

ND Federal Loan Repayment Program

Awarding and Withdrawal Process

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It is the responsibility of the ND Primary Care Office (NDPCO) and its advisory body to grant the ND Federal Loan Repayment Program award. Awards cannot be guaranteed or granted by the service site personnel, Primary Care Association, or any other person or entity.

Applications selected as finalists will receive a Confirmation of Interest email with instructions to sign and return the Award Letter and to provide their lending institution information to confirm their continued interest in the program and to facilitate payment to their lending institution for their outstanding educational loans. Applicants will have the ability to accept or decline the award.

Confirmation of Interest Email and Award Letter

Award finalists will be notified by a Confirmation of Interest email with a North Dakota Health Service Corps Award Letter. The applicant will confirm their continued interest in receiving the award and that the loan and employment information provided to the NDPCO on their application remains valid. Applicants are also asked to confirm that they read and understand the North Dakota Health Service Corps award requirements and sign if they accept the award. Applicants are asked to provide their loan servicer information for award funds.

All participants must notify the NDPCO of changes in personal information. Awarded providers must provide the NDPCO with notification of any changes to their contact information (e.g., name change, email, mailing address, or telephone number) prior to the change occurring, if possible, or immediately after the change occurs.

To confirm interest in receiving a North Dakota Health Service Corps award, an applicant must respond by the deadline provided in the email with the Confirmation of Interest email and verify that:

- They are currently employed by (i.e. already working at) the North Dakota Health Service Corps-approved service site(s) they selected when they submitted their application. Applicants who are not employed at the site(s) verified by the North Dakota Primary Care Office, must check "NO" where asked.
- They are currently meeting and will, to the best of their knowledge, continue to meet the clinical practice requirements for their discipline and specialty throughout the period of obligated services.
- The loans approved by the North Dakota Primary Care Office for repayment are correct.

All finalists must read and sign the Award Letter. Applicants who verify inaccurate information on the Award Letter may be in breach of contract. If an applicant does not complete the Confirmation of Interest process by the deadline, they may be withdrawn from consideration and required to submit a new application during a future cycle.



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If an individual selected for an award decides not to accept the award prior to signing the contract, they may decline the award by selecting the “decline” option on the Award Letter. This process is without penalty and permits the award to be offered to an alternate. Once an applicant declines the offer of award, there will not be any opportunities to reclaim the award.

Note: The Award Letter is to familiarize the applicant with key points of the award and does not override or replace any aspect of the contract or the program’s governing rules and legislation.

Contract Execution

Upon receipt of the Award Letter, the NDPCO will send a contract to the Clinician for signature. The Clinician must read, sign, and return the signed contract to the NDPCO. Once the contract is countersigned by the Executive Director of Public Health, the contract becomes executed and the Clinician’s service obligation becomes effective.

Withdrawal

If an individual selected for an award decides not to accept it after signing the contract, the individual should notify the NDPCO via email immediately that they no longer want the award.

If the Executive Director of Public Health has not yet countersigned the contract, the individual will not incur a service obligation or any penalty for withdrawing.

If the Executive Director of Public Health has signed the contract, the individual has 60 days from the date the Executive Director of Public Health signed the contract to request a termination of the contract or may request termination at any time if the individual who has been awarded such contract has not received funds due under the contract.

Dispersement of Funds

Award funds are disbursed in the form of a lump sum payment to the loan servicer provided in the Award Letter approximately 90 days after the contract start date.



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