



Informational Sheet – Businesses

ND Career Builders is a skilled-workforce program designed to recruit and retain individuals into high-need and emerging occupations in the state.

This **NEW** opportunity is a partnership between the state, businesses, employees, students & institutions.

- **What programs qualify?**
 - Those listed on the High Need and Emerging Occupations list.
 - Qualifying certificate or degree programs from a ND college or university.
 - **Scholarship:** Programs must be 4 semesters or 6 quarters or less in length to be considered.
 - **Loan Repayment:** Qualifying programs may be any degree or certificate from a ND college or university.
 - The High Need and Emerging Occupations list and qualifying programs can be found on the website at ndus.edu/career-builders/.
- **What are “matching private sector dollars” and where will the funding come from?**
 - This is a dollar-for-dollar public/private match program. The North Dakota University System (NDUS) may only make payment to the extent that one dollar of private funds for each dollar of public funds is received.
 - 50% comes from the private sector (i.e. business) and 50% will be matched with state dollars.
- **How much could recipients qualify for?**
 - Businesses can contribute up to \$8,500 per recipient under either the scholarship or loan repayment. The state will match the contribution dollar-for-dollar! Combined this is up to \$17,000 per recipient!
 - For the scholarship, awards may not exceed tuition, fees, books and supplies.
 - Loan repayment recipients may qualify for up to \$5,667 per year for a maximum of 3 years on qualifying student loan balances.
 - Individuals may only qualify for the scholarship or loan repayment, not both.
- **Does the recipient of the scholarship have any obligation?**
 - Yes, as indicated, this program is a partnership. The student will sign a legally binding *Scholarship Award Agreement*. Failing to meet the terms of the *Agreement* will result in the scholarship funds being repaid by the student.
 - Live and work in ND in a high-need or emerging occupation for 3 years following program completion.
- **What is the benefit to &/or the responsibility of the business?**
 - This is an opportunity for business to grow its workforce and fill in-demand positions.
 - Businesses provide the matching funds as this is a partnership – either a scholarship on the front-end or loan repayment on the back end.
 - Participating businesses provide employment verification information for recipients for a 3-year period.

NEXT STEPS:

1. **Review & Commit** – Are there in-demand positions that you need to fill? Consider using ND Career Builders to attract & retain employees. Step 1 is to review the High-Need and Emerging Occupations list for qualifying positions and degrees and then commit to the opportunity!
2. **Apply & Contribute** – YOU are in control of how funds are used! Your business can designate a specific institution, a specific program, and even a specific student. Applications & donation forms are located on the website.
 - **Scholarship Application:** Student/Business start the discussion with the college financial aid office. The college will guide the application process.
 - **Loan Repayment Application:** Employees (hired into current position in 2019) or later and the employer discuss the opportunity and then complete the application located on the NDUS website.

The high-need and emerging occupations list, application and private sector donation form are located on the website at ndus.edu/career-builders/.

Scholarship Program Specifics

- Businesses can partner with a college, funding specific programs and even specific students!
- Students must be admitted into a qualifying program in the state.
- The college will initiate the scholarship application process with the student and business.
- Payments may not exceed the cost of tuition, fees, books and supplies; the scholarship may supplement other scholarships/grants up to total cost of attendance.
- Total scholarship can be up to \$17,000, depending on the amount of the matching dollars received.
- Payments to colleges will be made on a semester, quarter or term basis once matching private dollars are received by NDUS.
- Recipients have the obligation to reside and work (in a high need or emerging occupation) in ND for at least 3 years following program completion.
- Students accepted into the program will be required to sign a *Scholarship Award Agreement*, which will be legally binding. Failure to meet the terms of the Agreement will result in the scholarship funds being repaid by the student.
- Repayment of the funds received could be triggered by:
 - ✓ Failure to enroll full time according to program requirements;
 - ✓ Failure to maintain a 2.50 cumulative GPA, or other academic progress;
 - ✓ Withdrawing from the program prior to completion, either voluntarily or involuntarily;
 - ✓ Failing to meet the residency and occupation requirements for 3 years following program completion.

Loan Repayment Specifics

- Applicants *hired into their current position in 2019 or later* can apply by downloading the application on the ND Career Builders website at ndus.edu/career-builders/.
- An applicant's employer (or other business entity) must have committed matching dollars; payments will not be made without matching dollars being received by NDUS.
- Applicants will be required to provide proof of ND residency, employment verification, proof of degree completion, and a current student loan billing statement from the lender.
- Payments may not exceed \$5,667 per year, or one-third of the applicant's outstanding student loan principal balance at the time of application, whichever is less.
- Total student loan repayment, over 3 years, can be up to \$17,000, depending on the amount of matching dollars received.
- Payments are made directly to the student loan servicing agency/lender.
- Eligible loans include FEDERAL Subsidized, Unsubsidized, Consolidated and Perkins loans, the Bank of ND DEAL Loan, and other private alternative student loans. Private loans/debt that is not a "student loan" will not be considered.
- Recipients must reside and work in a high need or emerging occupation in North Dakota; eligibility criteria will be verified prior to each payment.

The ND Career Builders donation form can be downloaded from the website at ndus.edu/career-builders/.

The donation form must accompany all program donations.