

## Recordkeeping Requirements

Regulatory/section requirements	Number of Record keepers	Hours per year	Total Burden Hours
<b>HPSL Program:</b>			
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			
<b>HPSL Subtotal</b>			

## Reporting Requirements

Regulatory/section requirements	Number of Respondents	Responses per Respondent	Total annual responses	Hours per response	Total hour burden
<b>HPSL Program:</b>					
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					
<b>HPSL Subtotal</b>					

## **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 must 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