



Bank of North Dakota

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

BANK OF NORTH DAKOTA

STUDENT LOANS

SFN 61914 (05-2023)

## LENDER CONTACT INFORMATION

Bank of North Dakota  
 PO Box 5509  
 Bismarck, ND 58506-5509  
 833-397-0311  
 800.366.6888 (TTY)  
 Fax: 701.328.5629  
 Email: [studentloans@nd.gov](mailto:studentloans@nd.gov)  
[bnd.nd.gov](http://bnd.nd.gov)

## 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

Section 326 of the USA PATRIOT Act<sup>1</sup> requires us to ask for the borrower's Social Security Number. The principal purpose and routine uses of this information are to verify the borrower's identity, provide for the servicing of the borrower's account or loan, including communications with consumer reporting agencies, and in the event it is necessary, to locate the borrower and collect on the borrower's loan(s). Providing any requested information is mandatory in order to receive the requested service. We may not be able to grant the service if the requested information is not provided.

<sup>1</sup>This notice also satisfies our obligations under the Privacy Act of 1974.

**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 Last Name	First Name	MI	2. Social Security Number
3. Permanent Street Address	City	State	ZIP Code
4. Telephone Number (including area code)	5. Date of Birth (mm/dd/yyyy)		
6. Email Address	7. Anticipated Completion (Graduation) Date (mm/dd/yyyy)		
8. Program Period (mm/dd/yyyy) From To	9. Certificate Program		
10. Cost of Attendance	11. Estimated Financial Aid	12. Certified Loan Amount	
13. 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.

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

## INSTRUCTIONS FOR CERTIFYING A CEAL LOAN

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

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

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

**Item 4:** Enter the borrower's telephone number, including area code.

**Item 5:** Enter the borrower's date of birth in month, day and year format.

**Item 6:** Enter the borrower's e-mail address, if known.

**Item 7:** 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 8:** 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 9:** Indicate the name of the certificate program for the borrower.

**Item 10:** 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 11:** 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 12:** 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 13:** 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 14-17:** 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.