**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 | 432 | 1.05 | 454 |
|  57.208(a), Promissory Note | 432 | 1.25 | 540 |
|  57.210((b)(1)(i), Documentation of Entrance Interview | 432 | 1.25 | 540 |
|  57.210(b)(1)(ii), Documentation of Exit Interview | 475 | 0.37 | 176 |
|  57.215(a)&(d), Program Records | 475 | 10 | 4,750 |
|  57.215(b), Student Records | 475 | 10 | 4,750 |
|  57.215(c), Repayment Records | 475 | 19.55 | 9,286 |
| **HPSL Subtotal** |  |  | **20,496** |

HPSL data includes active and closing Loans for Disadvantaged Students (LDS) program schools.

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of** **Record keepers** | **Hours per year** | **Total Burden** **Hours** |
| **NSL Program:** |  |  |  |
|  57.306(b)(2)(ii), Documentation of Cost of Attendance | 304 | 0.25 | 76 |
|  57.308(a), Promissory Note  | 304 | 0.50 | 152 |
|  57.310(b)(1)(i), Documentation of Entrance Interview | 304 | 0.50 | 152 |
|  57.310(b)(1)(ii), Documentation of Exit Interview | 486 | 0.14 | 68 |
|  57.315(a)(1)&(a)(4), Program Records | 486 | 5 | 2,430 |
|  57.315(a)(2), Student Records | 486 | 1 | 486 |
|  57.315(a)(3), Repayment Records | 486 | 2.51 | 1,220 |
| **NSL Subtotal** |  |  | **4,584** |

**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 | 4,600 | 1 | 4,600 | 0.25 | 1,150 |
|  57.208(c), Loan Information Disclosure | 325 | 299.5 | 97,338 | 0.63 | 61,323 |
|  57.210(b)(1)(i), Entrance Interview | 325 | 139.5 | 45,338 | 0.50 | 22,669 |
|  57.210(b)(1)(ii), Exit Interview | 334 | 113.5 | 37,909 | 1.00 | 37,909 |
|  57.210(b)(1)(iii), Notification of Repayment | 334 | 862.5 | 288,075 | 0.38 | 109,469 |
|  57.210(b)(1)(iv), Notification During Deferment | 333 | 17 | 5,661 | 0.63 | 3,566 |
|  57.210(b)(1)(vi), Notification of Delinquent Accounts | 334 | 172.5 | 57,615 | 1.25 | 72,019 |
|  57.210(b)(1)(x), Credit Bureau Notification | 334 | 6 | 2,004 | 0.50 | 1,002 |
|  57.210(b)(4)(i), Write-off of Uncollectible Loans | 520 | 1 | 520 | 3 | 1560 |
|  57.211(a) Disability Cancellation  | 3 | 1 | 3 | 1 | 3 |
|  57.215(a)(2), Administrative Hearings | 0 | 0 | 0 | 0 | 0 |
|  57.215(a)(d), Administrative Hearings | 0 | 0 | 0 | 0 | 0 |
| **HPSL Subtotal** | **\*334** |  | **539,063** |  | **310,670** |

**REPORTING REQUIREMENTS Continued**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of** **Respondents** | **Responses per****Respondent**  | **Total annual responses** | **Hours per response** | **Total hour burden** |
| **NSL Program:** |  |  |  |  |  |
|  57.306(a)(2), Student Financial Aid Transcript | 4,100 | 1 | 4,100 | 0.25 | 1,025 |
|  57.310(b)(1)(i), Entrance Interview | 282 | 17.5 | 4,935 | 0.42 | 2,073 |
|  57.310(b)(1)(ii), Exit Interview | 348 | 9 | 3,132 | 0.42 | 1,315 |
|  57.301(b)(1)(iii), Notification of Repayment | 348 | 9 | 3,132 | 0.27 | 846 |
|  57.310(b)(1)(iv), Notification During Deferment  | 348 | 1.5 | 522 | 0.29 | 151 |
|  57.310(b)(1)(vi), Notification of Delinquent Accounts | 348 | 42.5 | 14,790 | 0.04 | 592 |
|  57.310(b)(1)(x), Credit Bureau Notification | 348 | 709 | 246,732 | 0.006 | 1,480 |
|  57.310(b)(4)(i), Write-off of Uncollectible Loans | 23 | 1 | 23 | 3 | 69 |
|  57.311(a), Disability Cancellation | 16 | 1 | 16 | 1 | 16 |
|  57.315(a)(1)(ii), Administrative Hearings | 0 | 0 | 0 | 0 | 0 |
|  57.316(a)(d), Administrative Hearings | 0 | 0 | 0 | 0 | 0 |
| **NSL Subtotal** | **\*348** |  | **277,382** |  | **7,567** |
| **TOTAL** | **\*\*348** |  | **816,445** |  | **318,237** |

\*Includes active and closing schools.

**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