

### Employer/Company Requirements:

1. Ensure the applicant meets the State guidelines for the ND Career Builders Program to receive the state match
2. Ensure timely payment of the agreed upon private donation to the ND Career Builders by the last day of each quarter
3. Require the applicant to commit to a 3-year work agreement
4. Provide an accurate job description for each applicant (high demand career field eligibility for the state program is based on the job description, not job title)
5. This program is not intended to subsidize wages

### Applicant Requirements:

1. Agree to work in Walsh County for 3 years, residing in North Dakota during this time period
2. Meet all rules and requirements for the ND Career Builders Program
3. Work in an eligible high demand career field as required by the ND Career Builders program if applying for the state match
4. Have earned any degree or certificate and hold a principal balance on a student loan
5. Not receive funding under any other state-funded student loan repayment program

### Example of Total for One Recipient

	NDUS Amount	WCCB Amount	Employer Amount	TOTAL
Year 1	\$2,833.34	\$1,416.66	\$1,416.66	\$5,666.66
Year 2	\$2,833.33	\$1,416.67	\$1,416.67	\$5,666.67
Year 3	\$2,833.33	\$1,416.67	\$1,416.67	\$5,666.67
<b>TOTAL</b>	<b>\$8,500</b>	<b>\$4,250</b>	<b>\$4,250</b>	<b>\$17,000</b>

Once the employer's loan reimbursement is made at the end of each quarter/year no obligation will be required of the employee for repayment of the funds paid to that date.

### Applicants Who Do Not Meet Requirements for State Match:

Because the Walsh County Career Builders program understands the importance of employee recruitment and retention, employees may still be eligible for up to \$8,500 in loan repayment (split 50/50 between the employer and WCCB) if their job description does not meet the requirements of the state program's high-need and emerging occupations. Eligibility for the WCCB program includes:

1. Employer must agree to paying up to \$4,250 over three years and ensure timely payment each quarter
2. Employer must require applicant to commit to a 3-year work agreement and provide an accurate job description
3. Employee must agree to work in Walsh County for 3 years, residing in ND and be new to the position within the past 2 years
4. Employee must have earned any degree or certificate, hold a principal balance on a student loan, and provide required documentation for verification

**The application (next page) must be completed to be considered.**

For more information, questions, or concerns contact Stacie Sevigny, executive director of Walsh County JDA, (701) 352-3550 or [Stacie@redriverrc.com](mailto:Stacie@redriverrc.com)

**Employer/Company Information**

Employer/Company: \_\_\_\_\_

Representative Name/Title: \_\_\_\_\_

Representative Email: \_\_\_\_\_

Representative Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Hire Date for Current Position: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Salary (optional): \_\_\_\_\_ (Annual/Monthly) DOB: \_\_\_\_\_

Outstanding Student Loan Balance (PRINCIPAL only): \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**\*ATTACH ACCURATE JOB DESCRIPTION FROM EMPLOYER\***

\*Actual amount of funds applicant is eligible for is contingent on the availability of funds in Walsh County program; \$17,000 max is not guaranteed\*

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