**Recordkeeping Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Regulatory/section requirements | **Number of** **Record keepers** | **Hours per year** | **Total Burden** **Hours** |
| **HPSL Program:** |  |  |  |
|  57.206(b)(2), Documentation of Cost of Attendance |  |  |  |
|  57.208(a), Promissory Note |  |  |  |
|  57.210((b)(1)(i), Documentation of Entrance Interview |  |  |  |
|  57.210(b)(1)(ii), Documentation of Exit Interview |  |  |  |
|  57.215(a)&(d), Program Records |  |  |  |
|  57.215(b), Student Records |  |  |  |
|  57.215(c), Repayment Records |  |  |  |
| **HPSL Subtotal** |  |  |  |

**Reporting Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of** **Respondents** | **Responses per****Respondent**  | **Total annual responses** | **Hours per response** | **Total hour burden** |
| **HPSL Program:** |  |  |  |  |  |
|  57.206(a)(2), Student  Financial Aid Transcript |  |  |  |  |  |
|  57.208(c), Loan Information Disclosure |  |  |  |  |  |
|  57.210(b)(1)(i), Entrance Interview |  |  |  |  |  |
|  57.210(b)(1)(ii), Exit Interview |  |  |  |  |  |
|  57.210(b)(1)(iii), Notification of Repayment |  |  |  |  |  |
|  57.210(b)(1)(iv), Notification During Deferment |  |  |  |  |  |
|  57.210(b)(1)(vi), Notification of Delinquent Accounts |  |  |  |  |  |
|  57.210(b)(1)(x), Credit Bureau Notification |  |  |  |  |  |
|  57.210(b)(4)(i), Write-off of Uncollectible Loans |  |  |  |  |  |
|  57.211(a) Disability Cancellation  |  |  |  |  |  |
|  57.215(a)(2), Administrative Hearings |  |  |  |  |  |
|  57.215(a)(d), Administrative Hearings |  |  |  |  |  |
| **HPSL Subtotal** |  |  |  |  |  |

**Definitions**

**Documentation of Cost of Attendance**

School must document criteria used for determining reasonable costs necessary for the students attendance

**Promissory Note**

 Each HPSL or NSL loan must be evidenced by a Promissory Note

**Documentation of Entrance Interview**

 School much conduct an entrance interview with borrower prior to disbursing HPSL/NSL

 funds

**Documentation of Exit Interview**

 School must document an exit interview with the borrower

**Program Records**

 School must maintain records relating to HPSL/NSL funds

**Student Records**

 Approved student applications, documentation of financial need records and financial aid

 transcripts

**Repayment Records**

 Repayment records for each borrower

**Student Financial Aid Transcript**

 Applicants who attended an institution of higher education must submit a financial aid

 transcript

**Loan Disclosure Requirements**

 School must disclose loan information to students with receive HPSL

**Notification of Repayment**

 School must notify borrower in writing of repayment obligation

**Notification during Deferment**

 School must notify borrower in deferment of repayment obligations 1 to 3 prior to

 expiration

**Notification of Delinquent Accounts**

 School must make at least for attempts to contact borrower prior to loan becoming 120

 days past due

**Credit Bureau Notification**

 School must become a member of a credit bureau and notify the credit bureau of accounts

 past due

**Write-off of Uncollectible Loans**

 School must contact the Department within 30 days of determining that the loan is

 uncollectible

**Disability Cancellation**

 School must recommend do the Secretary a borrower to be permanently and totally

 Disabled

**Evidence of Educational Loans**

 Borrowers must provide evidence of loans for which they are requesting partial payment

 for service in a health professional shortage area

**Administrative Hearings**

 A school which fails to comply with reporting requirements relating to the operation of

 the program may request a formal hearing

**Administrative Hearings**

 A school which fails to comply with requirement to reduce its default rates may request a

 formal hearing