

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

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2005 APR 26 A 11: 29

OFFICE WEST VIRGINIA
SECRETARY OF STATE

Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 34

TITLE OF RULE BEING AMENDED: Medical Student Loan Program

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____


TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 347

SECTION 18B-17-2(c), PASSED ON April 7, 2005

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: April 27, 2005


Authorized Signature

Promulgation History

Title 133, Series 34 Medical Student Loan Program

- Original rule Title 128, Series 63 of the former University System was transferred to the WV Higher Education Policy Commission on September 21, 2001.
- The rule was approved by the Policy Commission and filed for public comment with the Secretary of State's Office on October 15, 2004. The comment period ended on November 15, 2004. Comments were received and addressed. The revised rule was adopted by the Policy Commission on December 15, 2004.
- The rule was filed with LOCEA on December 21, 2004 and was recommended to the Legislature for approval.
- Senate Bill 347 passed the Legislature on April 7, 2005.
- Received notice of the Governor signing SB 347 on April 22, 2005.

TITLE 133
LEGISLATIVE RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

FILED

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SERIES 34
MEDICAL STUDENT LOAN PROGRAM

OFFICE WEST VIRGINIA
SECRETARY OF STATE

§133-34-1. GENERAL

- 1.1. Scope. This rule promulgates policy and procedure regarding the medical student loan program.
- 1.2. Authority. -- W. Va. Code §18B-1-6 and §18C-3-1
- 1.3. Filing Date. -- April 26, 2005
- 1.4. Effective Date. -- April 27, 2005
- 1.5. Modification of Existing Rule: Title 133, Series 34, Procedural Rule of the West Virginia Higher Education Policy Commission dated September 6, 2002.

§133-34-2. PURPOSE

- 2.1. The legislation addresses three (3) policy issues: The rising cost of medical education, continued access to medical education by West Virginians who demonstrate financial need, and the geographic and specialty maldistribution of physicians. The loan program partially offsets the education and general fees paid by medical students to assure continued access to medical school for qualified West Virginians who demonstrate financial need. The loan program also provides loan forgiveness incentives to encourage physicians to practice in designated medically underserved areas or medical specialties.

§133-34-3. ADMINISTRATION

- 3.1. The Vice Chancellor for Administration shall be responsible for overseeing the Medical Student Loan Program.
- 3.2. The West Virginia University School of Medicine, the Marshall University School of Medicine, or the West Virginia School of Osteopathic Medicine shall be responsible for awarding loans to medical students at their respective institutions and for collecting loan payments.

§133-34-4. EDUCATION AND GENERAL FEES DEDICATED TO PROGRAM

4.1. The Higher Education Policy Commission (Commission) annually, or at such other times as it may desire, shall set minimum amounts of medical students' education and general fees that the state's three (3) medical schools must reserve for the Medical Student Loan Program at their respective institutions, shall assess each medical school a fee to offset the Commission's costs for administration and oversight of the program, and shall set the maximum loan amount available annually.

4.2. Effective July 1, 2004, the following minimum amounts from the education and general fees paid by medical students shall be reserved at the respective medical schools for the purpose of making medical student loans:

West Virginia University Medical School	\$500,000
West Virginia School of Osteopathic Medicine	\$200,000
Marshall University Medical School	\$100,000

4.3. Effective July 1, 2004, the Commission shall assess the respective medical schools the following amounts to offset the Commission's costs for administration and oversight of the program.

West Virginia University Medical School	\$16,250
West Virginia School of Osteopathic Medicine	\$6,500
Marshall University Medical School	\$3,250

4.4. Effective July 1, 2004, the maximum annual amount for an individual loan shall be \$10,000.

4.5. Education and general fees reserved for the benefit of the medical student loan program and any carryover funds remaining at the end of the fiscal year shall not expire or revert but instead shall carry over for use by the institution during the subsequent year.

§133-34-5. ELIGIBILITY

5.1. In order to be eligible for this loan, an applicant must meet the following minimum requirements:

5.1.1 Full-time enrollment in an approved state medical school in a program leading to the degree of Doctor of Medicine (M.D.), or Doctor of Osteopathy (D.O.), provided that the individual has not yet received one of these degrees.

5.1.2 West Virginia residency as determined by the institution in accordance with the Commission rule on "Classification of Students

for Admission and Fee Purposes."

5.1.3 Financial need as determined by the institution's financial aid office.

5.2. A borrower may be eligible for renewal of the loan if:

5.2.1 The borrower remains in good academic standing and makes satisfactory progress in keeping with the institutional policy for awarding Title IV financial aid funds.

5.2.2 The borrower remains a resident of West Virginia.

5.2.3 The borrower's financial circumstances warrant continuation under the standards established by the institution.

5.2.4 There are available funds sufficient to make the award.

5.3. An applicant may not be in default of any previous student loan.

§133-34-6. APPLICATION AND SELECTION PROCESS

6.1. A student must apply for the award utilizing the institution's standard application process. Typically, this will involve an institutional application and a financial statement. An institution may establish a deadline for applying for the loan.

6.2. Any student applying for a loan must use his or her social security number when submitting an application. The social security number will be used to verify a student's identity, track applications, authorize loans, verify enrollment and good student status, and track fund disbursement and loan repayment. A student who fails to provide a social security number will not be eligible for a loan.

6.3. Each institution shall select recipients of the award. The number of awards will be determined by the availability of funds in this program at each school in any given academic year. Awards will be processed without regard to age, gender, race, disability, national origin, veteran's status or religion.

§133-34-7. LOAN PROVISIONS AND AGREEMENT

7.1. Loans may be made and award amounts determined annually for each of the number of years required to complete the course of study. The student-borrower may apply for additional loans for each subsequent academic year of medical school, and the institution may, but shall not be obligated to, make loans to a borrower for such academic year or years.

- 7.2. Before being granted a loan, each applicant shall receive an award notification issued by the institution on behalf of the Higher Education Policy Commission Medical Student Loan Program. Notifications shall include the following common elements:
 - 7.2.1 Budgeted cost of education.
 - 7.2.2 Expected family contribution (where applicable).
 - 7.2.3 Other resources available to meet educational expenses.
 - 7.2.4 Financial need.
 - 7.2.5 Aid awarded reflecting academic periods in which it will be disbursed.
 - 7.2.6 An indication of unmet financial need.
 - 7.2.7 Any and all such loans shall be subject to the terms and conditions specified in a master promissory note.
- 7.3. The master promissory note shall be an open ended note. All subsequent release of funds shall be recorded on this promissory note

§133-34-8. LOAN REPAYMENT

- 8.1. A borrower shall be allowed a maximum of ten (10) years to repay the loan (principal and interest). Periods of authorized deferment (approved additional medical training, including internships, residencies, or fellowships, or required military service, not to exceed five years) are not included as part of the ten-year repayment period. However, the minimum repayment amount shall be no less than fifty dollars (\$50.00) per month.
- 8.2. The first payment shall not be due and payable until one (1) year following the date that the borrower ceases to be a full-time student at a school of medicine eligible to participate in the Medical Student Loan Program. Payments are not due for periods of authorized deferment.
- 8.3. If the borrower discontinues the study of medicine, loans made together with accrued interest thereon shall be due and payable beginning sixty (60) days from the date of last enrollment.
- 8.4. There shall be no penalty for early repayment of the loan.
- 8.5. The rate of interest charged on all outstanding loans awarded on or after

September 7, 2002 shall be the prevailing Federal Stafford Loan interest rate at the beginning of the repayment period and shall accrue, except for periods of authorized deferment, from the beginning of the repayment period.

- 8.6. In the event of the borrower's death, unpaid indebtedness remaining on the note (principal and interest) shall be cancelled.

§133-34-9. LOAN FORGIVENESS

- 9.1. A borrower may receive cancellation and forgiveness of the outstanding principal and accumulated interest on the loan in return for the actual performance of full-time service in West Virginia as a physician (M.D. or D.O.) in an approved designated medically underserved area or in an approved designated medical specialty in which there is a shortage of physicians.
- 9.2. The Commission, in conjunction with the Bureau for Public Health, shall determine qualifying medically underserved geographic areas and medical specialties in which there is a shortage of physicians. An approved listing of underserved areas and qualifying medical specialties shall be published and distributed to the financial aid officers of each participating state school of medicine. At the borrower's request, additional geographic areas may be considered by the Commission and the Bureau for Public Health. Among the criteria are such factors as: Locations where a physician currently in practice will retire creating a shortage or a population shift which will justify additional physicians.
- 9.3. To be eligible for loan forgiveness, the applicant must apply annually for and receive Commission approval for practice in a specific designated underserved area or designated medical specialty. Such approval shall include deferral of loan repayment during the period the practitioner is performing in service authorized for loan forgiveness. The practitioner must notify the lending institution of the date that such practice commences and terminates.
- 9.4. To be eligible for loan forgiveness, the applicant must have Commission approval to practice in a specific designated underserved area or designated medical specialty. In addition, the applicant must subsequently provide evidence to support the fact that full-time physician services were rendered. Such evidence shall be presented on a form provided by the Commission for that purpose. The Commission shall be the authority that grants loan forgiveness. The Commission shall notify the appropriate lending institution of all loan forgiveness which is granted.

- 9.5. The borrower shall be eligible for loan forgiveness only upon application and upon acceptance of duly certified evidence of full-time medical or osteopathic practice in one of the designated areas or medical specialties.
- 9.6. The borrower shall receive cancellation and forgiveness of the outstanding principal for sums not to exceed \$5,000 plus accumulated interest during each period of twelve (12) consecutive months of full-time practice. No forgiveness shall be granted for less than twelve (12) consecutive months of full-time practice.
- 9.7. It shall be the responsibility of the borrower to secure a current list of approved underserved areas and medical specialties. A current list may be obtained from the institution's financial aid office or from the Commission.

§133-34-10. LOAN MANAGEMENT

- 10.1. The institution shall be responsible for notifying students selected to receive loans and for ensuring that borrowers receive the loan award notification and complete the promissory note before disbursement of funds. The institution also shall be responsible for disbursement of any and all funds to students. Disbursements shall usually be made at the beginning of each semester in an amount equal to one-half (1/2) the annual award.
- 10.2. An exit interview shall be required by the institution at the time the borrower graduates or otherwise terminates enrollment. At that time, the borrower's rights and responsibilities under the loan fund shall be discussed. Borrowers shall be obligated during the period the loan is active to maintain a current address record with the student loan office of the medical school which provided the loan.
- 10.3. The institution shall exercise due diligence in the collection of all loan amounts owed by borrowers.

§133-34-11. FINANCIAL MANAGEMENT

- 11.1. Each institution shall maintain complete and accurate accounting records for all funds received and disbursed under the Medical Student Loan Program, and, upon request, shall make such records available to Commission staff, the Legislative Auditor, or any other independent auditor that the Commission may designate.
- 11.2. Receipt and disbursement of funds shall be governed by all applicable state practices and procedures.

- 11.3. Each institution shall submit an annual report summarizing all receipts and disbursements of the Medical Student Loan Program. This report will be in such format and contain such detail as the Commission may prescribe, and shall be due no later than July 31 each year.