



# NATIVE HAWAIIAN HEALTH SCHOLARSHIP PROGRAM

Applicant Information Bulletin  
For  
Native Hawaiian  
Students of Selected  
Primary Health Care Professions  
Fiscal Year 2009-2010

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The on-line application must be submitted by April 24 and the supporting documents must be postmarked by June 5.

## ***DISCRIMINATION PROHIBITED***

**Title VI of the Civil Rights Act of 1964, as amended, and its Department of Health and Human Services regulations, 45 Code of Federal Regulations (CFR) Part 80, provide that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance. An individual is not subject to discrimination where benefits are limited by Federal law to individuals of a particular race, color or national origin. 45 CFR 80.3(d).**

**Title IX of the Education Amendments of 1972, as amended, and its HHS implementing regulations, 45 CFR Part 86, provide that no person in the United States shall, based on his/her sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity receiving Federal financial assistance.**

**Section 504 of the Rehabilitation Act of 1973, as amended, and its HHS implementing regulations, 45 CFR Parts 84 and 85, provide that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance or any program or activity conducted by HHS.**

**Title III of the Age Discrimination Act of 1975, as amended, and its implementing regulations, 45 CFR Parts 90 and 91, provide the general rule that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.**

## **PLEASE KEEP THIS NOTICE**

**Applicants selected to participate in the Native Hawaiian Health Scholarship Program should print a copy of the Applicant Information Bulletin and retain a copy as a reference guide to the Scholarship Program award.**

The Applicant Information Bulletin describes the Native Hawaiian Health Scholarship Program (Scholarship Program) authorized by 42 U.S.C. 11709. The regulations applicable to the National Health Service Corps Scholarship Program (42 CFR Part 62, Subpart A) are also applicable to this Scholarship Program, except to the extent those regulations are inconsistent with 42 U.S.C. 11709. Future changes in the governing statute, regulations and program guidelines may also be applicable to an applicant's participation in the Scholarship Program.

# **PRIVACY ACT NOTIFICATION STATEMENT**

## **General**

This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records.

## **Authority**

42 U.S.C. 11709, as amended.

## **Purposes and Uses**

The purpose of the Scholarship Program is to provide Federal financial support for Native Hawaiians who are students of health professions schools, in return for a commitment to provide primary health services to the Native Hawaiian population in the State of Hawai'i. The information applicants provide will be used to evaluate their eligibility, qualifications and suitability for participating in the Scholarship Program.

Applicant and participant documentation (e.g., the student's application, contract and related data, documentation and correspondence) are maintained in a system of records used by HHS to monitor activities related to the Scholarship Program. The information may also be disclosed outside the HHS, as permitted by the Privacy Act and Freedom of Information Act, to the Congress, the National Archives, the General Accounting Office, and pursuant to court order and various routine uses (see <http://www.hrsa.gov/privacyact/sorn/09150037.htm>).

The name of a scholar, the professional school s/he is attending, and the date of graduation may be made available to health professions associations and other groups which have responsibility for coordinating funds paid to students from Federal and other sources, and to individuals and organizations deemed qualified by the Secretary of HHS (or designee) to carry out specific research, solely for the purpose of carrying out such research. In addition, name, specialty, business address, telephone number, and completion date of obligation may be provided to professional placement firms in response to requests made under the Freedom of Information Act.

## **Effects of Non-disclosure**

Disclosure of the information sought in this application is voluntary; however, if not submitted (including the Social Security Number), the application will be considered incomplete and chances for selection diminished. A participant's Social Security Number is required in order to process scholarship benefit payments.

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## **EXECUTIVE SUMMARY**

The Native Hawaiian Health Scholarship Program (NHHSP) Applicant Information Bulletin (AIB) provides a summary of the rights and liabilities of applicants who are selected to become participants. In addition, this AIB contains instructions for completing the 2009-2010 application and all required forms. The information outlined below includes some of the changes implemented during this application cycle.

### **1. Program Changes**

- **Excluded Parties List and Credit Check**

The Scholarship Program will verify whether an applicant is free from delinquency on Federal debts via a credit check. The Program will also verify (via the Excluded Parties List System) whether or not the applicant is currently excluded (suspended or debarred) or disqualified by any Federal agency from participating in covered transactions. Certification and Authorization forms have been added as part of the required supplemental documentation.

- Applicants must be enrolled or accepted for enrollment on a full-time basis, and begin classes as early as July 1, 2009 but no later than September 30, 2009.

## INTRODUCTION

### Program Purpose

The United States Congress has charged the Health Resources and Services Administration's Bureau of Clinician Recruitment and Service, through the Native Hawaiian Health Scholarship Program (Scholarship Program), with the responsibility for increasing the supply of Native Hawaiian health care professionals trained in those disciplines and specialties most needed to deliver quality, culturally competent, primary health services to Native Hawaiians in the State of Hawai'i.

The Scholarship Program **is a merit-based award and not general financial assistance** for applicants of health-related disciplines. Its purpose is to provide the Native Hawaiian community with committed health care professionals who choose to serve the unique health needs of this population.

Eligible Native Hawaiians are encouraged to apply for participation in the Scholarship Program only if they are dedicated to providing primary health services to Native Hawaiians in the State of Hawai'i. Individuals who are uncertain of their commitment to provide primary health services, or who are unable to move within the State of Hawai'i (to any island) based on the needs of the Scholarship Program, are advised not to apply. Medical school applicants (osteopathic and allopathic) who are unsure about their future specialty interests or who are unable to commit themselves to complete specialty training in one of the eligible residencies specified in this Bulletin are advised not to apply to the Scholarship Program.

### Program Profile

The Native Hawaiian Health Scholarship Program is a competitive Federal program, which awards scholarships to Native Hawaiian applicants pursuing selected health professions training programs.

For the 2009-2010 academic year, scholarships will be available for applicants pursuing health care training leading to a degree and licensure in one of the following professions/disciplines: allopathic medicine, osteopathic medicine, dentistry, dental hygiene, clinical psychology, marriage and family therapy, social work, public health, psychiatric nurse, public health/community nurse, registered nurse, primary care nurse practitioner, nurse-midwife, physician assistant, optometrist, ophthalmologist, and pharmacist.

**The scholarship consists of payment for tuition, fees, other reasonable educational costs, and a monthly support stipend. All of these benefits are subject to taxes.**

In return for this financial assistance, the scholarship recipient agrees to provide one year of primary health services for each full or partial school year of scholarship support received (minimum two-year, maximum four-year service obligation), as assigned by the Secretary<sup>1</sup>, in 1) one of the five Native Hawaiian Health Care Systems or 2) a health professional shortage area

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<sup>1</sup> "Secretary" means the Secretary of Health and Human Services or His/Her designee.

(HPSA) in Hawai‘i<sup>2</sup>, medically underserved area (MUA) in Hawai‘i<sup>3</sup>, or another area or facility in Hawai‘i similarly designated by the Secretary (or designee).

### **Program Administration**

The Scholarship Program is administered by the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), Bureau of Clinician Recruitment and Service (BCRS), Division of Applications and Awards, through a cooperative agreement with Papa Ola Lokahi, Inc. (POL). The POL will recruit eligible applicants to the Scholarship Program based on the results of the needs assessment, and will be responsible for reviewing the applications, interviewing eligible applicants, and providing HRSA/BCRS with a list of recommended applicants. The POL will provide selected recipients with an orientation to the program requirements, and provide supportive counseling as needed throughout their education and service obligations.

The Secretary of HHS (or designee) will collaborate with POL to select the final applicants to participate in the Scholarship Program; grant deferments of service to pursue postgraduate training; assign scholars to placement sites; grant waivers and suspensions of the service obligation where warranted; and determine when a scholar has breached the scholarship obligation.

Inquiries about the Scholarship Program may be addressed either in writing, email, or by telephone to:

**Papa Ola Lokahi, Inc.**  
Director  
Native Hawaiian Health Scholarship Program  
345 Queen Street, Suite #706  
Honolulu, Hawai‘i 96813  
Telephone: (808) 585-8944  
Facsimile: (808) 585-8081  
Website: <http://www.nhhsp.org>  
E-mail: [welina@nhhsp.org](mailto:welina@nhhsp.org)

Program offices are open Monday through Friday from 8:00 a.m. until 5:00 p.m., Hawaiian Standard Time (H.S.T.), except on most Federal and State holidays.

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<sup>2</sup> A HPSA is a geographic area, a facility, or a population group, which has been determined by the Secretary of HHS to have a shortage of health professionals. As set forth in Title 42, Code of Federal Regulations, Part 5, HPSAs are identified on the basis of agency or individual requests for designation.

<sup>3</sup> An MUA is an urban or rural area that the Secretary of HHS has determined to have a shortage of personal health services pursuant to criteria published in the Federal Register on October 15, 1976.

## **APPLICANT ELIGIBILITY**

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Applicants must meet the following requirements in order to be considered for awards for the 2009-2010 academic year.

### **Native Hawaiian Ancestry**

According to 42 U.S.C. 11711(3), “the term ‘Native Hawaiian’ means any individual who is—

- (A) a citizen of the United States, and
- (B) a descendant of the aboriginal people, who prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawai‘i, as evidenced by—
  - (i) genealogical records,
  - (ii) Kūpuna (elders) or Kama‘aina (long-term community residents) verification, or
  - (iii) Birth records of the State of Hawai‘i.”

### **Full-time Enrollment in Fully Accredited Schools and Programs**

The schools and educational programs for which scholarship support is requested must be:

- (i) accredited by a body or bodies recognized for accreditation purposes by the U.S. Department of Education (as set forth below), and
- (ii) located in a State, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Marianas, the U.S. Virgin Islands, the Territory of Guam, the Territory of American Samoa, the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia. Applicants attending schools outside of these geographic areas are not eligible for the Program, although they may be citizens of the United States and of Native Hawaiian ancestry.

To be considered for a Scholarship Program award for the 2009-2010 academic year, applicants must be enrolled or accepted for enrollment on a full-time basis, and begin classes as early as July 1, 2009 but no later than September 30, 2009. Non-required or unrelated courses will not count toward the schools required hours in determining full-time status.

**Applicants for the 2009-2010 school year must be pursuing a course of study leading to one of the following health professions degrees:**

- (1) **Allopathic/Osteopathic Medicine (M.D. or D.O.)**, a doctoral degree in a program accredited by the Liaison Committee on Medical Education (sponsored by the American Medical Association and the Association of American Medical Colleges) or the American Osteopathic Association/Commission on Osteopathic College Accreditation. Medical students must have a future specialty interest in one of the following: Family Practice, General Internal Medicine, General Pediatrics, Obstetrics/Gynecology, Psychiatry, or

Ophthalmology.

**(2) Dentistry (D.D.S. or D.M.D.),** a doctoral degree in a program fully accredited by the Commission on Dental Accreditation of the American Dental Association.

**(3) Dental Hygiene (D.H.),** a 3-year bachelor's degree or a 2-year certificate in a program accredited by the Commission on Dental Accreditation of the American Dental Association.

**(4) Clinical Psychology (Ph.D., or PsyD),** a doctoral degree in a program accredited by the American Psychological Association, Committee on Accreditation.

**(5) Marriage and Family Therapy (M.F.T.),** a master's degree in marriage and family therapy or a master's degree in an allied field of mental health counseling (e.g., social work, psychology and nursing with a specialty in psychiatric/mental health) which includes sufficient graduate level course work to meet the educational requirements for licensure as a marriage and family therapist in Hawai'i. The program must be accredited by the American Association for Marriage and Family Therapy, Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) or a regional accrediting body.

**(6) Social Work (M.S.W.),** a master's degree with a specialty in a primary care field of study (e.g., health, mental health, child and family, and aging). The program must be accredited by the Council on Social Work Education.

**(7) Public Health (M.P.H.),** a master's degree with specialty in Health Education, Nutrition, or Maternal and Child Health. The program must be accredited by the Council on Education for Public Health.

**(8) Nursing:**

**Psychiatric or Public Health/Community (M.S.N.),** a master's degree in nursing with a specialization in psychiatric/mental health or public/community health nursing from a program accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education.

**Registered (A.N.D. or B.S.N.),** an associate degree or bachelor's degree in a program accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education.

**Primary Care Nurse Practitioners (N.P.),** a master's degree or a post baccalaureate certificate in a program accredited by the National Association of Nurse Practitioners in Women's Health, Council on Accreditation, or the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and leading to national certification by a certifying body recognized by the Hawaii Board of Nursing, in the nurse practitioner primary care specialties of adult, family, pediatric, or women's health (OB/GYN).

**Nurse-midwifery (N.M.),** a master's degree, or a post baccalaureate or post master's certificate in a program fully accredited by the American College of Nurse Midwives

(ACNM)/Division of Accreditation and leading to national certification by the American Midwifery Certification Board.

**NOTE:** HRSA will not provide scholarship support for those applicants who are pursuing a doctoral degree in nursing.

**(9) Primary Care Physician Assistant (P.A.),** a bachelor's degree certificate, post baccalaureate certificate, associate or master's degree from a PA training program. The PA training program must be accredited by the Accreditation Review Commission on Education for the Physician Assistant and affiliated schools must be accredited by a U.S. Department of Education nationally recognized regional or State institutional accrediting agency. The PA training program must lead to the national certification by the National Commission on Certification of Physician Assistants.

**(10) Optometry (O.D.),** a doctoral degree in a program fully accredited by the Accreditation Council on Optometric Education (ACOE).

**(11) Pharmacy (PharmD),** a doctoral degree in a program fully accredited by the Accreditation Council for Pharmacy Education (ACPE).

### **No Exclusion or Disqualification from Covered Transactions**

The receipt of funding under the Scholarship Program is a "covered transaction" pursuant to Title 2 of the Code of Federal Regulations (CFR) Part 180, as adopted by HHS pursuant to 2 CFR Part 376. Before entering into a scholarship contract, the applicant is required, under Subpart C of Part 180, to report certain information, which is described in the "Certification Regarding Debarment, Suspension, Disqualification and Related Matters". The applicant should sign the Certification that is applicable to his/her situation.

Individuals who are currently excluded (suspended or debarred) or disqualified by any Federal agency from participating in covered transactions are ineligible to receive an award under the Scholarship Program. Individuals with reportable problems other than exclusion or disqualification may, or may not, be selected to participate in the Scholarship Program, based on the Program's consideration and evaluation of the applicant's circumstances.

As a condition of participating in the Scholarship Program, a participant must agree to comply with the requirements of Subpart C of Part 180, which includes providing immediate written notice to BCRS if the applicant learns that he/she failed to make a required disclosure or that a disclosure is now required due to changed circumstances.

### **No Conflicting Service Obligations**

Applicants, except military reservists, who are already obligated to a Federal, State or other entity for professional practice or service after academic training are not eligible for Scholarship Program awards. An exception may be made if the obligating entity provides documentation that there is no potential conflict in fulfilling the service commitment to the Scholarship Program

and that the Scholarship Program service commitment will be performed first.

Scholarship recipients, except military reservists, who subsequently enter other service commitments and are not immediately available after completion of their degrees to fulfill their scholarship service commitments, will be subject to the breach-of-contract provisions described on page 19 of this *Bulletin*.

### **No Judgment Lien for a Federal Debt**

An applicant must be free of any judgment lien against his/her property arising from a debt owed to the United States. Debtors with judgment liens for Federal debts are ineligible to receive Federal financial assistance.

## **SELECTION CRITERIA AND FUNDING PRIORITIES**

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The Scholarship Program for the 2009-2010 school year is very competitive; it anticipates more applicants for Scholarship Program awards than funds available. This section describes the factors that will be considered in selecting applications for participation in the Scholarship Program.

### **The Personal Interview**

All eligible applicants will be invited to have a personal interview. Applicants will be notified by telephone and/or e-mail of dates, times and locations of the interviews.

Applicants who do not meet the eligibility criteria will not be invited for an interview and will be notified of non-selection.

The interviewers, POL staff and/or community volunteers, cannot guarantee any placement site opportunities or an applicant's future selection.

### **Selection Criteria**

The Scholarship Program will consider well-prepared applicants who demonstrate a strong interest in providing primary health services to Native Hawaiian populations in underserved areas and a history of honoring prior obligations (e.g., is not delinquent, more than 31 days past due, on any scheduled payment for Federal debts), based on information provided in the application, during the interview, and obtained from a credit report. The scholarships awarded shall correspond to the needed health care professions identified in the annual needs assessment conducted by POL. Please remember that all applicants who demonstrate a high potential for providing quality primary health services may not receive a Scholarship Program award due to limited funding. Applicants who do not demonstrate a high potential for providing primary health services to underserved Native Hawaiian populations will not be selected for a Scholarship Program award.

## **Free of Delinquency on a Federal Debt**

A Federal debt includes debts arising from Federal taxes, Federal loans, federally guaranteed or insured loans such as student or home mortgage loans, an overpayment of Federal benefits and any other debt owed to the Federal Government. An applicant is considered delinquent on a Federal debt if s/he has ever been more than 31 days past due on a scheduled payment. Delinquent applicants will not be selected for scholarships regardless of circumstances. The Scholarship Program application includes a certification that the applicant is not delinquent on repayment of any Federal debt. Please be advised that a credit check will be conducted as part of the application process.

## **Funding Priorities for the 2009-2010 Academic Year**

Applications and interviews from eligible applicants in needed health professions who demonstrate high potential for providing primary health services will be competitively evaluated and scored. Among the applicants who score in the competitive range, scholarships will be awarded according to the following priorities:

### **FIRST PRIORITY—*Former Native Hawaiian Health Scholarship Scholars***

Former NHHSP recipients who are seeking support for the 2009-2010 academic year , or through their date of graduation.;

### **SECOND PRIORITY—*Applicants with Native Hawaiian Community Retention Characteristics***

Applications and interviews will be scored numerically based on the extent to which the applicants appear to have characteristics that increase the probability they will continue to serve underserved Native Hawaiians after the completion of their service obligations. These characteristics include:

- (a) Strong primary care post-service career goals in underserved Native Hawaiian communities, especially those on neighbor islands; and
- (b) Significant pre-service health experiences in rural or urban community-based health care agencies serving Native Hawaiians in underserved areas.

### **THIRD PRIORITY**

Applicants who are from “disadvantaged backgrounds” and who have characteristics that increase the probability that they will continue to serve in health professional shortage areas after their period of obligated service has been completed.

Applicants who wish to claim “disadvantaged backgrounds” should submit with their applications a written statement from the student financial aid administrator certifying their participation in, or eligibility for, participation in a qualifying Federal program.

For information about programs for disadvantaged students, visit the website <http://bhpr.hrsa.gov/dsa/weblinks>. The documentation of “disadvantaged background” must be postmarked by June 5.

### **Notification of Selection**

Individuals selected for awards will be notified by letter, as early as August 1, 2009, and no later than September 30, 2009. Please note that the ranking order of scholars will not be disclosed. Individuals selected for an award must attend classes during the 2009-2010 school year, and class attendance must begin on or before September 30, 2009. Individuals, whose class attendance during the 2009-2010 school year will begin after September 30, 2009 must decline the award.

### **Notification of Alternate Status**

Individuals selected as alternates will be notified by letter, as early as August 10, 2009, and no later than September 30, 2009. Alternates will be notified of selection as scholars decline their awards. Please note that the ranking order of alternates will not be disclosed.

### **Notification of Non-Selection**

Individuals whose application and interview scores did not fall within the competitive range to be considered as a scholar or alternate will be notified in writing no later than October 31, 2009.

### **Declining Scholarship Support**

Selectees will be given the opportunity to decline awards without penalty to permit the promotion of alternates to scholar status. A signed letter declining the scholarship offer must be mailed or faxed to the Scholarship Program no later than 10 business days after receipt of the award letter. Telephone declinations will not be accepted.

Once a scholar declines the Scholarship Program award in writing, the award is offered to an alternate. There will be no opportunity to reclaim the award. A decision to decline the Scholarship Program award is final and cannot be changed under any circumstances.

### **Change of Address**

Should an applicant’s mailing address change before September 30, 2009, it is imperative that the applicant notify the Scholarship Program, in writing, immediately upon change of address. Please send your change of address information to POL at 345 Queen Street, Suite #706, Honolulu, Hawaii 96813. Please be advised that change of address by telephone will not be accepted.

### **SCHOLARSHIP BENEFITS**

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The Scholarship Program financial benefits depend on the availability of funds appropriated by the Congress of the United States and approved by the President for Fiscal Year 2009.

## **Awards Limited to Four (4) School Years**

The Scholarship Program awards will be granted for no more than four school years per scholar. Applicants attending schools where the standard curriculum is designed to be completed in more than four years will be considered eligible to receive awards for the last four years of their course of study.

All awards to applicants are based on a one-year, 12-month period. The school year is defined as the period July 1 to June 30. Students may not receive full funding each school year of their program, to the extent their course work does not coincide with this definition of school year. See “Graduating Off-Cycle,” page 13 of this Bulletin.

## **Commencement and End of Scholarship Support**

Participation in the Scholarship Program becomes effective when the Scholarship Program contract has been signed by both the applicant and the Secretary of HHS (or designee).

Applicants and previous scholars who are requesting continued support must be able to financially support themselves through the month of October. Scholarship payments may not be received before the first week in November.

The end of scholarship support will be the month the scholar graduates or June 30 (the last day of the school year for which the scholar has an executed contract), whichever comes first. The Scholarship Program cannot make payment to scholars when they are not enrolled on a full-time basis or if they do not have a current contract.

## **Distance Learning Programs**

Applicants who are participating in distance learning programs are advised that they may not receive full funding for each year of their program, to the extent that their course work does not coincide with the Scholarship Program’s definition of school year (the period July 1 to June 30). Also, HRSA will not pay for any penalty charges or additional distance learning fees that are incurred for not completing the course load in the required time frame. **The NHHSP will only pay tuition and required fees for pre-approved summer school sessions when summer school is an academic term normally required by the school for all students in the same program.**

## **Payment of Tuition and Required Fees**

The amount of the Scholarship Program award is based, in large part, on the educational costs reported to the Scholarship Program by the applicants’ schools no later than June 30, 2009. The Scholarship Program will request that schools provide tuition and fees estimates for the 2009-2010 school year associated with the eligible applicants’ health care professions programs.

Payment for any increases in tuition or required fees that are reported by the school after the Data Collection Worksheet for Academic Year 2009-2010 has been received by the BCRS is not guaranteed and will be subject to the availability of funds. The program will not pay tuition and fees for any portion of a school term prior to July 1, 2009. Applicants who may have already

paid their 2009-2010 tuition and required fees prior to their notice of award are ordinarily reimbursed by the school after it has received payment from the Scholarship Program.

If the applicant's choice of school changes, the applicant must notify the Scholarship Program in writing, within 10 business days of receipt of acceptance, and submit a Verification of Acceptance from the new school by June 5, 2009. After a scholarship award has been made, a scholar transferring to the same degree program at another school, who remains eligible for scholarship support, may have tuition and required fees paid at the lower rate of the two schools.

The school will be officially notified of the applicant's award from the Scholarship Program shortly after August 29, 2009. Notification will also detail the appropriate billing procedures and authorize the school to periodically bill HRSA directly for tuition and fees incurred during the student's participation in the Scholarship Program.

The Scholarship Program will not pay for tuition costs unrelated to the degree program, penalty fees for over extension of a distance learning program, or for membership dues for student societies, associations, loan processing fees, and similar expenses. The Scholarship Program will pay ONLY for courses that are required for graduation. Elective courses not required for graduation are not eligible for payment. If an applicant is unsure of what costs are covered, please contact the Scholarship Program in writing for further clarification.

Any fees on the invoice that were included in Other Reasonable Costs will not be approved for payment, as the fees are paid separately to the scholar (see below). Please be advised that under the Debt Collection Improvement Act of 1996, all Federal payments must be processed through Electronic Funds Transfer/Direct Deposit. Therefore, all schools must have an electronic funds transfer account with HRSA's Division of Financial Operations (DFO) in order for tuition and fee payments to be made in a timely manner.

Receipt of a Scholarship Program award does not automatically preclude an applicant from receiving funds from other programs, as long as no service obligation is involved. However, many student assistance programs are based on the applicant's financial need, or may be limited to the payment of expenses already paid by HRSA. The list of scholars supplied to the schools will enable the school officials to reevaluate the financial need or eligibility of these individuals for funds under other aid programs. Applicants should contact their financial aid officer to determine how the receipt of a Scholarship Program award may affect them.

### **Other Reasonable Costs (ORC)**

The Scholarship Program will make ORC payments to cover expenses for required books, clinical supplies, laboratory expenses, instruments, two sets of uniforms, graduation fees (if applicable), computer/PDA rental or purchase (only if required of all students) and travel expenses for one clinical rotation during school. Additional information concerning eligible and ineligible costs is available on pages 24-26 of this Bulletin. For new awardees, the ORC will be paid with the first stipend payment (received by the first week of November). The ORC payment covers the school year and the student must budget funds received accordingly.

**The ORC payment made to the scholarship recipient may or may not meet the total**

## **expenses required by the school.**

Individual vouchers or receipts for expenses will not be honored.

## **Stipend Amount**

During the 2009-2010 school year, the Scholarship Program will pay a stipend of \$1,269.00 (before Federal taxes) directly to each scholar. Generally, the stipends are paid at the end of each month. The first payment for new scholars will include the stipends retroactive to July 1 and the payment of ORC.

Receipt of the monthly stipend payment does not mean that the scholar is employed by the Federal Government or eligible for benefits available to Federal employees.

## **Method of Payment**

DIRECT DEPOSIT IS MANDATORY. All stipend and Other Reasonable Cost payments are paid directly to the scholar's financial institution through direct deposit. The direct deposit form (Standard Form 1199A) may be downloaded from the Scholarship Program's website under the supplemental documents and should be completed by the applicant.

## **Taxation of the Native Hawaiian Health Scholarship**

The scholarship consists of payment for tuition, fees, other reasonable educational costs, and a monthly support stipend. All of these benefits are subject to taxes. We advise all applicants to request IRS Publication 520 that covers the rules for scholarships, fellowships and tuition reductions.

The Scholarship Program withholds Federal income taxes owed for the stipend payment based on information provided on the W-4 by the scholar. A copy of the IRS Form W-4 is provided in the 2009-2010 application packet. The information provided on the Form W-4 will be used to determine withholding of Federal taxes on the entire amount of the scholarship. Scholars who want additional funds deducted from the stipend amount should indicate the additional amount to be deducted on the appropriate line on the Form W-4. Since state and/or local taxes are not withheld from stipend payments, scholars should consult their local tax authority regarding applicable State or local taxes for which they may be liable. It is the responsibility of the scholar to arrange for the payment of any additional Federal, applicable State, and local taxes that may be owed.

## **Treasury Offset Program**

Under the Treasury Offset Program, the Treasury Department is authorized to offset a scholar's scholarship payments, if the scholar becomes delinquent on a Federal debt after entering the Scholarship Program. In addition, the Treasury Department is authorized to offset scholarship payments for application to the scholar's State debts, including delinquent child support payments.

## **Termination of Contract**

The Secretary of HHS (or designee) may terminate a Scholarship Program Contract for a school year if the scholar, on or before June 5 of that school year: 1) submits a written request to terminate his or her contract for that school year and 2) repays all amounts paid to, or on behalf of, that scholar for that school year. If a scholar does not meet these requirements, s/he will incur a service obligation for the full or partial year of support received, as set forth in the “Fulfilling the Service Obligation” Section on page 16 of this Bulletin.

## **Discontinuation of Benefits**

The Scholarship Program will discontinue the payment of all benefits under the following circumstances:

- While the scholar is on a leave of absence (for personal or medical reasons) which has been approved by the school.
- While the scholar is repeating course work which delays the scholar’s graduation date. HRSA will pay tuition only for courses taken the first time. (This does not include courses taken prior to the receipt of the Scholarship Program award.) If a scholar repeats a course which is taken in addition to a standard, full-time course load and the repeat course work does not delay the graduation date, payment of the monthly stipend will continue, but the Scholarship Program will not pay for the course work being repeated;
- While the scholar is enrolled in school as a less than full-time student; and
- If the scholar withdraws or is dismissed from school. Moreover, the scholar’s withdrawal or dismissal from school is a breach of the scholarship contract, and the scholar will be liable to repay the amount described in the “Failure to Complete Academic Training” section of this Bulletin.

A scholar is required to notify the Scholarship Program, promptly, in writing, whenever any of the following events are anticipated or expected: 1) an approved leave of absence; 2) repeat course work; 3) a decrease in credit hours in any academic term; and 4) withdrawal or dismissal from school. The Scholarship Program needs to know in advance that the above events may occur, so that timely action can be taken to discontinue payments and avoid overpayments during these periods, as required. The scholar must also submit a letter to the Scholarship Program from the school verifying that one of these events has occurred. Please be advised that if the Scholarship Program has any questions concerning a scholar’s eligibility for continued support, the Scholarship Program may delay the payment of all benefits to that scholar pending clarification of the scholar’s eligibility status.

## **Collection of Benefit Overpayments**

The Scholarship Program payment(s) received by a scholar, including payment(s) made to a school on the scholar’s behalf, during periods while the scholar is on an approved leave of absence, is repeating course work, or is enrolled part-time, are overpayments. Overpayments may also occur due to administrative error or lack of timely report to the Scholarship Program. A scholar receiving an overpayment should immediately contact the Scholarship Program and make arrangements to promptly return all overpayment(s) to avoid interest accrual and debt

collection procedures.

Debt collection procedures include sending delinquent overpayments to a debt collection agency, reporting the overpayments to credit reporting agencies, offsetting Federal payments (such as Federal income tax refunds) to collect the overpayments, and referral of the overpayments to the Department of Justice for enforced collection. For scholars who receive subsequent funding under the Scholarship Program, the overpayments will be collected through administrative offset. The Scholarship Program will withhold scholarship funds payable to, or on behalf of, the scholar (including stipends, ORC, and, if necessary, tuition payments) until the overpayment owed is paid in full.

### **Resumption of Benefits**

To resume benefits under existing scholarship contracts, the scholar must submit documentation from a school official confirming that s/he is 1) enrolled on a full-time basis in courses leading to the degree for which the scholarship was awarded and 2) not repeating course work. Requests for the resumption of scholarship benefits will be considered on a case-by-case basis by the Scholarship Program to determine the scholar's eligibility to have the funds reinstated. For scholars who have not repaid overpayments received, the resumption of scholarship benefits will be subject to the administrative offset described in "Collection of Benefit Overpayments" section above. For scholars whose benefits were discontinued due to their withdrawal or dismissal from school, benefits will not be resumed. See "Failure to Complete Academic Training," page 19 of the Bulletin.

### **Effect on Veterans Benefits**

Educational benefits from the Department of Veterans Affairs (i.e., G.I. Bill) continue along with scholarship funds, since these benefits were earned by prior active duty in a uniformed service.

### **Graduating Off-Cycle**

A Scholarship Program contract is for a specific school year. The school year is defined as the period July 1 to June 30. For example, if a scholar is in a 24-month program which begins on August 1, 2009, and signs contracts for 2 school years (a 2009-2010 contract plus an optional contract covering 2010-2011), the scholar will receive stipend, ORC and tuition payments from August 1, 2009, to June 30, 2011. Funding for the two months of the program beyond June 30, 2011 would require a request for a third year of scholarship funding (and a signed optional contract for the **2011-2012** school year) and, if granted, obligates the scholar to a total 3-year service obligation. Another example is if a scholar is in a 24-month program which begins on May 3, 2009, and signs contracts for 2 school years, the scholar will receive stipend, ORC and tuition payments from July 1, 2009, to June 30, 2011 or graduation, whichever comes first.

### **Continuing Support After the 2009-2010 School Year**

The Scholarship Program award and contract will be for the 2009-2010 school year, unless the scholar elects to sign the optional contracts for additional years of support and those optional contracts are agreed to by the Secretary of HHS (or designee), as indicated on the signed contracts. Support will be paid for the school years agreed to in the contracts (not to exceed 4

years), provided the scholar is enrolled full-time in eligible academic courses leading to the degree for which she/he was funded and is not repeating course work.

If a scholar signs a contract for only 1 year of support (2009-2010 school year), his or her scholarship support will end as of June 30, 2010. Should this scholar subsequently decide that s/he would like additional scholarship support for the next school year (2010-2011) and any subsequent school years through graduation, the scholar must submit a letter verifying his or her good standing and a signed contract for that school year (and, if desired, signed Optional Contracts for subsequent school years through graduation—up to the maximum of 4 school years of support).

The granting of continuation awards depends upon 1) the availability of funds for the Scholarship Program, 2) the scholar's continued eligibility to participate in the Scholarship Program (e.g., the scholar must be enrolled on a full-time basis in academic courses leading to the degree for which s/he was funded and must not be repeating course work), and 3) the scholar's compliance with procedures established by HRSA for requesting continued support.

If a continuation award is granted, the first stipend payment may not be received until the first week in November, but will include stipends retroactive to July 1, and the annual ORC payment. The school may bill the Scholarship Program for tuition and fees on the scholar's behalf after July 1.

## **DEFERMENTS FOR POSTGRADUATE TRAINING**

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Physicians (M.D. and D.O.) must complete an accredited residency in a specialty approved by the Scholarship Program prior to commencing service. Clinical psychologists and family and marriage therapists must complete postgraduate training that is required for licensure to practice in Hawai'i and is approved by the Scholarship Program, prior to commencing service. All other eligible disciplines may complete postgraduate training if approved by the Scholarship Program. The Scholarship Program will only approve deferment requests for proposed training that is consistent with the delivery of primary health services to Native Hawaiians in the State of Hawai'i.

Scholars who must or wish to complete postgraduate training (including an internship or residency) must submit a written request for deferment to the Scholarship Program during the final year of school. The Scholarship Program will review the Deferment Request and return a copy to the scholar if the deferment is approved. After graduation, the scholars with approved deferments will be expected to start their residency training on or about July 1.

When selecting a residency program, it is the responsibility of the scholar to research the residency programs to assure that the program selected will provide adequate training to enable the scholar to sit for the appropriate licensure boards.

**For allopathic and osteopathic medical students entering the Scholarship Program in the 2009-2010 school year, the approved specialties for which training deferments will be granted are:**

- family practice (3 years),

- general internal medicine (3 years),
- general pediatrics (3 years),
- obstetrics-gynecology (4 years),
- general psychiatry (4 years),
- ophthalmology (4 years), and
- rotating internship (1 year) with a request to also complete one of the above (or comparable osteopathic) specialties (D.O. only) (NOTE: An additional year of deferment will be granted if an allopathic residency program will not grant a year of residency credit for the osteopathic internship.)

Any allopathic and osteopathic medical students who fail to complete one of the HRSA-approved residencies set forth above prior to commencing service will be in breach of their scholarship contracts and subject to the damages provision described in “Defaulting on the Scholarship Obligation – Breach of Contract” on page 19 of this Bulletin. Physicians are required to use their best efforts to obtain a slot in an eligible residency program by July 1 of their graduation year, either through the residency match process or outside the match process.

**For dental students entering the Scholarship Program in the 2009-2010 school year, the approved specialties for which training deferments will be granted are:**

- general practice dentistry (1 or 2 years), and
- pediatric dentistry (2 years)
- advanced education in general dentistry (1 year)
- public health dentistry (2 years)

**For clinical psychologists and family and marriage therapists,** these scholars must complete the postgraduate training that is required in order to obtain a license to practice their profession in Hawai‘i.

**Deferring Service for Postgraduate Training for Other Eligible Disciplines**

Those in other eligible disciplines will have an opportunity to submit written requests to the Scholarship Program to defer their service obligations to complete postgraduate or post certificate clinical training. Such training will only be approved if it is consistent with the needs of the Scholarship Program.

**Training for Which Deferments Are Not Granted**

Deferments will not be approved for residency programs that the Scholarship Program determines are not consistent with the needs of underserved Native Hawaiians in the State of Hawai‘i (e.g., surgery, neurology, pathology).

Deferments will not be approved for postgraduate medical education conducted by a branch of the Armed Forces of the United States. Participants in such programs incur military service obligations which conflict with the service obligation required under the Scholarship Program.

Deferments will not be approved for part-time residency training.

Deferments will not be approved for transitional residency training.

Please write to the Scholarship Program if you have any questions about the service deferments that may be granted for postgraduate training.

### **No Scholarship Payments, Service Obligation or Service Credit**

During the approved residency or other postgraduate training, scholars will **not receive** Scholarship Program financial support nor do they incur additional Scholarship Program service obligations.

Periods of postgraduate training (including residencies) are not creditable toward satisfying the scholarship service obligation although the training may occur at a Native Hawaiian Health Care System or other federally designated primary care site.

### **Conditions of Deferment**

The terms and conditions of deferment require scholars:

- (1) To pursue training which is approved for deferment by the Scholarship Program which does not incur a conflicting service obligation;
- (2) To submit to the Scholarship Program a detailed written request in advance for a deferment;
- (3) To make no change in the type or period of training without prior written approval of the Scholarship Program; and
- (4) To notify the Scholarship Program in writing, within 30 days, of their new mailing address and/or any changes that affect their training status.

NHHSP will monitor scholar's progress. Deferments are granted up to one year. Scholarship recipients, who, after graduation, enter training that is not approved for deferment by the Scholarship Program, or who otherwise fail to comply with the published terms and conditions of deferment, will be considered in breach of contract and subject to the damages provision described on page 19 of this Bulletin.

### **FULFILLING THE SERVICE OBLIGATION**

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Scholarship recipients incur **1 year of obligated service for each full or partial school year of support**. The minimum service obligation is 2 years; the maximum is 4 years. Scholars are obligated to provide full-time clinical or non-clinical primary health services, as assigned, in the Native Hawaiian Health Care Systems or other federally designated primary care sites.

## **Types of Placements**

By law, the Scholarship Program service commitment must be completed in a full-time capacity, in order of priority, in:

- (i) any one of the five Native Hawaiian Health Care Systems, or
- (ii) Medically Underserved Area (MUA) or a Health Professional Shortage Area (HPSA) located in the State of Hawai‘i, or a geographic area or facility in the State of Hawai‘i that is similarly designated.

In approving sites for scholars, the Scholarship Program will give first priority to positions at the Native Hawaiian Health Care Systems and second priority to positions at federally designated primary care sites that predominantly serve Native Hawaiians.

There is no guarantee that sites that are currently federally designated primary care sites will still be approved at the time scholars are available to serve.

All scholars will work under the personnel system of the approved site. Malpractice insurance should be addressed in any written employment contract between the scholar and the employing entity.

**Scholars cannot fulfill their Scholarship Program service obligations outside of the State of Hawai‘i or by serving in one of the Armed Forces of the United States, the Veterans Administration, or the National Health Service Corps.**

## **Service Placement Process**

Prior to the scholar’s graduation date or, if applicable, the expiration of the scholar’s approved deferment, the Scholarship Program will provide scholars with information about 1) the placement process for that year and 2) the approved sites for their discipline.

## **Employment Verification and Scholarship Program Approval Letter**

Scholars will be given an opportunity to apply for positions at approved sites for their discipline. If a scholar and an approved site reach an agreement regarding employment, the prospective employer must submit an employment verification letter on official letterhead to the Scholarship Program. The letter should include the following information:

- Name of scholar;
- Statement of scholar’s full-time employment status;
- Name of employer;
- Employer’s address, telephone number, facsimile number, e-mail address;
- Service area location;
- Start date of full-time employment;
- Hours worked per week;
- Percentage of Native Hawaiians to be served by the scholar; and
- Detailed position description.

Upon receipt of the employment verification letter, the Scholarship Program will send a letter to the scholar approving the assignment, unless there are concerns with the placement site prompting further investigation.

### **Assignment**

Scholars who fail to obtain a position at one of the approved sites by the announced deadline will be assigned to a site by the Scholarship Program. If possible, the Scholarship Program will attempt to match the scholar's assignment preferences to the available placement opportunities. However, *the Scholarship Program reserves the right to make final decisions on all placements, in order to comply with statutory requirements for the placement of scholarship recipients.*

Scholars who, for any reason, fail to begin or complete service at their assigned service location **breach** the Scholarship Program contract and incur the **damages** described in "Failure to Begin or Complete the Service Obligation or Meet the Terms and Conditions of Deferment," page 20 of this Bulletin.

### **Beginning Date of Service Obligation**

Scholars who receive an approved deferment are required to begin service upon expiration of the approved deferment period. Those who do not receive a deferment to complete postgraduate training are required to begin their service upon receipt of the degree for which they received Scholarship Program support.

The scholar and an authorized representative of the site negotiate a start date. Service is expected to begin no later than 3 months from the date the scholar graduates or, if applicable, 3 months from the date the scholar completes approved postgraduate training and/or obtains required licensure.

Credit for service toward the Scholarship Program obligation does not begin until the scholar: (1) has obtained an unrestricted license/certification, if required to practice his/her scholarship-supported health profession in the State of Hawai'i and, if applicable, national certification (see below); (2) has received written approval from the Scholarship Program to serve at that specific site; and (3) has begun to provide full-time clinical and/or non-clinical services at the approved site.

### **Delaying Start of Service**

Scholars with documented, extreme circumstances which jeopardize the start of service may make a request to the Scholarship Program to suspend their service obligations for up to **1 year**. Such requests must be in writing and include a detailed written explanation and supporting documentation. See "Waiver, Suspension or Cancellation of the Obligation," page 21 of this bulletin.

### **Ending Date of Obligated Service**

The last day of the service obligation is determined in whole years from the starting date. For

example, the last day of service for a scholar with a 3-year service obligation who began service on July 15, 2009, would be July 14, 2012. Adjustments in the ending date may be made by HRSA if the scholar takes more than the allowable time away from the site (see “Full-Time Clinical or Non-Clinical Practice,” page 19 of this Notice) and if the obligation is suspended, interrupted, or otherwise delayed.

### **Licensure/Certification Required**

All scholars (except for scholars who received Scholarship Program support to obtain a masters of public health) must be permanently licensed in their scholarship-supported profession in the State of Hawai‘i. Credit towards fulfillment of the scholarship obligation will not be given in the absence of a current, unrestricted license.

It is the responsibility of the scholar to ensure that his or her professional program, postgraduate training program (if applicable) and licensing examination will meet the requirements for licensure in the State of Hawai‘i. Responsibility for obtaining the required State of Hawai‘i license prior to the service start date rests with the scholar. Scholars are expected to take the appropriate licensure exam at the earliest possible date. No service credit will be given to any scholar for practice in a Scholarship Program site prior to receipt of a Hawai‘i license. If the scholar is unsuccessful in obtaining a license or passing the exams by the time the service obligation is scheduled to begin, the scholar must immediately contact HRSA and the Scholarship Program in writing, to request a suspension. If a scholar pursuing a degree in dentistry obtains a temporary license, s/he should immediately notify the Scholarship Program, in writing, to request approval for commencement of their service obligation prior to receiving permanent licensure.

### **Full-Time Clinical or Non-Clinical Practice**

By law, scholars must be engaged in the full-time clinical or non-clinical practice of their discipline/specialty at the practice site to which they are assigned. Full-time practice is defined as a minimum of 32 hours per week, for a minimum of 45 weeks per year. The 32 hours per week may be compressed into no less than 3 days per week, with no more than 12 hours of work to be performed in any 24-hour period. For all health professionals, time spent “on call,” does NOT count toward the required 32 hours/week.

No more than 7 weeks (28 work days) per year can be spent away from the practice for holidays, vacation, continuing professional education, illness, or any other reason. For consecutive periods of absences greater than 7 weeks in a 52-week service year, the participant should request a suspension. See “Waiver, Suspensions or Cancellation of the Obligation.” **Absences greater than 7 weeks in a service year (52-week period) will extend the service obligation end date.**

## **DEFAULTING ON THE SCHOLARSHIP OBLIGATION—BREACH OF CONTRACT**

### **Failure to Complete Academic Training**

Scholars who are dismissed from school for academic or disciplinary reasons, or who voluntarily terminate academic training before graduation from the educational program for which the scholarship was awarded, will be declared in breach of their scholarship obligation and held

liable to the United States for repayment of all scholarship funds paid to them and to the school on their behalf. The amount owed must be paid in full within 3 years of the date of default. No interest will be charged on any part of this debt to the United States during the 3-year repayment period. However, if payment in full is not made within the 3-year period, interest will be assessed thereafter.

### **Failure to Begin or Complete the Service Obligation or Meet the Terms and Conditions of Deferment**

Scholars who, for any reason, fail to comply with the terms and conditions of deferment (including physicians who fail to complete a HRSA-approved residency) or who, for any reason, fail to begin or complete their service obligations after completion of training, will be in breach of their scholarship obligations. When recipients breach for these reasons, the United States shall be entitled to recover damages equal to *three times the Scholarship Program award plus interest*, in accordance with the formula:

$$A = 3\emptyset \frac{(t-s)}{t}$$

In which:

- A** is the amount the United States is entitled to recover,
- ∅** is the sum of the amounts paid to or on behalf of the scholar and the interest on such amounts which would be payable if, at the time the amounts were paid, they were loans bearing interest at the maximum legal prevailing rate, as determined by the Treasurer of the United States,
- t** is the total number of months in the scholar's period of obligated service, and
- s** is the number of months of the period of obligated service served by the scholar.

The damages which the United States is entitled to recover shall be paid within **1 year of the date of default**.

### **Delinquent Debt**

If the debt is not repaid within 1 year or 3 years (as applicable), and subsequent collection efforts are unsuccessful, the case may be referred to the Department of Justice for litigation. The scholar will be liable for the debt incurred plus administrative costs and court costs associated with collection of the debt. All delinquent debts will be reported to a commercial credit reporting agency and to the Treasury Department for the Treasury Offset Program. Also, recovery through Administrative Wage Garnishment may be enforced to repay a delinquent default debt.

### **IRS Tax Refund Offsets and Medicare/Medicaid Exclusion**

Through the Treasury Offset Program, the government may offset IRS income tax refunds (and certain other Federal payments), and apply those offsets to repay delinquent Scholarship

Program debts (31 C.F.R. 285.2). In addition, delinquent defaulters who are unwilling to enter into, and/or stay in compliance with, an agreement to repay their scholarship debt can be excluded from participation in the Medicare and Medicaid programs. See 42 C.F.R. 1001.1501. Individuals in breach of obligations under this Scholarship Program may also be subject to sanctions by the applicable Hawai'i licensing authority. Haw. Revised Stat. § 436B-19.6.

## **WAIVER, SUSPENSIONS OR CANCELLATION OF THE OBLIGATION**

The Secretary of Health and Human Services may suspend or waive, in whole or in part, a service or payment obligation. Requests for suspensions and waivers are processed and reviewed by the Legal and Compliance Office (LCO).

Scholarship recipients seeking a waiver or suspension of the service or payment obligation must submit a written request stating the underlying circumstances to the Native Hawaiian Health Scholarship Program, 345 Queen Street, Suite 706, Honolulu, HI 96813. Upon receipt of the request, the LCO will mail the recipient instructions for submitting additional documentation necessary to process the request.

A waiver may be granted if the recipient documents a permanent situation that makes compliance with the service or financial obligation impossible or an extreme hardship, such that enforcement of the obligation would be against equity and good conscience. A suspension is granted if the recipient documents a temporary situation that makes compliance with the service or financial obligation impossible or an extreme hardship, such that enforcement of the obligation would be against equity and good conscience.

Compliance would be considered “impossible” if the Secretary’s designee determines that the participant suffers from a physical or mental disability resulting in his/her inability to perform the obligation incurred.

To determine whether performance of the obligation would impose an “extreme hardship” and be “against equity and good conscience,” the Secretary’s designee, will consider:

- 1) the recipient’s present financial resources and obligations;
- 2) the recipient’s estimated future financial resources and obligations; and
- 3) the extent to which the recipient has problems of a personal nature, such as a physical or mental disability, or terminal illness in the immediate family, which so intrude on the recipient’s present and future ability to perform as to raise a presumption that the individual would be unable to perform the obligation incurred.

Maternity leave is limited to 12 weeks. A suspension for maternity leave exceeding 12 weeks will only be granted upon a showing of medical complications requiring additional time away from the service site.

In the unfortunate event of a scholarship recipient’s death, any commitment to the Scholarship Program is **cancelled**.

## **CHECKLIST FOR THE 2009-2010 SCHOOL YEAR APPLICATION**

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The deadline for submitting a Native Hawaiian Health Scholarship Program application for school year 2009-2010 is April 24, 2009. On-line applications may be submitted via the Scholarship Program's website: <http://www.nhhsp.org>.

Applicants who have submitted applications to the Scholarship Program in past years and who did not receive or accept an award must complete a new application and compete with all other applicants for 2009-2010 awards.

**In addition to the on-line application, the supplemental documentation listed below must be mailed to the Native Hawaiian Health Scholarship Program, 345 Queen Street, Suite 706, Honolulu, Hawai'i, 96813. Except as noted below, **this documentation should be postmarked by June 5, 2009.** *No extensions to this deadline will be granted.***

### **Required Supplemental Documentation:**

1. **Official Transcripts** from all institutions previously attended, showing all course work and degrees/diplomas conferred is due by April 24, 2009. No student issued transcripts will be accepted. All transcripts must be sent directly to the Scholarship Program in a sealed envelope. Admissions test scores [i.e., Medical College Admissions Test (MCAT), Graduate Record Examinations (GRE)] are not required.
2. A true copy of the **birth certificate** to verify Hawaiian ancestry is due by April 24, 2009. If your birth certificate does not indicate Hawaiian ancestry, please attach a copy of a parent's and or grandparent's birth certificate that shows Hawaiian ancestry. No copies will be returned.
3. **Verification of Acceptance or Enrollment Form**. This form must be completed by the school and must have the school's embossed seal. *For first year students*, the form must be postmarked by June 5, 2009. Applicants who have not been accepted for enrollment at the time of submitting the application should list all schools they will be applying to. The final letter of acceptance should be submitted to the Scholarship Program by June 5, 2009 from the school that you have chosen to attend. *For continuing students*, the form must be postmarked by June 5, 2009. The form must be downloaded and printed from the Scholarship Program website. Note: It is the applicant's responsibility to ensure that the program receives the verifications by the appropriate deadline. If the Verification of Acceptance or Enrollment indicates that there are conditions (not yet fulfilled) for acceptance into the school and/or program, applicants will not be eligible for consideration for an award for the 2009-2010 school year, unless all contingencies or conditions for acceptance are removed and documented in writing by the school, and that documentation is received by the Scholarship Program prior to June 5, 2009. Incomplete forms will not be accepted.
4. **Authorization to Release Information** form. The Scholarship Program requires all applicants to complete, date and sign the Authorization to Release Information, in order for the Scholarship Program to obtain enrollment and other information from the school and

other parties. The form must be downloaded and printed from the Scholarship Program website.

5. **Resume**-maximum of two pages is due by April 24, 2009. Personal statements are not required.
6. **Program Curriculum** for the school that the applicant will be attending is due by June 5, 2009. School catalogs will not be accepted.
7. **Certification of no judgment lien/non-delinquency related to a Federal Debt.** The 2009-2010 Certification Regarding Federal Debt must be downloaded and printed from the Scholarship Program website.
8. **Certification Regarding Debarment, Suspension, Disqualification, and Related Matters.** This form must be downloaded and printed from the Scholarship Program website.
9. **Employee's Withholding Allowance Certificate (W-4 form).** The W-4 will be used to determine the amount of Federal income tax withheld from the scholarship award. The 2009 Form W-4 must be completed, signed. This form may be downloaded and printed from the Scholarship Program website.
10. **Direct Deposit Form/Instructions** (<http://www.fms.treas.gov/eft/1199a.pdf>)
11. **Contract.** The contract is for the 2009-2010 school year with optional contracts for up to 3 subsequent school years. Sign on each line for each school year of support you are requesting. If you are not requesting scholarship support through your graduation date, please review the "Continuing Support After the 2009-2010 School Year," page 13 of this Bulletin. The contract must be downloaded and printed from the Scholarship Program website.
12. Documentation that there is **no conflicting service commitment**, applicable to individuals with an existing service obligation. See section "No Conflicting Service Commitment" on page 5 of this Applicant Information Bulletin.

**NOTE:** If your current legal name is different from the name found on any of the documents, identify each with your current name.

If any of these items are missing, contact the Scholarship Program during office hours, 8:00 a.m. to 5:00 p.m., H.S.T., by telephone: (808) 585-8944.

## GLOSSARY OF TERMS

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**Deferment**—is a delay in the start of a service obligation granted upon a scholar's request by the Scholarship Program, for a specified period of time to enter and complete an approved postgraduate training program. For multi-year programs, requests for deferment are reviewed annually, and are granted in 1-year increments.

**Full-Time Enrollment**—to be eligible to receive scholarship benefits, participants must be enrolled as full-time students. Please be advised that any non-required, unrelated, or repeat courses will not count toward the school's required hours in determining full-time status.

**Leave-of-Absence**—is a period of approved absence from a course of study granted to a student by his or her school for medical, personal, and other reasons. The leave-of-absence is usually granted for a period of 1 year or less. When a leave-of-absence is expected, a scholar is required to notify the Scholarship Program and HRSA immediately, in writing, and submit a letter from the school approving the leave-of-absence and indicating the start and end dates for the period of the absence. Payment of all benefits are discontinued when a scholar is on an approved leave-of-absence, and may be resumed when the student returns full-time to the course of study for which the scholarship was awarded. NOTE: If an applicant will be on a leave of absence such that he/she will not begin class attendance on or before September 30, 2009, the applicant must decline the award and reapply next year.

**Suspension**—is a temporary status. The basis for a suspension would be a medical condition or a personal situation that: 1) would make it temporarily impossible to start or continue the service obligation or pay the monetary debt, or 2) would temporarily involve an extreme hardship to the individual and enforcement of the service or payment obligation would be against equity and good conscience. All requests for a suspension must be submitted in writing and include full medical and financial documentation.

**Waiver**—is a permanent status. The basis for a waiver would be a permanent medical condition or personal situation that: 1) would make it impossible for the individual to serve the obligation or pay the debt, or 2) would involve an extreme hardship to the individual and enforcement of the service or payment obligation would be against equity and good conscience. All requests for a waiver must be submitted in writing and include full medical and financial documentation.

## ELIGIBLE AND INELIGIBLE ITEMS – 2009-2010

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Other educational expenses (non-tuition/non-fees) are expenses incurred for **all** students within the same discipline/program and class year. If **all** students will not incur an expense in a category, the expense is not eligible for payment. Amounts should be based on the **least** expensive means of satisfying the educational requirements.

The following lists contain items that are either eligible or ineligible expenses for which payment will or will not be made as part of the scholarship award.

**Eligible Other Reasonable Costs (ORC) Items:**

**Note: All ORC items are subject to evaluation by the Scholarship Program and may be limited to what the Scholarship Program considers as a reasonable cost.**

- Books (subscriptions to professional journals are **not** eligible)
- Computer Software (if it replaces all books and related course materials) (*dental students only*)
- School ID Cards/ID Fees (if not billed as part of tuition and fees)
- Uniforms (limited to two sets) and Name Tags
- Clinical Costs
- Microscope (Rental or Purchase [purchases must be accompanied by documentation that rental is not available])
- Instruments
- Health Insurance (only for student if not billed as a fee - family members are not eligible)
- Malpractice Insurance (if not billed as part of tuition and fees)
- Disability Insurance (if not billed as part of tuition and fees)
- National Boards (Parts I and II - CS and CK) (*medical and dental students only*)
- Travel for Clinical Training (this does **not** include local commuting expenses). Amount awarded will be determined by the Scholarship Program on an annual basis.
- Educational Material Costs
- Computer/PDA rental or purchase **only** if required of **all** students
- Graduation Fees (if not billed as part of tuition and fees)
- CPR Certification Fee

**Eligible Tuition and Fees:**

- Tuition (resident or Non-Resident)
- Surcharge (when added by the school to the tuition)
- Education Fees
- University Fees
- Administrative Fees

- Matriculation Fees
- Curriculum Fee
- Academic Support Services Fee
- Health Insurance if a charged fee of **all** students
- Malpractice Insurance if a charged fee of **all** students
- Disability Insurance if a charged fee of **all** students
- Health Services Fees and Immunizations
- Transportation Fee (does **not** include privately owned vehicle related costs)
- Student Activities Fee
- Student Services Fee
- Laboratory Fees
- Building Use or Facility Fee
- Technology Fee
- Computer Lab Fee
- Library Fee
- Recreation Fee
- Processing Fee
- Campus Life Fee

**Ineligible for Payment as Tuition and Fees or ORC:**

- ID Maintenance
- Parking Fees
- Yearbook
- Educational Associations
- Financial Aid Trust Funds
- Attorney Fees
- Residency Interviews
- Certification Boards for non-MD/DO health professionals
- Post Office Box Rental
- Class Dues
- Room and Board Expenses
- Personal Laundry
- Automobiles and Automobile Maintenance Expenses
- National Boards (part III) for medical students
- Dental Insurance (if separate from general health insurance)
- Life Insurance
- Student Association/Unions
- Refundable Property Deposit
- Penalty Fees for over extension in the Distance Learning Programs.
- Late charges