

YOU CAN RETURN THIS FORM ONLINE BY UPLOADING THE COMPLETED FORM AND ANY SUPPORTING DOCUMENTATION.

How do I upload the form and supporting documents?

Step 1: To upload the completed form and any supporting documentation, you must sign in to your online account at heartland.ecsi.net.

Step 2: Under the **Documents Section**, click on the **Download or Upload Entitlement Form button** located at the top of the Documents page.

Step 3: Set the response to "Have you downloaded the entitlement form yet?" to **Yes**.

Step 4: Select the form name from the **Select a Form** drop-down list.

Step 5: Click on the **Choose a File to Upload** link and select the file you would like to upload. You can upload up to 5 documents per entitlement form type.

Step 6: Once you have added all of the documents you would like to upload, click on the **Submit** button. You will receive an on-page confirmation message that your documents have uploaded successfully.

You can view the documents you uploaded under the **Entitlement Documents** section of the Documents page.

Don't have an online account?

Go to heartland.ecsi.net, click on **Help Center**, and select **Are You New to Heartland ECSI**. Follow the instructions to Create a Profile and Connect An Account.

YOU CAN ALSO RETURN THIS FORM VIA U.S. MAIL AT THE ADDRESS LISTED ON THE FORM.



US DEPARTMENT OF HEALTH AND HUMAN SERVICES
 PUBLIC HEALTH SERVICE
 HEALTH RESOURCES AND SERVICES ADMINISTRATION
 BUREAU OF HEALTH PROFESSIONS
 5600 FISHERS LANE, PARKLAWN BUILDING
 ROCKVILLE, MARYLAND 20857

REQUEST FOR POSTPONEMENT OF INSTALLMENT PAYMENT

NURSE FACULTY LOAN PROGRAM

INSTRUCTIONS: A Nurse Faculty Loan may be postponed, in lieu of payment in accordance with the repayment schedule established by the school from which the loan was made, only if the borrower is employed full-time as a faculty at a school of nursing and expects to claim partial cancellation of his or her loan at the end of each complete year of such employment.

The borrower must submit two (2) copies of this form 30 days before the initial 9-month grace period. This form must be filed annually, lieu of payment; subsequent requests for postponement of installment payment must be filed 30 days before the expiration date of the initial request for postponement each year of employment. It is the responsibility of the borrower seeking postponement of installment payment of loan to return this form properly executed to the school from which the loan was made.

IMPORTANT NOTE: Should you terminate full-time employment as nurse faculty prior to completion of a year, the installment repayment(s) is immediately due and payable to the lending school.

NAME AND ADDRESS OF SCHOOL FROM WHICH LOAN WAS MADE (Include Zip Code)	NAME AND ADDRESS OF BORROWER (Include Zip Code)
	DATE GRADUATED

PART I – CERTIFICATION OF EMPLOYMENT *(To be completed by Borrower)*

NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION		
	EMPLOYMENT START DATE (Month, Day, Year)		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">UNPAID LOAN BALANCE (PRINCIPAL/INTEREST)</td> <td style="width: 30%; padding: 2px;">DUE DATE</td> </tr> </table>	UNPAID LOAN BALANCE (PRINCIPAL/INTEREST)	DUE DATE
UNPAID LOAN BALANCE (PRINCIPAL/INTEREST)	DUE DATE		

I certify that I am employed full-time as nurse faculty as indicated above and expect to complete one year of such employment on _____ (month-day-year), at which time I shall secure cancellation of a portion of my loan in accordance with the Section 846A of the Public Health Service Act, as amended by Public Law 107-205. I therefore request postponement of payment of repayment installment on the date due above.

SIGNATURE OF BORROWER	DATE
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PART II – CERTIFICATION OF EMPLOYMENT *(To be completed by Employer)*

I hereby certify that the above statements concerning service of the abovenamed borrower as full-time nurse faculty are true and correct.

NAME AND ADDRESS OF EMPLOYER	SIGNATURE OF AUTHORIZED OFFICIAL
	TITLE
	DATE

CHECK: Public Private for Profit Private not for Profit

Please forward completed form and requested supporting documents to:

ECSI
 P.O. Box 1278
 Wexford, PA 15090

