THE
2011 – 2012

STUDENT HANDBOOK

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State Treasurer

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Fall 2011-12 Rates

Per Credit Hour Rate of Disbursement
(Fall, Spring and Summer)

University Credit Hour:	**$156.75**
Upper Division – Community College (BA):	**$113.25**
Community College:	**$ 69.25**

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 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.

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

When a student has selected a school and notifies the Nevada Prepaid Tuition Office (NPT) of their intent to enroll, Nevada Prepaid Tuition will begin the process of paying tuition to the selected institution.

An ***Intent to Enroll Form*** is included with this handbook and must be received 60 days prior to enrollment. All forms and program information are also available on our website **www.NevadaTreasurer.gov**. The ***Intent to Enroll Form*** must be submitted to the NPT office in order to set up payments at a particular school; however, it is **not** binding to the institution the student has selected. The student may change the school choice at any time prior to the beginning of a school semester. If you change schools please contact the NPT, as a new ***Intent to Enroll Form*** will be required.

A student only needs to submit an *Intent to Enroll Form* prior to the first semester at any school. The Program will keep the existing form on file for future semesters or until you notify the Program otherwise.

Failure to provide the required *Intent to Enroll Form* may result in a delay of processing payment to the school or cause the student to be administratively dropped from registered classes. Your NPT contract must be paid in full, including any outstanding fees, before the contract can be used to pay any college or university.

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 your account at the school.

If you do not plan to use your NPT benefits this year, please submit a ***Deferment of Benefits Form*.**

WHAT SCHOOLS ARE ELIGIBLE TO RECEIVE NPT PAYMENTS?

The college or university you choose to attend is not limited to Nevada schools and may be any public, private, or out-of state 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 you can search the Federal Student Aid website at **www.fafsa.ed.gov** or contact the school you plan to attend.

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

Once the processing of your ***Intent to Enroll Form*** is complete, the billing office at the in-state community college or university you are attending will receive a list of eligible NPT beneficiaries for each fall and spring semester. When you go through registration,

please inform school officials that you are participating in Nevada Prepaid Tuition 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. If the private or out-of-state school does not invoice NPT directly, 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 to your school. If a student transfers from one in-state Nevada institution to another in-state Nevada institution, the purchaser must submit a new ***Intent to Enroll Form*** to direct NPT payments to a different institution, there is no processing fee for this change.

WHAT IF I ATTEND SCHOOL OUT-OF-STATE?

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, you should contact your school'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 school 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 per 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/out-of-state school.

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

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.

WHEN WILL NPT MAKE PAYMENTS TO MY SCHOOL?

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 us toll-free at 1-888-477-2667. **Please monitor your credit hours available for use on your contract and ensure that the NPT is not billed in excess of your total contract, as this can 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, the student is responsible for all additional credit hours and costs.**

IS NPT MEASURED IN ACADEMIC YEARS OR CREDIT HOURS?

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 credit hours at the community college; 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 credit over a period as long as 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.

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

Since NPT is based on credit hours, the payments will be based on the number of credit hours registered for each semester.

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

NPT benefits are available for six years following the beneficiary's projected date of graduation from high school. Exception is granted to men and women who are active duty members of the United States Armed Services or have been actively serving or

participating in a charitable, religious or public service assignment or mission after the expected date of matriculation.

In this case, all time spent on active duty will be added to the six-year time restriction. Please submit a ***Deferment of Benefits Form*** to the NPT office. No disbursements will be made until you submit an updated ***Intent to Enroll Form.*** You may retrieve additional forms from our website: **www.NevadaTreasurer.gov**.

HOW ARE PAYMENTS MADE?

In most cases, your educational institution will bill NPT for credit hours on your behalf and we will make payments either electronically or by check directly to the school. You will be required to pay any other charges and fees by the school's deadline. If your institution does not bill the NPT office directly, you will be responsible for providing an invoice or class schedule to NPT so that payment can be sent to your school.

WHAT IF I WITHDRAW AFTER THE ADD/DROP DATE?

If you decide to withdraw from school after the registration period has ended, but before classes begin, you must notify the billing office at your school 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 school. There will not be an adjustment to your account for credit hours dropped after an invoice has been paid by NPT. Any refund under these circumstances will be between you and the school.

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

NPT will pay the full amount of your 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 considered to be 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 you take each semester up to the maximum number of credit hours on your contract.

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

If you attend a private or out-of-state institution, NPT will pay the same rate per credit hour charged by an in-state Nevada public institution for semester-based credit hours.

MAY NPT BENEFITS BE USED DURING SUMMER TERMS?

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 the NPT if the student will not be enrolling for an upcoming semester by having the purchaser submit a ***Deferment of Benefits Form.***

WHAT FEES ARE COVERED BY MY NPT ACCOUNT?

The program is designed to cover only credit hour registration fees on your behalf each academic term you enroll. NPT does **not** cover housing, room and board, new student, recycling, health, technology, lab, surcharges or any other fees your school may assess.

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

Some schools require a non-refundable deposit when the student accepts an offer of admission. If the school applies the deposit to tuition, your 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 your school's refund policy.

WILL I RECEIVE ANYTHING TO LET ME KNOW WHAT WAS PAID TO THE SCHOOL I AM ATTENDING?

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.

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 **www.NevadaTreasurer.gov**.

At anytime, however, you may contact us toll free at 1-888-477-2667 to check on the status of your NPT contract.

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

NPT benefits are considered an asset of the contract owner. 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. Approximately 5.6% of the value of the contract will be included in the calculation of federal 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 school you plan to attend.

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

Yes. NPT will pay even when you attend a school that was not your selected plan type. For instance, if you have a Two-Year Community College Plan and attend a four-year university, NPT will pay the university the credit hour rate for the community college and you would make up the difference. If you have a Four-Year University Plan and attend a community college, NPT will pay the community college rate. Upon completion of your schooling, the purchaser may request a refund of the remaining balance pursuant to the Nevada College Savings Board current policy.

WHAT HAPPENS IF I RECEIVE A MILLENNIUM SCHOLARSHIP?

Your NPT account and the Governor Guinn Millennium Scholarship are completely compatible and work together to cover the qualified expenses associated with higher education. You may use the NPT funds to pay for your credit hour costs and your 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 both your NPT benefits and the Millennium Scholarship, please contact us toll free at 1-888-477-2667 or the Governor Guinn Millennium Scholarship office at (702) 486-3383.

WHAT HAPPENS IF I RECEIVE A FULL OR PARTIAL SCHOLARSHIP?

If you accept a scholarship that covers the full cost of your tuition which renders your NPT contract unusable, the purchaser of your contract may change the beneficiary or receive a refund of 100% of the amount of contract payments paid.

If you accept a partial scholarship specifically designated for tuition, the purchaser of the contract may receive a refund equal to the amount of the partial scholarship. Proof of the full or partial 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. Several options are available under these circumstances; please refer to our website at **www.NevadaTreasurer.gov** for more information.

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

NPT pays benefits on a semester-by-semester basis, so you will be able to apply your benefits to the new school. You must notify us as soon as possible if you are planning to transfer so that we will have 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 your decision is made closer than 60 days to the beginning of the semester, please call our office to inform us so that we can work with you to stop payments to one school and set up payments to another. To expedite your form please fax or e-mail a copy of the signed form to the NPT Office, as soon as possible.
An additional fee of $25 will be assessed for each transfer to a private/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 by downloading it from our website at **www.NevadaTreasurer.gov** or by calling us toll-free at 1-888-477-2667.

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

The contract may be utilized up to two years prior to the projected enrollment date if the child is a 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 new matriculation date.

DOES THE PURCHASE OF A NPT CONTRACT GUARANTEE THE BENEFICIARY ADMISSION TO A SCHOOL?

No. The purchase of a NPT contract does not guarantee beneficiaries admission to any school. Educational institutions have differing admission standards, depending on the number of spaces available for incoming freshmen and the number of applications submitted for those spaces. We suggest you check with the schools to determine their admission requirements.

DOES THE PURCHASE OF A NPT CONTRACT GUARANTEE THE BENEFICIARY CONTINUED ENROLLMENT IN AN INSTITUTION?

No, it is the student's responsibility to maintain the academic standards of their chosen 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.

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

If you still have credit hours in your NPT contract when you graduate from college, you have several options for the remaining amount. You may apply them to additional undergraduate course work, the purchaser of the contract may request a refund, or the purchaser may request that the remaining amount be rolled over tax free into a 529 College Savings Plan account. The 529 College Savings Plan will allow you to then use these monies toward post-graduate work or other qualified educational expenses. To

find out more about a 529 College Savings Plan account, please visit our website at **www.NevadaTreasurer.gov** or call toll-free 1-888-477-2667.

DO NPT CONTRACTS COVER THE COST OF GRADUATE SCHOOL?

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

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

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

HOW CAN I GET MORE INFORMATION?

Visit our website at **www.NevadaTreasurer.gov** or call us toll free at 1-888-477-2667.

Requirement Checklist:

- ☐ Contract paid in full – including any outstanding fees
- ☐ Submit Intent to Enroll Form – if using benefits at a particular school
- ☐ Submit Deferment of Benefits Form – if not using benefits at this time
- ☐ Submit payment for $25 private/out of state usage fee – only if using benefits at a school that is not part of the Nevada System of Higher Education
- ☐ Submit remaining amounts owed to school by their deadline