Invoicing Guidelines for Your School

The NURSE Corps Scholarship Program is a program of the U.S. government that helps alleviate the critical shortage of registered nurses currently experienced by certain types of health care facilities. The program provides support for students who need financial assistance in order to complete nursing education and training.

The NURSE Corps Scholarship Program pays for tuition, education-related expenses (including books, clinical supplies, and laboratory fees), and provides a monthly stipend. In exchange, scholars commit to working for at least two years after graduation at a health care facility with a critical shortage of nurses.

While under contract, the NURSE Corps Scholarship Program participant attending your institution will have his or her tuition (minus additional scholarships/grants/gifts) paid for by the NURSE Corps Scholarship Program, provided he or she remains in good academic standing as a full-time student and is not repeating coursework that has already been paid for with NURSE Corps funds. Tuition and required fees will be paid directly to your educational institution. Therefore, there are several important steps your institution will need to follow so the NURSE Corps Scholarship Program can receive and process tuition invoices in a timely manner and ensure the student’s scholarship eligibility is maintained.

Following are procedures for processing invoices according to the NURSE Corps Scholarship Program standards.

Registration

• All educational institutions must obtain a Data Universal Numbering System (DUNS) number from the System for Award Management (SAM) Web site at www.sam.gov/portal/public/SAM/.

• Include the correct DUNS number and Tax ID on all submitted invoices. This is critical for ensuring that the electronic payment is sent to the correct entity.
  — Educational institutions that do not know their DUNS number or Tax ID should contact the Controller’s office.

• If the DUNS number, Tax ID, and school address on the invoice are incomplete or inaccurate, invoices will not be paid.

• The educational institution’s address provided on invoices should match the information submitted on the SAM Web site. This includes a change of mailing address, telephone number, email, or financial information.

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Required Institution Information for Invoices

Educational institutions must submit an invoice to receive payment from the NURSE Corps Scholarship Program that includes the following:

- School Tax ID number
- DUNS number
- Invoice number or student’s ID
- Student’s name and the last four digits of his or her Social Security number
- School term and term dates (e.g., fall 2013: 9/1/13 to 12/5/13)
- Name of school contact responsible for invoicing, including phone number and email address
- School address to remit payments (should be the same as the Central Contractor Registration (CCR) information)
- School’s bank name, address, account, and routing number for electronic payment
- An itemized Institutional/Nursing Program required fee list (failure to adhere to this step will delay reimbursements)
- A separate invoice for each student

*Please note that payments can take four to six weeks to process following receipt of invoices.*

Eligible/Ineligible NURSE Corps Scholarship Program Fee List

The NURSE Corps Scholarship Program will pay tuition and eligible fees (minus additional scholarships/grants/gifts) for each academic term within the student’s contract period.

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<th>Eligible Fees include:</th>
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<tr>
<td>Academic Support Services Fee</td>
<td>Education Fee</td>
<td>Malpractice Insurance— for students only if required</td>
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<tr>
<td>Administrative Fee</td>
<td>Health Insurance— for students only if required</td>
<td>Matriculation Fee</td>
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<td>Building Use or Facility Fee</td>
<td>Health Services Fee and Immunizations</td>
<td>Processing Fee</td>
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<tr>
<td>Campus Use Fee</td>
<td>Graduation Fee—for students in last year of program</td>
<td>Recreation Fee</td>
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<tr>
<td>Computer Fee</td>
<td>Laboratory Fee</td>
<td>Student Activities Fee</td>
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<td>Curriculum Fee</td>
<td>Library Fee</td>
<td>Student Services Fee</td>
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<tr>
<td>Disability Insurance (must be required of all students regardless of source of funding)</td>
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<td>Technology Fee</td>
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<td>University Fee</td>
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Additional Funding Provided by an Alternative Source

Please make note of the guidance provided below for students who have other sources of financial aid:

1. If a student’s tuition and/or eligible fees have been paid for (fully or partially) by another funding source, such as other grants or scholarships, prior to the student receiving a NURSE Corps Scholarship Program award, please do one of the following:
   a. Return the payments to the funding source or cancel the funds and submit an invoice to the NURSE Corps Scholarship Program for the tuition and fees owed; OR
   b. Continue the other source of funding and submit an itemized invoice to the NURSE Corps Scholarship Program for any portion of the tuition and/or eligible fees that were not paid; OR
   c. If the funding source paid for the tuition and fees in full—please do not invoice the NURSE Scholarship Program. Send an email to GetHelp@hrsa.gov stating that no payment is being requested for the student (provide the student’s name and the last four digits of the SSN).

2. If a new NURSE Corps Scholar funded in 2013 has taken out a student loan to cover the cost of tuition and eligible fees while awaiting the NURSE Corps Scholarship Program award, please do the following for either the summer and/or fall semester(s) of 2013:
   a. Supply an itemized invoice to the NURSE Corps Scholarship Program showing the amount of tuition and eligible fees paid for with the student loan.
   b. Please note these are the only two semesters in which such action is allowed. Thereafter, the student should not pay for tuition and fees with student loans if he or she will be receiving a NURSE Corps Scholarship Program award. If the student does, the NURSE Corps will only remit payment to the institution if, after applying additional aid AND student loans, there is a balance remaining for the student’s tuition and eligible fees.
   c. If another source of financial aid covers the full cost of tuition and fees, the school should submit documentation stating that it will not be seeking payment for the term.

Ineligible Fees include:
- Accident Insurance
- Attorney Fee
- Automobiles and Automobile Maintenance
- Certification Boards
- Class Dues
- Counseling Fee
- Dental Insurance
- Educational Associations
- Financial Aid Trust Funds
- ID Maintenance
- Late Charges
- Life Insurance
- NCLEX Review
- Parking Fee
- Penalty Fee
- Personal Laundry
- Post Office Box Rental
- Refundable Property Deposit
- Room and Board Expenses
- Student Association and Union Fee
- Study Abroad Fee
- Testing Fee
- Transportation Fee
- Yearbook

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