**Recordkeeping Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of**  **Record keepers** | **Hours per year** | **Total Burden**  **Hours** |
| **HPSL/LDS/PCL Programs:** |  |  |  |
| 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 |
| **HPSL/LDS/PCL Subtotal** |  |  | **20,496** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of**  **Record keepers** | **Hours per year** | **Total Burden**  **Hours** |
| **NSL Program:** |  |  |  |
| 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 |
| **NSL Subtotal** |  |  | **4,584** |
| **Recordkeeping Requirements Total** |  |  | **25,080** |

**Reporting Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of**  **Respondents** | **Responses per**  **Respondent** | **Total annual responses** | **Hours per response** | **Total hour burden** |
| **HPSL/LDS/PCL Programs:** |  |  |  |  |  |
| 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 | 10 | 1 | 10 | 1 | 10 |
| Administrative Hearings | 10 | 1 | 10 | 1 | 10 |
| **HPSL/LDS/PCL Subtotal** | **\*334** |  | **539,083** |  | **310,690** |

**Reporting Requirements**

**Continued**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulatory/section requirements** | **Number of**  **Respondents** | **Responses per**  **Respondent** | **Total annual responses** | **Hours per response** | **Total hour burden** |
| **NSL Program:** |  |  |  |  |  |
| 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 | 10 | 1 | 10 | 1 | 10 |
| **NSL Subtotal** | **\*348** |  | **277,392** |  | **7,577** |
| **Reporting Requirements Total** |  |  |  |  | **318,267** |
| AOR-HRSA Form 501 | 726 | 1 | 726 | 12 | 8,712 |
| Deferment- HRSA Form 519 | 2060 | 1 | 2060 | .5 | 1,030 |
| **Forms Total** | **2786** |  | **2786** |  | **9,742** |
|  |  |  |  |  |  |

\*Includes active and closing schools.

**Summary of Totals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instruments  (HPSL, LDS, PCL, & NCL)** | **Number of**  **Respondents** | **Responses per**  **Respondent** | **Total annual responses** | **Hours per response** | **Total hour burden** |
| Forms Total | 2,786 |  | 2,786 |  | 9,742 |
| Recordkeeping & Reporting Requirements Total |  |  |  |  | 343,347 |
| **GRAND TOTAL (instruments & recordkeeping requirements)** |  |  |  |  | **353,089** |

**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 much 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 with 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.