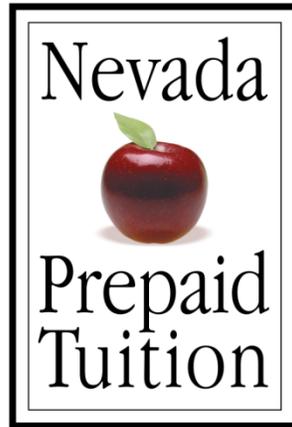


THE 2014-2015



STUDENT HANDBOOK



**Kate Marshall
Nevada State Treasurer**

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NVPrepaid.gov

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2014-15 Tuition Rates

**Per Credit Hour Disbursement Rate
(Summer & Fall of 2014, and Spring of 2015)**

University Credit Hour: \$191.50

Upper Division – Community College (BA): \$138.25

Community College: \$ 84.50

**For institutions offering programs by total clock hours,
please contact the Prepaid Tuition Office for conversion to
credit hour calculations.**

**Rates are based on the credit hour cost (a.k.a. ‘registration fees’) set
by the Nevada Board of Regents for Nevada institutions. Rates will be
adjusted to conform to rates set by the Board of Regents in future
years.**

Q: HOW DO I BEGIN USING MY NEVADA PREPAID TUITION PROGRAM BENEFITS?

A: When a student has selected a higher education institution and notifies the Nevada Prepaid Tuition Office (NPT) of their intent to enroll, the Nevada Prepaid Tuition office will contact the school to begin the tuition payment process on behalf of the NPT beneficiary.

An ***Intent to Enroll Form*** is included with this handbook and must be received 60 days prior to enrollment in the higher education institution. This form and other program information are also available on our website NVPrepaid.gov. The ***Intent to Enroll Form*** must be submitted to the NPT office in order to facilitate payment to a particular school. However, completion of this form is **not** binding to the institution the student has selected. The student may change the higher education institution choice at any time prior to the beginning of a school semester. If a change in higher education institutions is made, please contact NPT, as a new ***Intent to Enroll Form*** will be required.

A student only needs to submit ONE *Intent to Enroll Form* prior to the first semester at any higher education institution. The Program will keep the existing form on file for future semesters or until notified otherwise.

Failure to provide the required *Intent to Enroll Form* may result in a delay of payment to the higher education institution which could ultimately cause the student to be administratively dropped from registered classes. Please note, the NPT contract must be paid in full, including any outstanding fees, before the contract benefits can be used to pay any higher education institution.

Please note: The ***Intent to Enroll Form*** authorizes the NPT office to disclose the student's Social Security Number to the educational institution indicated on the form. This is necessary to ensure proper credit to the student's account at the school.

If the beneficiary does not plan to use the NPT benefits this year, please submit a ***Deferment of Benefits Form***.

Q: I AM ELIGIBLE TO BEGIN USING MY NPT BENEFITS, BUT I AM NOT GOING TO COLLEGE RIGHT AWAY. WHAT ARE MY OPTIONS?

A: NPT benefits are available for six years following the beneficiary's projected date of graduation from high school. Exceptions are granted to men and women who are active duty members of the United States Armed Services or have been actively serving in a charitable, religious or public service assignment or mission after the expected date of matriculation.

In above cases, all time spent on active duty will be added to the six-year time restriction on benefit usage. Please submit a ***Deferment of Benefits Form*** to the NPT office so your account can be noted properly. No disbursements will be made until you submit an updated ***Intent to Enroll Form***. You may obtain additional forms from our website: NVPrepaid.gov.

Q: WHAT SCHOOLS ARE ELIGIBLE TO RECEIVE NPT PAYMENTS?

A: The college or university the beneficiary chooses to attend is not limited to Nevada schools and may be any public, private, or out-of state higher education institution that is eligible to participate in student financial aid programs under Title IV of the Higher Education Act of 1965 (www.ed.gov/policy).

To determine a school's eligibility and obtain its federal school code please search the Federal Student Aid website at www.fafsa.ed.gov or contact the higher education institution directly.

Q: WHAT DOCUMENTATION MUST I PROVIDE FOR NPT TO MAKE PAYMENTS TO A SCHOOL?

A: Once the processing of an **Intent to Enroll Form** is complete, the billing office at the in-state community college or university will receive a list of eligible NPT beneficiaries for each fall and spring semester. When registering, please inform school officials that you are a Nevada Prepaid Tuition beneficiary, and the Program will be making payments on your behalf. The school will process your name and information which will be used in their billing to the NPT Office. There are a few private and out-of-state schools that do not invoice NPT directly, in which case you will need to provide a copy of your billing statement or class schedule showing the number of credits enrolled for the semester so that payment can be made on your behalf. If a student transfers from one in-state Nevada higher education institution to another in-state Nevada higher education institution, the purchaser must submit a new **Intent to Enroll Form** to direct NPT payments. There is no processing fee for this change.

Q: WHAT IF I ATTEND A HIGHER EDUCATION INSTITUTION OUT-OF-STATE?

A: You must notify the NPT office in writing 60 days in advance of the start of a semester by submitting an **Intent to Enroll Form** for an out-of-state college or university. After the NPT office receives the **Intent to Enroll Form**, we will contact the institution to make arrangements for payment.

During registration, please contact the higher education institution's billing office to establish invoicing procedures. If the school does not have your NPT information when you register, please have the school contact NPT toll-free at 1-888-477-2667. **You are responsible for letting the higher education institution's billing office know of any arrangements made with NPT and that they should send an invoice to NPT on your behalf.**

NPT will then pay the school directly after receipt of the invoice. NPT will transfer to the out-of-state school the same amount that would have been paid to a Nevada in-state institution. You are required to pay the school any difference in tuition that exceeds the amount NPT will pay on your behalf.

There is a \$25 one-time higher education institution, (Private or Out-of-State) Processing Fee that will be billed directly to you for the processing of first semester payments to any private or out-of-state school. If the processing fee is not paid, it may result in delayed payment for the term, and the school may assess late fees or administratively drop you from your classes. The fee of \$25 must be paid each time you transfer to a new private or out-of-state higher education institution.

Q: WHEN WILL NPT MAKE PAYMENTS TO MY SCHOOL?

A: The in-state schools will bill NPT each semester once the add/drop period has ended. All credit hours billed will be deducted from your account.

Private and out-of-state schools are paid when the NPT office receives an invoice from the school or student.

The annual NPT statement sent at the beginning of each year provides information on how many credit hours have been deducted from the contract. Please check this statement to ensure accuracy. If corrections need to be made, or if you have any questions about the statement, please contact the NPT office toll-free at 1-888-477-2667. **Please monitor your credit hours available for use on your contract and ensure that NPT is not billed in excess of your total contract, as this may cause delays in processing. You will need to report any shortage of credit hours to the school. Once you have expended the credit hours available on your total contract, you are responsible for all additional credit hours and costs.**

Q: IS NPT MEASURED IN ACADEMIC YEARS OR CREDIT HOURS?

A: NPT benefits are measured in credit hours.

- The Four-Year University plan is 120 credit hours;
- The Two-Year University plan is 60 credit hours;
- The One-Year University plan is 30 credit hours;
- The Two-Year Community College plan is 60 community college credit hours; and
- The Two-Year Community College/Two-Year University plan is 60 community college credit hours and 60 university credit hours.

Students attending part-time may use their prepaid tuition credits over a period of six years from the projected enrollment year indicated in the contract. Years in military service do not count toward the six-year contract expiration period.

Q: HOW DOES NPT MAKE PAYMENTS IF I ENROLL PART-TIME?

A: NPT is based on credit hours, and therefore payments will be based on the number of credit hours registered for each semester.

Q: HOW ARE PAYMENTS MADE?

A: In most cases, the higher education institution will bill NPT for credit hours on the beneficiary's behalf and payments will be made electronically directly to the school. You will be required to pay any other charges and fees according to the school's deadline. If the higher education institution you are attending, does not bill the NPT office directly, you will be responsible for providing an invoice or class schedule showing credit hours to NPT so that payment can be sent to your school.

Q: WHAT IF I WITHDRAW AFTER THE ADD/DROP DATE?

A: If you decide to withdraw from the higher education institution after the registration period has ended, but before classes begin, you must notify the billing office at the higher education institution so that your contract will not be billed. Otherwise, payment will be made to the school and these credit hours will be deducted from your account. You will be responsible for paying any fees associated with withdrawing from the higher education institution. There will not be an adjustment to your account for credit hours dropped after an invoice has been paid by NPT. Any refund requested under these circumstances will need to be handled between the higher education institution and the NPT beneficiary.

Q: HOW MUCH WILL NPT PAY IF I ATTEND A NEVADA PUBLIC COLLEGE, UNIVERSITY OR COMMUNITY COLLEGE?

A: NPT will pay the full contract amount of the in-state undergraduate credit hour charges (called registration fees by the institutions) on a semester-by-semester basis. There is no dollar amount placed on the contract that was purchased. The contract is only measured in terms of credit hours. A typical course load is 15 credit hours per semester, therefore, it is estimated that one year of college (two semesters) is equal to 30 credit hours. NPT will pay the number of credit hours taken each semester by the contract beneficiary, up to the maximum number of credit hours on the prepaid tuition contract.

Q: HOW MUCH WILL NPT PAY IF I ATTEND AN OUT-OF-STATE PUBLIC OR PRIVATE COLLEGE OR UNIVERSITY?

A: NPT will pay the same rate per credit hour charged by an in-state Nevada public higher education institution for semester-based credit hours to the out-of-state higher education institution. The beneficiary or NPT purchaser is responsible for any difference owed in tuition.

Q: MAY NPT BENEFITS BE USED DURING SUMMER TERMS?

A: Yes. The credit hours may be used in any combination during the school year, including summer term, up to the maximum number of credit hours available on the contract. However, it is the student's responsibility to inform NPT if the student will not be returning in the spring or fall semester by having the purchaser submit a ***Deferment of Benefits Form***.

Q: WHAT FEES ARE COVERED BY MY NPT ACCOUNT?

A: The program covers credit hour registration fees on the beneficiary's behalf for each academic term the student is enrolled. NPT does **not** cover housing, room and board, new student, recycling, health, technology, lab, surcharges or any other fees the higher education institution may charge.

Q: I NEED TO SEND IN A DEPOSIT TO HOLD MY PLACE IN THE ENTERING CLASS. HOW WILL THIS PAYMENT AFFECT NPT BENEFITS?

A: Some higher education institutions require a non-refundable deposit when the student accepts an offer of admission. If the school applies the deposit to tuition, the contract should show a credit balance after the NPT payment is made. This credit can be applied to mandatory fees or expenses not covered by NPT or handled according to the higher education institution's refund policy.

Q: WILL I RECEIVE ANY INFORMATION IDENTIFYING THE FINANCIAL BENEFITS THAT WERE PAID TO THE HIGHER EDUCATION INSTITUTION ON MY BEHALF?

A: Yes. As a qualified 529 tuition program, NPT is required by federal law to report this information to you. An IRS 1099-Q form will be mailed to you at the end of January for each tax year distributions are made to a school on your behalf.

In addition, each year an annual statement will be sent to the purchaser of the contract showing the utilization of credit hours. The purchaser may also view account information online, including payments distributed, at our website, NVPrepaid.gov.

You may contact the Nevada Prepaid Tuition office staff toll free at 1-888-477-2667 to check on the status of your NPT contract at any time. Office hours are 8 A.M – 5 P.M. Monday through Friday, Pacific Standard Time. The office is closed on federal and state holidays.

Q: WHAT IF I ATTEND A SCHOOL THAT REQUESTS PAYMENTS BASED ON CLOCK HOURS INSTEAD OF SEMESTER CREDIT HOURS?

A: When a beneficiary chooses to attend a Nevada independent (private) or out-of-state institution, college or university, NPT will make payments based on the current cost of credit hours under the contract. When payments are requested for courses based on clock hours, the clock hours will be converted to credit hours according to the Federal Student Aid Guidelines. The billing institution must provide NPT with the clock hours for the course. The contract may not cover the full cost of credit hours and the student will be required to pay the difference beyond their contract benefits. If you plan to attend a clock hour program, please contact the NPT office for conversion information.

Q: HOW WILL MY NPT BENEFITS AFFECT MY APPLICATION FOR FINANCIAL AID?

A: NPT benefits are considered an asset of the contract owner (purchaser). Assuming the contract owner is the student's parent, benefits are reported on the Free Application for Federal Student Aid (FAFSA). FAFSA is the application most colleges and universities use for determining need-based financial aid eligibility. For details or additional information concerning the effect that your NPT contract will have on your eligibility for need-based financial aid, please contact the financial aid office of the higher education institution you plan to attend, or visit the FAFSA website at fafsa.ed.gov.

Q: CAN COMMUNITY COLLEGE BENEFITS BE APPLIED TO A FOUR-YEAR COLLEGE OR UNIVERSITY, AND VICE-VERSA?

A: Yes. NPT will pay when the beneficiary attends a higher education institution and directs the NPT program to pay on his/her behalf through the completion of an "Intent to Enroll" form. Benefits will be paid according to the contract purchased. For example, if a beneficiary has a Two-Year Community College Plan and attends a four-year university, NPT will pay the university the community college credit hour rate and the beneficiary (student) is financially responsible to pay the difference at the higher education institution he/she is attending. If the beneficiary has a Four-Year University Plan and attends a community college, NPT will pay the community college rate. Upon completion of the beneficiary's education, the purchaser may request a refund of the remaining balance, if one exists, pursuant to the Nevada College Savings Board current policy.

Q: WHAT HAPPENS IF I EARN A GOVERNOR GUINN MILLENNIUM SCHOLARSHIP?

A: Your NPT account and the Governor Guinn Millennium Scholarship (GGMS) are completely compatible and work together to cover qualified higher education expenses associated with a Nevada higher education. You may use the NPT funds to pay credit hour costs (tuition) and the Governor Guinn Millennium Scholarship funds to pay for fees, books, course materials, etc. As a Millennium Scholar you may utilize your scholarship benefits at any eligible Nevada institution of higher education. If you have questions regarding utilizing your NPT benefits and the Millennium Scholarship together, please contact the office toll free at 1-888-477-2667.

Q: WHAT HAPPENS IF I RECEIVE A FULL OR PARTIAL SCHOLARSHIP?

A: If the beneficiary accepts a scholarship that covers the full cost of tuition the purchaser may change the beneficiary or receive a refund of 100% of the amount of contract payments paid. Proof of the full scholarship must be submitted in the form of a copy of the letter received from the granting foundation in order for the cancellation fee to be waived. The beneficiary may also submit a 'Deferment of Benefits' form, placing the contract on hold, just in case the scholarship is not maintained or sustained for the full undergraduate course load. The beneficiary has up to 6 years, post high school graduation, to use the benefits of the contract for undergraduate studies.

If the beneficiary accepts a partial scholarship and it does not cover the same benefits as the Contract, they may elect to use benefits as originally planned. If the scholarship equals or exceeds the Contract benefits, the Purchaser may transfer the contract to another qualified Beneficiary, or cancel the Contract and request a refund. If you have further questions on utilizing contract benefits with a scholarship, contact the Program office at 1-888-477-2667.

Q: WHAT IF I TRANSFER TO A DIFFERENT SCHOOL FOR MY SECOND SEMESTER OR IN SUBSEQUENT YEARS?

A: NPT pays benefits on a semester-by-semester basis, so the beneficiary will be able to apply benefits to the new school. Please notify the Prepaid Tuition office as soon as possible with transfer plans to ensure the office staff has time to make payment arrangements with the new school. Please submit an ***Intent to Enroll Form*** 60 days prior to the beginning of the new semester. If there is less than 60 days to the beginning of the new semester, please call the Prepaid Tuition office to work with staff to stop payments to one school and set up payments to another. To expedite your change in school status, please fax or e-mail a copy of the signed Intent to Enroll form to the NPT Office, as soon as possible. Email address is PrepaidTuition@nevadatreasurer.gov. Fax number is 702 486-3246.

A fee of \$25 will be assessed for each transfer to a private and/or out-of-state institution.

You are responsible for notifying us of your intent to transfer by filling out a new *Intent to Enroll Form*. A new form can be obtained from our website at NVPrepaid.gov.

Q: THE BENEFICIARY IS STARTING COLLEGE BEFORE HIS OR HER PROJECTED ENROLLMENT YEAR. HOW DO I ACTIVATE PROGRAM BENEFITS?

A: The contract may be utilized up to two years prior to the projected college enrollment date if the child is a high school senior or graduates from high school early **and** if the contract has been paid in full. The purchaser of the contract must provide written notice to the program at least 60 days prior to the early high school graduation date (i.e., new matriculation date).

Q: DOES HAVING A CONTRACT WITH NPT GUARANTEE THE BENEFICIARY ADMISSION TO A SCHOOL?

A: No. The purchase of an NPT contract does not guarantee beneficiaries admission to any school. Higher education institutions have differing admission standards, and therefore, please check with the higher education institution the beneficiary plans to attend to determine admission requirements.

Q: DOES HAVING A CONTRACT WITH NPT GUARANTEE THE BENEFICIARY CONTINUED ENROLLMENT IN AN INSTITUTION?

A: No, it is the student's responsibility to maintain the academic standards of their chosen higher education institution. Education benefits under the Nevada Prepaid Tuition Program contracts are conditioned upon the beneficiary's acceptance to and continued enrollment at a college or university. The Program does not guarantee acceptance or continued enrollment.

Q: WHAT IF I STILL HAVE CREDIT HOURS REMAINING WHEN I GRADUATE?

A: If credit hours remain in a beneficiary's Prepaid Tuition account upon college graduation, there are several options to consider. A beneficiary may apply them to additional undergraduate course work, or the purchaser of the contract may request a refund of any remaining funds in accordance with the terms of the master agreement. In addition, the purchaser may request that the remaining available funds be rolled over tax free into a 529 College Savings Plan account. The 529 College Savings Plan tax laws allow a beneficiary to then use the monies toward post-graduate work or other qualified higher education expenses. To find out more about 529 College Savings Plan account options in the State of Nevada, please visit the Treasurer's website at NevadaTreasurer.gov.

Q: CAN NEVADA PREPAID TUITION CONTRACTS PAY GRADUATE SCHOOL TUITION?

A: No. The contract only covers the cost of attending undergraduate courses. Funds in a 529 College Savings Plan account may be used to cover the cost of post-graduate studies.

Q: IF A BENEFICIARY WITH A CONTRACT USES ONLY A PORTION OF THE CONTRACT, MAY THE REMAINDER BE TRANSFERRED TO A SIBLING?

A: No. Once any contract benefits are paid on behalf of the current beneficiary, the contract is no longer transferable.

Nevada Prepaid Tuition **Benefits Usage Checklist:**

- Contract paid in full – including any outstanding fees
- Submit Intent to Enroll Form - will be using benefits at a qualified higher education institution
- Submit Deferment of Benefits Form - not using benefits at this time
- Submit payment for \$25 private/out-of-state usage fee – will be attending a private/out-of-state school

