

## Recordkeeping Requirements

<b>Regulatory/section requirements</b>	<b>Number of Record keepers</b>	<b>Hours per year</b>	<b>Total Burden Hours</b>
<b>HPSL/LDS/PCL Programs:</b>			
Documentation of Cost of Attendance	432	1.05	454
Promissory Note	432	1.25	540
Documentation of Entrance Interview	432	1.25	540
Documentation of Exit Interview	475	0.37	176
Program Records	475	10	4,750
Student Records	475	10	4,750
Repayment Records	475	19.55	9,286
<b>HPSL/LDS/PCL Subtotal</b>			<b>20,496</b>

<b>Regulatory/section requirements</b>	<b>Number of Record keepers</b>	<b>Hours per year</b>	<b>Total Burden Hours</b>
<b>NSL Program:</b>			
Documentation of Cost of Attendance	304	0.25	76
Promissory Note	304	0.50	152
Documentation of Entrance Interview	304	0.50	152
Documentation of Exit Interview	486	0.14	68
Program Records	486	5	2,430
Student Records	486	1	486
Repayment Records	486	2.51	1,220
<b>NSL Subtotal</b>			<b>4,584</b>

## Reporting Requirements

Regulatory/section requirements	Number of Respondents	Responses per Respondent	Total annual responses	Hours per response	Total hour burden
<b>HPSL/LDS/PCL Programs:</b>					
Student Financial Aid Transcript	4,600	1	4,600	0.25	1,150
Loan Information Disclosure	325	299.5	97,338	0.63	61,323
Entrance Interview	325	139.5	45,338	0.50	22,669
Exit Interview	334	113.5	37,909	1.00	37,909
Notification of Repayment	334	862.5	288,075	0.38	109,469
Notification During Deferment	333	17	5,661	0.63	3,566
Notification of Delinquent Accounts	334	172.5	57,615	1.25	72,019
Credit Bureau Notification	334	6	2,004	0.50	1,002
Write-off of Uncollectible Loans	520	1	520	3	1560
Disability Cancellation	3	1	3	1	3
Administrative Hearings	0	0	0	0	0
Administrative Hearings	0	0	0	0	0
<b>HPSL/LDS/PCL Subtotal</b>	<b>*334</b>		<b>539,063</b>		<b>310,670</b>

## REPORTING REQUIREMENTS Continued

Regulatory/section requirements	Number of Respondents	Responses per Respondent	Total annual responses	Hours per response	Total hour burden
<b>NSL Program:</b>					
Student Financial Aid Transcript	4,100	1	4,100	0.25	1,025
Entrance Interview	282	17.5	4,935	0.42	2,073
Exit Interview	348	9	3,132	0.42	1,315
Notification of Repayment	348	9	3,132	0.27	846
Notification During Deferment	348	1.5	522	0.29	151
Notification of Delinquent Accounts	348	42.5	14,790	0.04	592
Credit Bureau Notification	348	709	246,732	0.006	1,480
Write-off of Uncollectible Loans	23	1	23	3	69
Disability Cancellation	16	1	16	1	16
Administrative Hearings	0	0	0	0	0
Administrative Hearings	0	0	0	0	0
<b>NSL Subtotal</b>	<b>*348</b>		<b>277,382</b>		<b>7,567</b>
AOR HRSA-501	726	1	726	12	8,712
Deferment HRSA- 519	2060	1	2060	.5	1,030
<b>GRAND TOTAL (instruments &amp; recordkeeping requirements)</b>	<b>****</b>	<b>****</b>	<b>****</b>	<b>****</b>	<b>327,979</b>

\*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, LDS, NSL or PCL loan must be evidenced by a Promissory Note.

### **Documentation of Entrance Interview**

School must conduct an entrance interview with borrower prior to disbursing HPSL, LDS, NSL or PCL funds.

### **Documentation of Exit Interview**

School must document an exit interview with the borrower.

### **Program Records**

School must maintain records relating to HPSL, LDS, NSL or PCL 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 who receive HPSL, LDS, NSL or PCL.

### **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.