

NURSE FACULTY LOAN PROGRAM CHECKLIST

Student Eligibility

- U.S. citizen, national, or permanent resident
- Enrolled in MSN Nursing Education or Post-Graduate Nurse Educator Certificate

Enrollment Status

- Full-time
- Part-time

Documentation (while in school)

- NFLP Loan Application** – This form is completed by the student before the NFLP loan is made.
- Letter of Commitment** – This form is completed by the student before the NFLP loan is made and after the application.
- Promissory Note and Statement of Rights and Responsibilities** – These forms are completed prior to disbursement of funds. This process occurs each semester the student receives funds.
- Exit Interview** – This form is completed by the student at the completion of their degree.

Documentation (post-graduation)

- NFLP Employment Certification** – This form is completed upon nurse faculty employment and sent to the KSU Bursar's Office.
- NFLP Request for Partial Cancellation** – This form is completed after each year of full-time employment in an accredited school of nursing and sent to the KSU Bursar's Office.