determining the base number of students for each school or program, this number will be adjusted to reflect the added weighting associated with the funding priorities. This reflects a change from the past procedures, under which the total number of disadvantaged students and/or disadvantaged graduates (both Part 1 and Part 2 of the definition) was used to determine the base number of students.

### **B. NOTIFICATION OF AWARD**

The Department sends a Notice of Award to the contact person notifying the school of the amount of Federal funds awarded for the SDS program.

**C. REPORTING REQUIREMENT**

Schools that receive SDS funds must complete Financial Status Reports (FSR—available on the Internet) annually. Schools that fail to complete the FSR or fail to use prior year allocations are not eligible to receive future funds.

## Chapter 3 STUDENT AWARDS

### Section 1 STUDENT ELIGIBILITY CRITERIA

Institutions must be sure that students who receive SDS scholarships meet the set eligibility requirements specified in statute and in regulations. A description of the eligibility requirements follows.

#### A. CITIZENSHIP STATUS

A student applicant must be a citizen or national of the United States, or a lawful permanent resident of the United States, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, American Samoa or the Trust Territory of the Pacific. A student who remains in this country on a student or visitor's visa is not eligible.

#### B. ENROLLMENT STATUS

Students must be enrolled full-time in programs leading to the following degrees in order to be eligible for SDS funds:

- doctor of allopathic medicine;
- doctor of osteopathic medicine;
- doctor of dentistry;
- doctor of veterinary medicine;
- doctor of optometry;
- doctor of podiatric medicine;
- doctor of chiropractic;
- bachelor or graduate degree in pharmacy;
- graduate degree in public health;
- bachelor or graduate degree in allied health (i.e., dental hygiene, medical laboratory technology, occupational therapy, physical therapy, and radiologic technology, speech pathology, audiology, registered dieticians);
- graduate degree in behavioral and mental health practice (to include clinical psychology, clinical social work, professional counseling, and marriage and family therapy);
- training of physician assistants; and
- associate, diploma, baccalaureate or graduate degree in nursing.

*[Sections 737(d)(1)(A) of the Public Health Service Act]*



### **C. DISADVANTAGED BACKGROUND**

Any student who receives an SDS funds must come from a disadvantaged background. The definition of disadvantaged background appears in [Chapter 2, Section 1, Additional Institutional Eligibility Requirements, Recruiting and Retaining Disadvantaged Students](#).

*[Section 737(c)(1) of the Public Health Service Act]*

### **D. FINANCIAL NEED**

The student must be in need of financial assistance in order to pursue the full-time course of study at the health professions or nursing school in which he or she is enrolled or accepted for enrollment. The law specifically states that schools are to give preference to students for whom the cost of attendance would constitute a severe hardship.

In determining financial need for potential SDS recipients, the school must take into consideration the:

- financial resources available to the student; and
- costs reasonably necessary for the student's attendance at the school.

*[Section 737(c)(2) of the Public Health Service Act]*

### **1) GENERAL REQUIREMENTS FOR CALCULATING FINANCIAL NEED**

Nursing schools participating in the SDS program must:

- use the expected family contribution calculated from the need analysis formulas legislated under the Higher Education Act of 1965, as amended; and
- consider estimated resources and other financial aid.

The information collected by the institution to make an assessment of a student's need for SDS funds must be extensive enough to include student's, spouse's and parents' (for dependent students only) current income, assets and other resources such as trust funds or support from other family members.

### **2) COST OF ATTENDANCE**

Developing student budgets requires careful identification of reasonable costs necessary for the student's attendance at the school, including any special needs or obligations of each student or costs common to particular groups of students. The school must develop student budgets which

treat students within groups consistently, but are sensitive to individual circumstances. Schools must be able to document the various student budgets used in determining financial need. Using the Title IV requirements for developing costs of attendance is an appropriate approach for administering SDS funds.

The Department of Health and Human Services recognizes that from time to time an individual student's budget may deviate from the standard cost of attendance because of unusual circumstances. Financial aid administrators should use their authority to make changes to the standard student budget judiciously. Further, the school must carefully document all such changes.

*[Section 737(d) of the Public Health Service Act]*

## **Section 2 AMOUNT OF AWARD**

In the awarding of SDS funds, the schools or programs give preference to eligible disadvantaged students for whom the cost of attending an SDS school or program would constitute a severe financial hardship.

Beginning in academic year 2000-01, schools or programs must also give preference, in the awarding of SDS funds, to eligible disadvantaged students who have participated in an academic enrichment program funded in whole or in part by the Health Careers Opportunity Program (HCOP), or by the Nursing Workforce Diversity (NWD) Program (formerly Nursing Educational Opportunities Program (NEOP)).

There is no statutory or regulatory dollar amount cap on SDS awards to eligible disadvantaged students. However, schools must use allocated SDS funds to make awards for all or part of a student's total budget in a manner that will best meet its eligible students' needs. In addition, they must offer SDS funds to eligible students in the order of greatest need.

Although there is no absolute cap on any individual SDS award, the amount may not exceed a recipient's cost of tuition expenses, other reasonable educational expenses and reasonable living expenses as designated by the institution. More detailed information on constructing institutional standard student budgets appears in the previous section. Schools also may not award SDS funds to a student that exceed that student's financial need.

*[Section 737(d) of the Public Health Service Act]*

### **Section 3 DISBURSEMENT OF SDS FUNDS TO STUDENTS**

There are no explicit requirements for disbursing SDS funds to eligible students who have been designated as scholarship recipients. However, requirements for other programs and good practice strongly suggest that funds should not be disbursed in one lump sum. Instead, awards that are earmarked to pay for tuition should be disbursed at the beginning of each period within the academic year (e.g. semester, trimester, quarter).

Disbursing funds in logical increments throughout the academic and calendar years helps students budget their resources. In addition, this approach protects the institution in case an SDS recipient drops below full-time student status; institutions must return SDS funds to the Department of Health and Human Services when a recipient is no longer a full-time student or ceases to be a student in good standing due to academic failure, disability or death. Note that an institution does not have to return these "recovered" funds if the institution is able to award the money to another student who meets all the eligibility requirements.

### **Section 4 VERIFICATION OF STUDENT INFORMATION**

Statute governing the SDS program does not specify requirements for verifying student information. However, good practice dictates that institutions should verify student information using the same procedures used for other programs. Readers are directed to [Nursing Programs, NSL, Chapter 3, Section 2](#), which discusses verification for the Nursing Student Loan (NSL) Program. Financial aid administrators should also consider applying the same verification requirements to the SDS program that are mandated under the Higher Education Act for the Title IV programs administered by the Department of Education.

### **Section 5 AWARD LETTERS**

Statute and regulations governing the SDS program do not specify requirements for award letters to students. Once again, good practice supports providing written notification of awards from any source--including SDS--to students. The Department of Health and Human Services urges institutions to provide students with award letters that also include the cost of attendance and family contribution figures used to determine financial need along with an itemization of resources and financial aid programs.

### **Section 6 CHANGES IN STUDENTS' FINANCIAL NEED**

SDS awards may not exceed the financial need of the student or the cost of attendance. This does not prohibit financial aid administrators from making adjustments to the cost of attendance or expected family contribution figures to more accurately reflect an individual student's financial circumstances. However, financial aid administrators must be judicious in their exercise of

professional discretion in these instances. Further, they must carefully document all such changes. See [Chapter 2, Section 3D](#) for more information on determining [students' financial need](#).

*[Section 737(d) of the Public Health Service Act]*

## **Section 7 STUDENT RECORDS**

Institutions must maintain student records as needed for audit purposes. Good practice suggests that these records contain the same types of information that are maintained for the other health professions and nursing programs. For example, institutions should consider keeping the following information about each SDS recipient:

- student's application;
- documentation showing the basis for approving or disapproving students' applications for SDS funds, including total need analysis and determination of resources; and
- the amount of SDS scholarship given to each recipient.

No requirement stipulates that these records should be maintained in files that are safeguarded against fire, theft and tampering. However, good practice again strongly supports institutional efforts to keep SDS records--as well as all student records--in files that resist damage from various sources.

The Department of Health and Human Services permits institutions to maintain their records in a variety of formats at the option of the school. Record keeping formats include:

- computer;
- electronic;
- microfiche;
- microfilm; or
- paper.

**Chapter 4 OTHER ADMINISTRATIVE AND FISCAL RESPONSIBILITIES**

Institutional responsibilities in the SDS program is considerable. These responsibilities are often shared between the school's financial aid administrator and the fiscal officer. Therefore, readers are urged to review *Fiscal Management* for information on accounting requirements, cash management requirements, program monitoring and audits.

**Appendix I Request for Change of Contact Person Form**

REQUEST FOR CONTACT PERSON CHANGE

Appendix I

THE CONTACT PERSON WILL RECEIVE **ALL** DSA MAILINGS.  
USE ONE FORM FOR EACH DISCIPLINE. PRINT OR TYPE CHANGES.

PROVIDE INFORMATION

Institution \_\_\_\_\_  
Discipline \_\_\_\_\_ Opsid# \_\_\_\_\_  
Submitted by \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_ Phone \_\_\_\_\_

CHANGES

Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Institution \_\_\_\_\_  
School \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Ext \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail Address (Please **print legibly**) \_\_\_\_\_  
(**Required**)

E-mail to: **bdubrow@hrsa.gov**

Or

Mail to: OCBP/DSA/BHPr/HRSA  
Rm 8-34, Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

Fax: (301) 443-0846