



Student Loan Assistance Program Requirements

The intent of the program is to reduce loan indebtedness for individuals working full-time in the Rugby area. The number of applicants funded is contingent upon Rugby Job Development Authority (Rugby JDA) funding. Therefore, not all applicants are assured funding.

Funded recipients are eligible to receive up to one thousand five hundred per year for each year they work in the Rugby area, subject to a maximum of two years. If approved, the recipient will receive \$125 per month for two years paid directly to their student loan account. For continued eligibility in the program, each applicant must remain continuously employed within the Rugby area during participation in the program. If a recipient becomes ineligible during participation in the program, the recipient/employer shall immediately notify the Rugby JDA of this change and any payments shall cease as of the date of ineligibility. Any payments received after the date of ineligibility will need to be promptly returned to the Rugby JDA.

Qualifications:

- To qualify for consideration for the Rugby JDA Student Loan Assistance Program, an applicant must:
 - Hold a full-time position within the Rugby area at a local business or government entity;
 - Have completed a program of study;
 - Have a qualifying student loan and not be in default on that loan; and
 - Submit a completed application with a letter from business verifying employment.

Terms and Definitions:

- Default means default as defined in applicable federal student aid laws or regulations or other applicable regulations, as determined by the loan holder.
- Student Loan means Federal Family Education Loan (FFEL) Stafford subsidized and unsubsidized loans, Dakota Education Alternative Loan (DEAL) obtained through the Bank of North Dakota, William D. Ford Federal Direct Loan subsidized and unsubsidized loans, Federal Perkins Loan, or FFEL or William D. Ford Federal Direct Consolidated Loans, or private loans that indicate they were used for education.
- Application period means the first day applications are accepted each year. The application deadline will be on December 1, loan assistance recipients will be notified by January 1.
- The Rugby JDA is responsible for processing loan forgiveness payments to financial institutions holding the student loans for funded recipients. The Rugby JDA will notify all applicants of their award status.
- A recipient is only eligible for a one-time award, for up to a maximum of two (2) years, and is not eligible to re-apply for the program.

Student Loan Assistance Program Procedures:

A completed application must include the applicants name, contact information, email address, position within the Rugby area, all relevant student loan account and payment information, a completed IRS form W-9, and a letter of certification of employment from the business owner or government entity. The letter of certification should include verification of employment in the Rugby area.

- An application will not be considered complete until all required information has been received by the Rugby JDA. The date the application is complete will be the date used for consideration.
- Completed applications will be considered in priority order as follows:
 - Priority will be given to those employed within their degree field.
 - Recipients of this program will be determined based on the quality of their application.

Applications should be mailed or delivered to with wet ink:

City Auditor
223 S Main Ave,
RUGBY, ND 58368
e-mail jstewart@gondtc.com with questions



Student Loan Assistance Program Application

RUGBY JOB DEVELOPMENT AUTHORITY
126 2ND AVENUE SW SUITE 1 RUGBY, ND 58368
PH: 701-776-7655

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Work e-mail: _____

Evening Phone Number: _____ Personal e-mail: _____

Current Rugby Employer: _____

Employer address _____

Job Title / Position: _____

Completed Degree: _____

Briefly describe your current involvement within the community:(example - organizations, civic, volunteer obligations)

Explain why you would be a worthy recipient of this program funding:

Full Name of Loan Institution or loan servicer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Account # _____ * attach all relevant loan information

TO BE COMPLETED BY EMPLOYER

Employer Recommendation: Does this application meet the established guidelines of the Student Loan Assistance Program? Y or N

Will applicant hold a position in the Rugby area? Y or N

Will the employer notify the JDA if the applicant's employment in the Rugby area changes during the eligibility period? Y or N

Employer Signature: _____ Title _____

Contact Phone Number: _____ Email _____

Applicants Signature: _____ Date: _____

10/20/22

*Must submit a completed W-9 with application.