

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 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