

NURSING SCHOLARSHIP PROGRAM

Program Guidance for 2012 New Scholarship Recipients

BCRS Division of Nursing and Public Health
Health Resources and Services Administration
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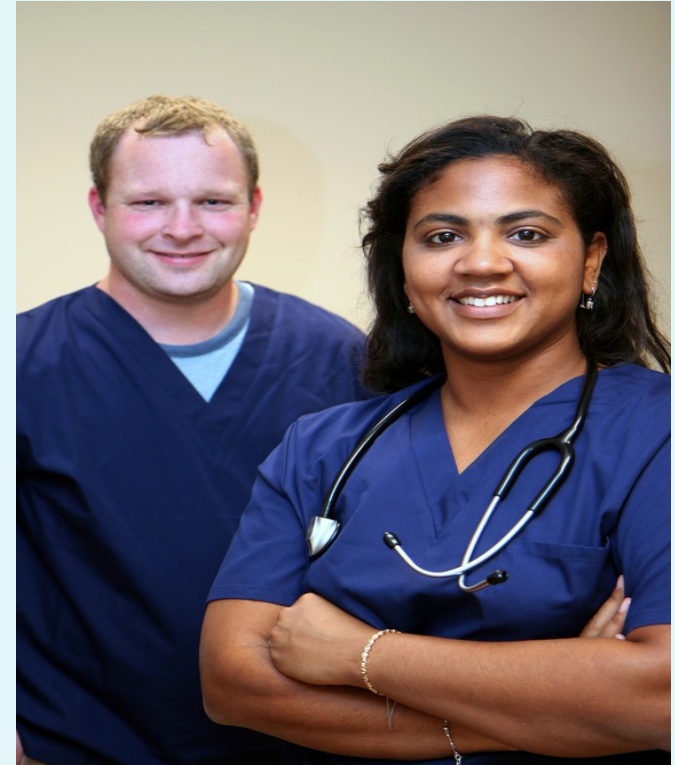
BUREAU OF CLINICIAN RECRUITMENT & SERVICE



Welcome FY 2012 NSP Scholars!

As a recipient of the Nursing scholarship award, HRSA is proud to welcome you to the NSP family of dedicated nursing professionals.

Your nursing training will pave the way to a rewarding career at an eligible health care facility with a critical shortage of nurses.



Nursing Scholarship Program Overview

- Total of 235 **awards** made this year!
- Purpose is to alleviate the shortage of registered nurses in critical shortage facilities across the nation.
- **Benefits of the Nursing Scholarship Program**

Scholarship:

- ✓ Provides funds to support Nursing School tuition and fees
- ✓ Receive an annual payment for Other Related Costs (ORC) to cover expenses for books, clinical supplies, and instruments
- ✓ Receive a monthly stipend for living expenses

Service:

- ✓ Increase access to care by delivering nurse services in eligible critical shortage facilities

Important Things Recipients Need to Know

1. Contents of the Welcome Kit (*online*)
2. Tuition, Stipend, ORC payments
3. NSP Program Requirements
4. Invoicing guidelines for your school
5. Service obligation requirements

NSP Welcome Kit *(Online)*

Contains important official documents:

- **NSP Award Letter**
- **NSP Program Contract**
- **Invoicing Guidelines**

NSP Tuition, Stipend & ORC Payments

- Tuition and required fees are paid **directly** to the educational institution.
****Please note if the NSP does not receive an invoice from your school your tuition will not be paid.****
- During the 2012-2013 school year, the NSP will pay a full-time student a monthly amount of \$1,289 (before Federal taxes, if applicable).
- If your current status changes to part-time, or you have not submitted required documentation for the term (i.e. Enrollment Verification Form) you will not be in good standing with the NSP and may not receive stipend and/or tuition payments.
****If you have already submitted the Fall 2012 EVF with your required documents, going forward you will be required to submit an EVF with transcripts for every term you receive NSP support. ****

NSP Tuition, Stipend & ORC Payments

- During the 2012-2013 school year, the Other Reasonable Cost (ORC) payment is an annual payment provided directly to each NSP participant and disbursed with the October stipend payment to assist in the payment of books, clinical supplies/ instruments, and uniforms.
****Please note that ORC payments are established at the time of the award and ARE NOT adjusted once the scholarship award has been calculated.****
- Stipend payments are typically disbursed by the end of each month; payments are not considered late until the 15th of the next month. If you have any problems with your Stipend/ORC payment, contact us by submitting an inquiry in BMISS.

NSP Tax Information

- All NSP payments made to and on behalf of the participant for tuition, fees, annual ORC and monthly stipends are considered taxable. Participants will receive a 1099-Miscellaneous Income Form detailing the amount of tuition and fee payments made on the student's behalf per IRS guidelines by January 31, 2013.
- Participants will receive a W2 Wage and Tax Statement form noting cumulative **stipend payments** for the calendar year including the onetime ORC payment. Federal taxes are withheld from stipend and ORC payments based on the information you entered on your W4. State and local taxes are not withheld.

NSP Tax Information

- The NSP strongly recommends you contact a professional tax preparer for any tax related questions you may incur. The NSP can only validate the amounts on these documents are accurate and completed correctly. For liability purposes we cannot offer specific detailed tax advice.
- For additional information, please consult the IRS webpage detailing ‘taxable scholarship programs’ at the following link <http://www.irs.gov/pub/irs-pdf/p970.pdf>

NSP Program Requirements

- Maintain Full-Time enrollment in program for the duration of the contract term.
 - ** Exception - Scholar is allowed to enroll and attend part-time but only in the final semester of your nursing program.****
- Submit completed Enrollment Verification Form (EVF) and most recent transcript to the NSP as requested by the due date before each term/semester. EVF must be completed and signed by a school/program official
- Maintain a good academic standing as defined by the institution's academic policies.
- Contact the NSP prior to entering your service commitment.

NSP Program Requirements

Contact the NSP immediately if any of the following events are anticipated or have occurred:

- Requests for School Transfers
 - **If you transfer to another school prior to approval from the NSP your contract may be terminated. You will be responsible for all funds disbursed on your behalf (i.e. Tuition, Stipend and ORC) **
- Voluntary Withdrawals or Dismissal from School/Program
- Leave of Absences (LOA)
- Repeating Course Work –Promptly notify the NSP through the Customer Service Portal if you will be repeating course work. The NSP may continue payments for stipends and all other non-repeated course work, provided that you continue to meet the NSP requirements.

NSP Invoicing Guidelines for Educational Institutions

- 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)
- Obtain a DUNS (Data Universal Numbering System) number

NSP Invoicing Guidelines for Educational Institutions

Educational Institutions must include the following on Invoices:

- 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)

NSP Invoicing Guidelines for Educational Institutions

- **Alternative Sources of Funding (other than the NSP):**
 1. If tuition and/or fees are paid in full or partially by other grants (e.g. Pell Grants) or scholarships, recipients 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 an itemized invoice. **OR**

Example - If a recipient's tuition/fees totals \$12,500 and the recipient accepts a Pell Grant in the amount of \$2,500, then the total amount billed to the NSP should equal \$10,000.
 - C. If the other funding source pays for full tuition and fees, we will instruct your institution on how to invoice the NSP. Please send an e-mail to your designated NSP analyst stating that no payment is being requested for the student for the particular term/semester.

NSP Invoicing Guidelines for Educational Institutions

2. If a new NSP scholar funded in 2012 has taken out a **student loan to cover the cost of tuition and fees** while awaiting the NSP award, we ask institutions to do the following for either the summer and/or fall semester(s):

A. Supply an itemized invoice to NSP showing the amount of tuition and fees paid for with the student loan.

B. Please note the only two semesters in which such action is allowed are the initial summer and/or fall terms. Thereafter, student loans will be **DEDUCTED** from the tuition balance noted on invoices.

Student Loans

- Prior to learning of their award status, participants may have to take out a student loan to cover tuition and eligible fees for the Summer and/or Fall terms of their **FIRST** program/contract year.
- While the loan is ultimately the scholars responsibility, the institution should submit an itemized invoice to the NSP showing the amount of **tuition & fees** paid for with loans and other sources of funding.
- The NSP will remit payment to the institution for the total tuition and eligible fees amount **MINUS** other sources of funding (i.e. grants, scholarships, gifts, personal loans).
- Thereafter, it is incumbent upon the institution and the student to determine how any remaining credit would be applied to the students account.
- The NSP will NOT remit payments greater than the sum of tuition & eligible fees.

Student Loans-Example

- John Kamp was scheduled to begin nursing school at Americas University in August 2012. The tuition and fees for Fall 2012 were **\$15,000**. Prior to learning his award status for the NSP Scholarship program John received two other forms of financial assistance - another scholarship for **\$1,500** and a Federal Pell Grant for **\$5,000**. John's tuition and fees were due prior to the date he was notified of his NSP scholarship award. In order to enroll as a full-time student, John had to pay his remaining balance in full so he elected to secure a student loan in the amount of **\$10,000**.
- In September, after receiving the loan, paying his balance, and receiving a refund from the Financial Aid office, John is notified that he has been selected as an NSP Scholarship recipient and should have his school invoice the NSP program for the balance of his tuition and fee after deducting all outside scholarships/grants that were applied to his tuition. After sharing this information with his financial aid office, the university invoiced the NSP in the amount of **\$8,500** which covered the balance of his tuition and fees **(\$15,000) MINUS** his scholarship and Pell grant **(\$6,500)** and the NSP remitted an electronic payment directly to John's school for **\$8,500**.
- John contacted the NSP because he was under the impression that the NSP reimbursement would cover his total **\$10,000** loan since he used it to pay his tuition balance, and it was less than the amount of his full tuition and fees. He was informed that the NSP will reimburse universities for student tuition and eligible fees **BALANCES** following the deduction of any scholarships/grants/gifts. In this case the additional **\$1,500** funds secured through loans were solely John's responsibility.

Student Loans-Example

- \$15,000= Tuition & Fees
- -\$1,500= Scholarship
- -\$5,000= Pell Grant
- \$8,500= Invoice NSP

- \$10,000= Student Loan
- -\$8,500= Amount owed to school
- \$1,500= Loan amount over what was owed
therefore this amount is the student's responsibility.

NSP Service Obligation: Preparation

Scholarship Recipients are responsible for the following Service Requirements within 6 months from date of graduation:

1. Take nursing examination & obtain permanent licensure/certification;
2. Submit proof of licensure/certification;
3. Receive approval from NSP to begin employment at an eligible site; and,
4. Secure employment at an eligible facility. You have 3 months after securing employment to begin working.

****Failure to provide documentation and receive prior approval for an eligible site will delay credit for time toward service obligation. ****

NSP Service Obligation: Requirements

How long do I have to serve after graduation?

Full-Time Contract signed:

- Recipients incur a 1 year full-time service obligation for each full or partial academic year of support given with a **MINIMUM** 2 year service commitment.

Years of Scholarship Support	Years of Service Obligation
1 or less Academic Year (2012-2013)	2 Years Full-Time
2 Academic Years (2012-2014)	2 Years Full-Time
3 Academic Years (2012-2015)	3 Years Full-Time
4 Academic Years (2012-2016)	4 Years Full-Time

NSP Monitoring and Transition Team

The Monitoring and Transition Team (MTT) provides assistance with the transition from graduation to initiation of the NSP service obligation.

MTT activities include:

- Sending graduation packets to scholars (via email) 30-60 days prior to graduation
- Assisting students in determining eligible sites for service
- Monitoring licensure status of all scholars

In-school monitoring:

- Breach of Contract
- Defaults
- Dismissal/Withdrawal from School
- Leave of Absence

NSP Monitoring and Transition Team

Graduate Resource Webinar and HPSA Employment Search Training

IMPORTANT DATES TO REMEMBER

1. **Graduate Resource Webinar – November 2012**
 - Outlines requirements after graduation up to employment
2. **HPSA Employment Search Training – March 2013**
 - Provides Training on usage of HRSA websites for locating employment in Critical Shortage Facilities

Nursing Scholarship Program Contact List

BCRS Call Center: (800) 221-9393

GREEN TEAM

States Analysts are assigned to:

LCDR Kimberley Hawkins - (AL, GA, KY, MI, NJ, VA)

Richard Callahan - (MA, ND)

Song Ji - (AK, CT, NV, TX, WY, WV)

LT Dustin Price - (AR, IN, LA, SC, TN)

Lawan Tahir - (IA, IL, NE, NY, WI)

SILVER TEAM

States Analysts are assigned to:

Maggie Carrera - (AZ, CA, CO, MT, PR)

Glenda Lomax - (FL, MD, MO, NH, SD)

Mari Novosad - (DC, HI, ID, KS, ME, OK, PA, UT, VT, WA)

Sabrina Simms - (DE, MN, MS, NM, NHHSP)

Nicklaus Spruill - (NC, OH, OR)

Reference Information

- **NSP Web Site:**
<http://www.hrsa.gov/loanscholarships/scholarships/Nursing>
- **NSP Participant Portal:**
<https://programportal.hrsa.gov/extranet/participant/login.seam>
- **NSP Fax Number:** (301) 451-5629
- **BCRS Call Center** 800-221-9393
- **Monitoring and Transition Team**
NSP-Trans@hrsa.gov

Questions?

