

ND Career Builders - Donation Form for Matching Funds – Effective 8/1/2025

Thank you for partnering with the **ND Career Builders Scholarship & Loan Repayment Program**. Your matching funds will help grow business across North Dakota by filling positions that are in in-demand in the state. Students and new employees will also benefit through access & affordability, and reduced loan indebtedness.

- ✓ Your donation will be matched dollar-for-dollar by the state up to \$8,500 per recipient.
- ✓ ALL donations & forms must be received by the ND University System (NDUS) for a recipients to qualify for payment.

Contact the program administrator, NDUS, with questions at ndfinaid@ndus.edu or at 701-328-2906.

DONOR INFORMATION (all required):

Date: _____

Name of Business or Individual Donor: _____

Contact Person (if business): _____

Address/City/State/Zip Code: _____

Phone #: _____

Email Address: _____

Instructions:

1. Identify below as either a business or individual. Individuals may NOT donate to a specific recipient.
2. Enter the amount of the matching funds for the scholarship in **Section A**, or the loan repayment in **Section B**. Note that all donor funds must flow through the ND University System in order for the state match to apply.
3. You have the option to designate funds toward a specific college, program, student, or to the general program.
4. After reading the **DONOR ACKNOWLEDGEMENTS & SIGNATURE** on page 2, please sign/date this form. A donor signature is REQUIRED. Anonymous donations will not be accepted for this program.
5. **Where to send this form.**
 - Scholarship Option 1: Send this form to the institution, OR
 - Scholarship Option 2: Send this form to: ND University System, Attn: Brenda Zastoupil, 600 E Blvd Ave, Dept. 21, Bismarck, ND 58505-0602.
 - Loan Repayment: ALL loan repayment forms must be sent directly to: ND University System, Attn: Brenda Zastoupil, 600 E Blvd Ave, Dept 21, Bismarck, ND 58505-0602.
6. **When & where to send matching funds:**
 - For donations directed to a specific recipient: DO NOT send funds with the donation form. The NDUS or the institution will notify you when enrollment is verified and where to send funds.
 - For general donations NOT directed to a specific recipient: Please make the check payable to the ND University System and mail to 600 E Blvd. Ave, Dept 21, Bismarck, ND 58505 along with this completed donation form.



I am a business



I am an individual (Individuals may not designate funds to a specific person.)

SECTION A – SCHOLARSHIP donation amount \$ _____

College Name (if applicable): _____

Program of Study (if applicable): _____

Student Name (if applicable): _____

If you are making a general scholarship donation (no college/no program/no student designated) CHECK THIS BOX → ☐

SECTION B - LOAN REPAYMENT donation amount \$ _____

Recipient Name (if applicable): _____

If you are making a general loan repayment donation (no employee name) **CHECK THIS BOX** → ☐

DONOR ACKNOWLEDGEMENTS & SIGNATURE:

As a donor to the ND Career Builders Program, I understand that:

- I am certifying that the matching funds donated are private-sector funds or other qualifying public funds and are being donated to a state program codified under statute N.D.C.C. 15-10-38.1 and N.D.C.C. 15-10-38.2.
- Once funds are remitted to the NDUS for this program, they become part of the ND Career Builders Program, and I may not request a return of funds and; I expect no benefit in return for my donation.
- All funds must flow through the ND University System (NDUS) for the state dollars to be issued. If I forward payment directly to an institution, the institution must forward the matching dollars to the NDUS, as required by the program.
- Starting with new awards after 8/1/2025, if a recipient must repay SCHOLARSHIP funds because they do not meet requirements, the repayment EXCLUDES a donor's matching funds. The donor funds will remain as a scholarship.
- If I am an individual and not a business, I may NOT direct the use of the funds toward a specific person, however, I may contribute to the general program and/or to an institution &/or a specific program of study.
- Third-party agreements that are negotiated by me with a recipient are outside of the ND Career Builders program and should not conflict with ND Career Builders procedures. I will make every effort to educate the recipient about any additional requirements, including additional financial impacts, if any.
- I should contact my tax preparer for guidance regarding tax implications of donating to a state-sponsored program, including a donation made for the benefit of a specific individual. Donations to ND Career Builders are not tax exempt.
- **The next 3 questions are ALL required:**
 1. **Required:** Are you, as the donor, also the applicant who is applying for the ND Career Builders program?
☐ YES _____ ☐ NO _____
 2. **Required:** Are you the husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepchild, uncle, aunt, niece, nephew, or grandchild of the recipient?
☐ YES _____ ☐ NO _____
 3. **Required:** Are you an individual authorized to make decisions on behalf of the organization providing or directing the matching funds, including a controlling shareholder, member of the governing body, director, or managing partner **AND** you are also the husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepchild, uncle, aunt, niece, nephew, or grandchild of the recipient?
☐ YES _____ ☐ NO _____
- NDUS may use my organization's name in the promotion of the ND Career Builders program.
☐ YES _____ ☐ NO _____

Signature of Donor (Required)

Date