



Scholarship Program
GUIDELINES
FOR YOUR **SCHOOL**

[NHSC.hrsa.gov](https://www.nhsc.hrsa.gov)

INVOICES

All educational institutions are required to submit an invoice to the National Health Service Corps Scholarship Program (NHSC SP) for payment of tuition and required fees for each term. The items below outline the initial steps the institution must take in order for the invoices to be processed.

REGISTRATION

- All educational institutions must register on the Central Contractor Registration (CCR) Web site at <https://www.bpn.gov/ccr/default.aspx> and create a new account, if one does not already exist, to obtain a DUNS number.
- Entering the correct DUNS Number and Tax ID on the invoices is CRITICAL and will ensure that the electronic payment is paid to the correct school entity.
- Educational institutions that do not know their DUNS Number or Tax ID Number should contact their Financial Aid Advisor's office.

The NHSC Scholar attending your institution will have their tuition paid by the NHSC SP during their commitment with the program and their educational tenure at your institution, provided they remain in good academic standing.

There are several important steps your institution will need to follow in order for the invoices to be processed and to maintain the student's scholarship.



- If the the DUNS Number, Tax ID, and school address on the invoice are not complete and accurate, invoices will not be paid.
- The educational institution's address provided on the invoices must match the DUNS information submitted on the CCR Web site. Schools must submit notice if there is a change of mailing address, telephone number, email, or financial information.
- School term and term dates
- Name of school contact responsible for invoicing and their email 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 Eligible/Ineligible Tuition & Fees List on last page)
- A separate invoice for each student.

REQUIRED INSTITUTION INFORMATION FOR INVOICES

Educational institutions must submit an invoice to receive payment from the NHSC SP that includes the following:

- School Tax ID number
- DUNS number
- Invoice number or student's ID
- Student's name and last 4 digits of the Social Security number



Invoices should be faxed to:

301-451-5557

Invoices are processed for payment approximately 30 days after receipt.

ADDITIONAL FUNDING PROVIDED

BY AN ALTERNATIVE SOURCE

Please make note of the guidance provided below for students who have other sources of financial aid:

1

If a student's tuition and/or fees have been paid for (fully or partially) by another funding source, such as other grants or scholarships, prior to the student receiving an NHSC SP award, please do one of the following:

A

Return the payments to the funding source or cancel the funds and submit an invoice to NHSC SP for the tuition and fees owed. **OR**

B

Continue the other source of funding and submit an invoice to NHSC SP for any portion of the tuition and/or fees that were not paid (please send itemized invoice). **OR**

C

If the funding source paid for the tuition and fees in full: **PLEASE DO NOT INVOICE NHSC SP**. Please send an email to the designated NHSC SP Service Team for your school's State, cited on the contact list, stating that no payment is being requested for the student (provide student name and last 4 digits of the SSN).



2

If a new NHSC Scholar funded in 2011 has taken out a student loan to cover the cost of tuition and fees while awaiting the NHSC SP award, please do the following for either the summer and/or fall semester(s):

A

Supply an itemized invoice to NHSC SP showing the amount of tuition and fees paid with with the student loan.

B

Please note these are the only two semesters in which such action is allowed, summer and fall 2011.

Thereafter, students should not pay for tuition and fees with student loans if they will be receiving an NHSC SP award. After the fall 2011 semester, students will not be reimbursed by the NHSC SP.

ELIGIBLE/INELIGIBLE TUITION & FEES LIST

The NHSC SP will pay tuition and fees for each academic term that will be completed within the academic year.



ELIGIBLE FEES INCLUDE:

- ✓ Academic support services fee
- ✓ Administrative fee
- ✓ Building use or facility fee
- ✓ Campus use fee
- ✓ Computer fee
- ✓ Curriculum fee
- ✓ Disability insurance (must be required of all students regardless of source of funding)
- ✓ Education fee
- ✓ Health services fee and immunizations
- ✓ Graduation fee (in last year of program)
- ✓ Laboratory fees
- ✓ Library fee
- ✓ Malpractice insurance (if it is mandatory that it be purchased through the school by all students)
- ✓ Matriculation fee
- ✓ Processing fee
- ✓ Recreation fee
- ✓ Student activities fee
- ✓ Student health insurance
- ✓ Student services fee
- ✓ Technology fee
- ✓ University fee

INELIGIBLE FEES INCLUDE:

- ✗ Accident insurance
- ✗ Attorney fee
- ✗ Automobiles and automobile maintenance expenses and accident insurance
- ✗ Books (as they are covered by the Other Reasonable Cost payment)
- ✗ Certification boards
- ✗ Class dues
- ✗ Counseling fees
- ✗ Dental insurance
- ✗ Educational associations
- ✗ Financial aid trust funds
- ✗ ID maintenance
- ✗ Late charges
- ✗ Life insurance
- ✗ NCLEX review
- ✗ Parking fee
- ✗ Penalty fee
- ✗ Post office box rental
- ✗ Personal laundry
- ✗ Room and board expenses
- ✗ Refundable property deposit
- ✗ Study abroad fees
- ✗ Student association and union fee
- ✗ Testing fee
- ✗ Transportation fee
- ✗ Yearbook

If you have any questions or concerns regarding these requirements, please contact the NHSC SP Service Team at 301-594-4400.

The National Health Service Corps Scholarship Program (NHSC SP) is a competitive program of the U.S. Government.

The NHSC SP pays for tuition, education-related expenses (including books, clinical supplies, and laboratory fees), and provides a monthly stipend.

NHSC Scholars fulfill their service commitment at a health care facility with a critical shortage of health professionals.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH RESOURCES AND SERVICES ADMINISTRATION