Nursing Student Loan Forgiveness Program

Renewal Packet

CONTAINS: Renewal Information, Participant Renewal & Payment Form, Loan Principal Certification (Renewal), Renewal Packet Checklist

Florida Department of Education
Office of Student Financial Assistance
325 West Gaines Street, Suite 1340
Tallahassee, Florida 32399-0400

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850-245-1962

www.FloridaStudentFinancialAid.org

Rule 6A-20.050
November 2022
About the Nursing Student Loan Forgiveness Program
Renewal and Payment Process

This is the anniversary of your enrollment in the Nursing Student Loan Forgiveness Program (NSLFP). Completion of renewal forms is an annual requirement to evaluate your continued eligibility. Based on available funds, the program provides up to $4,000 a year, for a maximum of four years to assist in the payment of the principal balance of the originally verified nursing education loan. Completed and submitted renewal forms will be reviewed. Upon verification of required information, payment will be sent to the lender. Awards are not taxable, pursuant to the Affordable Care Act of 2010.

Renewal Requirements

You ARE eligible for renewal if you:

- Have a Florida nursing license in good standing;
- Have outstanding qualifying student loans from a federal, state or commercial lending institution; incurred toward an obtained nursing diploma or degree; and
- Work full-time, as a nurse, at a designated site in Florida for one full year from your enrollment date with no break in service greater than 31 days. (Full-time employment shall be those hours, determined by the employer, to be one full-time equivalent (1.0 FTE) position.)

You are NOT eligible for renewal if you:

- Currently have a student loan in default status;
- Work in a contract “as needed” basis (PRN, pool nurses), agency nurses, part-time or self-employed capacity; or
- Previously participated in the Florida Nursing Scholarship Program.

Renewal Criteria

Available Funding
Funding for the NSLFP is contingent upon available funds in the Nursing Student Loan Forgiveness Trust Fund.

Designated Work Site Category (F.S. 1009.66)
You must continue to be employed by a designated work site.

Receipt Date of Renewal Forms
All forms must be received by the Office of Student Financial Assistance by the deadline indicated in the renewal letter. Only complete forms received by the deadline will be considered for renewal. Participants returning forms after the deadline will be terminated from the program.
PARTICIPANT RENEWAL & PAYMENT FORM (Form NSLF 4)

Section I: Participant Identification Information:

1. **Name**: Enter your legal name. If it differs from the name on your original application, please send proof of name change. (Marriage license or other.)

2. **Home Mailing Address**: Enter your current address.

3. **Primary Telephone Number**: Enter your primary contact number.

4. **Social Security Number**: Enter SSN (required). SSN assists with identification and timely processing.

5. **Email Address**: Enter current email address.

6. **Nursing License Number**: Enter current nursing license number.

7. **Employer and Position Title**: Enter the name of your employer and your position title.

8. **Work Site (Name and Physical Address)**: Enter the qualified work site name, address and telephone number.

Section II: Participant’s Statement of Qualifying Employment:

Print name, sign name, and enter date.

Section III: Supporting Statement of Participant’s Supervisor:

Have your supervisor print their name, phone number, title, Employer ID Number, your date of hire, and sign and date the form. **Must be dated on or after 01/01/2024.**

Section IV: Statement of Participant Intent:

If your intent is to remain in the program, check “yes” and enter date. If you do not intend to remain in the program, check “no” and enter date.

________________________________________________________________________

LOAN PRINCIPAL CERTIFICATION (RENEWAL) Form NSLF 5

Complete Section I and send form to lender.

*Remember, if your completed renewal paperwork is not received by the deadline, you will be terminated from the program.*
NURSING STUDENT LOAN FORGIVENESS PROGRAM
PARTICIPANT RENEWAL & PAYMENT FORM

IMPORTANT: The renewal application must be returned no later than the deadline date. Failure to do so will result in disenrollment and forfeiture of payment in accordance with Chapter 6A-20.050, Florida Administrative Rule.

SECTION I: Participant Identification Information (please print legibly in ink)

1. Name: ___________________________ ___________________________ ___________________________ Mi
   Last                   First

2. Home Mailing Address: ____________________________________________
   PO Box or Street       City        State        Zip        County

3. Primary Telephone Number: (_______) _______ - ________

4. Social Security Number: ________ - ________ - ________ - ________

5. E-mail Address: ________

6. Current Nursing License Number: ___________________________

7. Employer: ___________________________ Applicant Position Title: ___________________________

8. Work Site: (Name and Physical Address)
   Name: ___________________________ Telephone Number: ___________________________
   Street: ___________________________ City: ________ State: ________ Zip: ________

SECTION II: Participant’s Statement of Qualifying Employment

I hereby declare that I have been employed full-time as a licensed nurse at the employment site identified in Section I for the period beginning January 1, 2023, through January 1, 2024. I am NOT employed in a contract, “as needed” basis (PRN, pool nurses), agency nurses, part-time or self-employed capacity.

Print Participant Name: ___________________________ Participant Signature: ___________________________ Date: ___________________________

SECTION III: Supporting Statement of Participant’s Supervisor

I hereby declare that I have supervised the participant in Section I during the time period specified above. I also certify that the named employee has provided satisfactory full-time (1.0 FTE) nursing care at the employment site identified in Section I. He/She is NOT employed in a contract, “as needed” basis (PRN, pool nurses), agency nurses, part-time or self-employed capacity. MUST BE SIGNED BY EMPLOYER ON OR AFTER January 1, 2024.

[Required] Participant’s Date of Hire: ___________________________ [Required] Employer EIN Federal Tax ID#: ___________________________

Print Supervisor Name and Phone Number: ___________________________ Supervisor Signature: ___________________________ Title: ___________________________ Date: ___________________________

SECTION IV: Statement of Participant Intent:

I intend to remain employed full-time by the employer noted above for at least one more year. I wish to continue participating in the program and my nursing license is in good standing.

Yes [ ] No [ ] Date: ___________________________

Notice: Section 837.06, Florida Statutes, False official statements. —Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

Form NSLF 4, Rule 6A-20.050
November 2022
NURSING STUDENT LOAN FORGIVENESS PROGRAM
LOAN PRINCIPAL CERTIFICATION (RENEWAL)

Notice: Section 837.06, Florida Statutes, False official statements.—Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

SECTION I: To be completed by the participant
(Only principal loan balances submitted with the original NSLFP application will be considered.)

This form must be submitted to your lender. Allow adequate time for the lender(s) to comply with this request and return the form(s) to you. If you have more than one lender, a Loan Principal Certification Form must be mailed to each lender. If the loan(s) has/have been sold to another lender or the loans are consolidated, submit this form to the current holder of the loan(s), not the original lender.

1. Participant’s Name: ____________________________ 2. Social Security Number: ____________________________

3. Address: ____________________________________________

   Street City State Zip Code

4. Primary Telephone Number: (____) _______ - ________

Dear Lender: I have applied for enrollment in the Florida Department of Education’s NSLFP. The program assists nurses with payment of student loans incurred toward a nursing education. I hereby authorize you to release any information requested by the Florida Department of Education, NSLFP, regarding my loan(s). The Florida Department of Education will disburse any payments I receive directly to you. This payment must be applied to the outstanding principal balance only.

Signature: ____________________________ Date: ____________________________

SECTION II: Lender Loan Certification
To be completed by lender

A SIGNATURE IS REQUIRED. This completed form must be returned to the participant identified above.

1. Current PRINCIPAL Balance: $__________ Valid through: _______/_______/_______

2. Name of Lending Institution: ____________________________ Employer ID Number: ____________________________

3. Payment Address: ____________________________________________

   PO Box or Street City State Zip Code

By signing below, I certify that this borrower is not currently, nor has been in default status regarding the referenced loan(s).

Signature: ____________________________ Date: ____________________________

Name and Title: (Print) ____________________________ Phone Number: (____) _______ - _______

4. Affix lender’s stamp in box below or lender verification on letterhead, in addition to this form. - REQUIRED

Lender’s Stamp

Form NSLFP 5, Rule 6A-20.050

November 2022
I have completed the following for submission:

☐ Participant Renewal & Payment Form

☐ Loan Principal Certification (Renewal)

Make sure all forms have signatures.

Renewal forms must be received by the Office of Student Financial Assistance by the deadline indicated in your renewal letter. Please mail to the following address:

Florida Department of Education
Office of Student Financial Assistance
325 West Gaines Street, Suite 1340
Tallahassee, Florida 32399-0400

Special Note:

● Incomplete renewal applications will not be processed.

● It is recommended that you mail your paperwork using a trackable mailing service.