Education Loan Repayment Assistance Program

**Guidelines**

I. Introduction

Many pediatric subspecialists and researchers graduate with high education debt burdens. The Department of Pediatrics (“Department”) has established an Education Loan Repayment Assistance Program (“Program”) to encourage and assist its subspecialist and research faculty members who wish to pursue an academic career at the University of Utah.

II. The Program

1. The Program assists those pediatric subspecialists selected to participate, by advancing up to $20,000 per year to education loan creditors as an “Education Loan Payment”.

2. In addition, a Tax Assistance Payment of up to $5,000 per year will be made directly to the participating pediatric subspecialist or researcher.

3. Subspecialists and researchers employed full-time (0.75 FTE or greater) by the Department are eligible to participate in the Program for a maximum of 3 years, when sufficient funds are available for the Program, although award decisions are made on a year-to-year basis.

4. Preference may be given to those faculty members at the rank of Instructor, Assistant Professor, or Associate Professor. Applications are required each year and are due by September 30th.

5. The “Program Year” is the year in which the application and the award are received, and is concurrent with the applicable fiscal year, July 1st thru June 30th.

III. Eligibility Standards

1. **Eligible Participant.** University of Utah, Department of Pediatrics subspecialist and research faculty members employed by the Department on a full-time (0.75 FTE or greater) basis.

2. **Eligible Loans.** Loans from Stafford (GSL), Perkins, other supplemental and education loans (including graduate loans), excluding loans from family and friends.
IV. Repayment Year, Leaves of Absence, and Reimbursement Obligation

1. **Repayment Year.** Upon completion of the Program Year, full-time employment (0.75 FTE or greater) is expected to continue for an additional 12 months, July 1st thru June 30th (“Repayment Year”).

2. **Leaves of Absence from the Program.** Leaves of absence will be allowed for up to 3 months during the Program Year and 3 months in the Repayment Year, in monthly blocks only. Leaves of absence will be allowed for qualifying leaves under the Family and Medical Leave Act.

3. **Reimbursement Obligation.** If at any time during the Program Year or the Repayment Year, the participant decides to discontinue full-time employment (0.75 FTE or greater) with the Department, the participant agrees to reimburse the Department for the Education Loan Payment and Tax Assistance Payment made by the Department during the Program Year.

   The Reimbursement Obligation is not intended as a penalty for an early resignation. Rather, it is intended as reimbursement to the Department for its investment in a participant’s career before the Department is able to fully realize the benefits of its investment.

V. Program Procedures

1. **Program Selection and Review Committee.** The Program Selection and Review Committee will be comprised of three members. The Committee will be led by the Chairman of Pediatrics or his/her designee. The Chairman will select two senior members of the Department or School of Medicine. The Chairman of Pediatrics will consider diversity among other pertinent factors in determining the composition of the Selection Committee. The Committee should be established at the beginning of each Program Year.

2. **Administration of the Program.** All application procedures, Education Loan Payments, Program termination decisions, and other administrative tasks will be decided and administered by the Chairman of Pediatrics or his/her designee. Those selected to participate will receive a letter of acceptance by the end of December. Checks will be disbursed, directly to the creditor, in late February/early March.

3. **Federal and State Tax Liability.** The University complies with federal and state tax regulations governing any applicable tax liability, tax reporting and/or withholding of taxes on Program awards. Awards through the Program will be reported to Payroll Accounting as income for the awardee. The award is subject
to the same income tax withholdings as the awardee’s regular salary. A Tax Assistance Payment of up to $5,000 will be made to the awardee to help offset this tax liability. It is recommended that applicants to the Program consult with their tax advisor to understand any personal tax effects of the Program.

VI. Annual Requirements for Participation in the Program

1. Applicants are required to submit an application for each year of participation in the Program. Complete applications must be received by the Program administrator no later than September 30th.

2. If the applicant is selected to receive an award, they are required to sign the award letter that acknowledges their understanding of, and agreement with, the terms and conditions of the Program.

3. The application includes the following items, as further detailed in the Application Requirements document.
   - Program Guidelines signed by applicant
   - Current curriculum vitae
   - Personal statement
   - Current account statement(s) from education loan creditors showing outstanding balance and creditor remit address.
   - Confidential letter of recommendation from the applicant’s Division Chief

Direct questions to Ashley Sacharny at 801-587-7418 or ashley.sacharny@hsc.utah.edu

Please indicate you accept the Program Guidelines by signing below and returning this document as part of your application.

Agreed to this _______ day of _______________________, 20_____

By: _____________________________________________________
    «First_Name» «Last_Name», «Title»