



Bank of North Dakota

# CAREER EDUCATION & ALTERNATIVE LEARNING (CEAL) LOAN SCHOOL CERTIFICATION

BANK OF NORTH DAKOTA

STUDENT LOANS

SFN 61914 (12-2024)

## LENDER CONTACT INFORMATION

Bank of North Dakota PO Box 5509 Bismarck, ND 58506-5509 Toll-free: 833.397.0311 TTY: 800.366.6888 Fax: 701.328.5629 Email: <a href="mailto:studentloans@nd.gov">studentloans@nd.gov</a> <a href="http://bnd.nd.gov">bnd.nd.gov</a>
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## SCHOOL/LOAN INFORMATION *(to be completed by lender)*

School Name
School Branch (if applicable)
Requested Amount
Anticipated Graduation Date (mm/dd/yyyy)
Application Program Period (mm/dd/yyyy) From To

**TO BE COMPLETED BY A FINANCIAL AID ADMINISTRATOR OR OTHER SCHOOL OFFICIAL AUTHORIZED TO CERTIFY FINANCIAL AID FORMS.** *(Refer to the instructions on the following page for completing this form.)*

## BORROWER INFORMATION

1. Borrower Name (first, middle, last)		2. Social Security Number	
3. Home Address		City	State ZIP Code
4. Mailing Address (if different from home address)		City	State ZIP Code
5. Telephone Number (including area code)		6. Date of Birth (mm/dd/yyyy)	
7. Email Address		8. Anticipated Completion (Graduation) Date (mm/dd/yyyy)	
9. Program Period (mm/dd/yyyy) From To		10. Certificate Program	
11. Cost of Attendance	12. Estimated Financial Aid	13. Certified Loan Amount	
14. Recommended Disbursement Dates (mm/dd/yyyy) 1st 2nd 3rd 4th			

## SCHOOL CERTIFICATION

The CEAL loan borrower is or was accepted for enrollment and making satisfactory progress as certified by an eligible school operating in North Dakota. I certify the borrower is not incarcerated and has been determined eligible for this loan in the amount certified. I certify the borrower has been informed of all the Federal Title IV aid that the school's Financial Aid Office has determined the borrower may be eligible to receive. I agree to provide the borrower with confirmation of any transfer of funds through EFT or master check to the borrower's student account. I further certify that, based upon records available at this school, the borrower is neither in default, nor owes a refund with respect to previous federal financial assistance for attendance at this school, and the information provided in the school section is true, complete and correct to the best of my knowledge and belief.

15. Name of Authorized School Official (print or type)	16. Title of Authorized School Official (print or type)
17. Signature of Authorized School Official	18. Date (mm/dd/yyyy)

## INSTRUCTIONS FOR CERTIFYING A CEAL LOAN

**Item 1:** Enter the borrower's first, middle and last name.

**Item 2:** Enter the borrower's social security number.

**Item 3:** Enter the borrower's home address, city, state and Zip code.

**Item 4:** Enter the borrower's mailing address, city state and Zip code if different from the home address.

**Item 5:** Enter the borrower's telephone number, including area code.

**Item 6:** Enter the borrower's date of birth in month, day and year format.

**Item 7:** Enter the borrower's e-mail address, if known.

**Item 8:** This is the date the borrower is expected to complete the program at your school. Please use numbers in a month, day and year format. The specific date is needed to determine the day the borrower will enter repayment. If you are unsure of the actual completion date, enter the last day of the month.

**Item 9:** Enter the dates covered by the Cost of Attendance shown in Item 10. These dates must coincide with actual term starting and ending dates. At a school without academic terms, these dates must coincide with the borrower's program of study if that is less than an academic year in length, or the academic year. Please use numbers in a month, day and year format. The loan may be certified for a prior loan period if the borrower's ending loan period date falls within the last six months.

**Item 10:** Indicate the name of the certificate program for the borrower.

**Item 11:** Enter the total cost for the borrower's tuition and fees, room and board, books and supplies, transportation and personal expenses for the period of enrollment covered by this application.

**Item 12:** Enter the amount of assistance, which the school knows the borrower has been or will be awarded, for the enrollment period indicated in Item 14. Financial aid should include aid from all federal, state, or private sources, excluding the loan(s) applied for with this application.

**Item 13:** Enter the amount of the borrower's eligibility for the CEAL loan. The borrower's eligibility may be reduced based on professional judgment made by the certifying school official.

**Item 14:** Enter the disbursement dates for this loan according to the following requirements:

- 1) Multiple disbursements may be required unless the loan is disbursed more than halfway through the loan period or the loan period consists of a single payment period.
- 2) Schools may not request that a lender disburse loan proceeds earlier than 30 days before the first day of the loan period.
- 3) Second disbursements, if requested earlier than the midpoint of the period of enrollment, must not be disbursed earlier than 30 days before the beginning of the second term.

**Items 15-18:** Your signature acknowledges that you have read and agree to the provisions in the School Certification. You must print your name and title, sign the certification, and provide the date of certification unless you are submitting the information electronically.