



## **Nursing Scholarship Program Invoicing Guidelines for Schools**

*All educational institutions are required to submit an invoice to the NSP for payment of tuition and required fees for each term. The below items outline the initial steps the institution must take in order to process invoices:*

1. The school must register on the Central Contractor registration (CCR) website.
  - <https://www.bpn.gov/ccr/default.aspx>
  - Create a new account (if one does not already exist).
2. Obtain a DUNS (Data Universal Numbering System) number (if one does not already exist).
3. Invoices should be **faxed to 301-451-5629** and must contain the following information:
  - School Tax ID number
  - DUNS number
  - Invoice number or student's ID number
  - Student's name and last 4 digits of the social security number
  - School term and term dates
  - Name of school contact responsible for invoicing and their e-mail address
  - School address to remit payments (must be same as CCR information)
  - School's Bank name, address, account and routing number for electronic payment
  - A breakdown of each required fee (see listing of eligible/ineligible tuition and required fees)
4. **Please Note:** The educational institution's address provided on the invoices must match the DUNS information submitted on the CCR website. A change of mailing address, telephone number, email, or financial information should be updated on the website.

## **Special Instructions for Students with other scholarships and grants that cover their tuition and fees:**

If tuition and/or fees are paid in full or partially by other grants (e.g. Pell Grants) or scholarships, recipients/schools should:

- A. Return or Cancel payments to the funding source and invoice the NSP for the tuition and fees owed. **OR**
  
- B. Continue the other source of funding and submit an invoice to the NSP for any portion of the tuition and/or fees that were not paid. Please send itemized invoice.  
Example - If a recipient's tuition/fees total \$12,500 and the recipient accepts a Pell Grant in the amount of \$2,500, than the total amount billed to the NSP should equal \$10,000. **OR**
  
- C. If the other funding source pays for full tuition and fees, do not invoice the NSP. Please send an e-mail to the designated NSP Service Team stating that no payment is being requested for the student for the particular term/semester.

**Please contact the Nursing Scholarship Program Service Team at 301-594-4098 with questions or concerns.**