

NEVADA
PREPAID TUITION 

**THE
2018-2019
STUDENT
HANDBOOK**

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**Nevada Prepaid Tuition (NPT)
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NVPrepaid.gov

2018-2019 Tuition Rates

**Per Credit Hour Disbursement Rate
(Summer & Fall of 2018 and Spring of 2019)**

University Credit Hour:	\$224.00
Upper Division – Community College (BA):	\$161.75
Community College:	\$ 98.75

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.

Benefits Usage Checklist:

- Contract paid in full – including any outstanding fees
- Current address and valid student SSN on file
- Submit Intent to Enroll Form - will be using benefits at a qualified higher education institution
- If not planning to go to college, submit Deferment of Benefits Form – to place your contract on hold – You have up to 6 years to use the benefits
- If going to private or out of state school - Submit payment of \$25**

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

A: An *Intent to Enroll Form* is included with this handbook and must be received 60 days prior to attendance at the higher education institution. When a student has selected a higher education institution and submitted the attached 'Intent to Enroll Form' to the Nevada Prepaid Tuition office program staff will contact the school to begin the tuition payment paperwork on behalf of the prepaid tuition student.

Although the *Intent to Enroll Form* must be submitted to the NPT office in order to facilitate payment to a particular school, completion of this form is **not** binding to the institution the student has selected. The student may change his/her higher education institution at any time prior to the beginning of a school semester. A new *Intent to Enroll Form* is required each time a student attends a new College or University and can be found on the www.nvprepaid.gov website.

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 charged late fees or be administratively dropped from registered classes.

Please note: The Prepaid Tuition contract must be paid in full, including any outstanding fees, and a valid SSN for the beneficiary must be on file before the contract benefits can be used to pay any higher education institution.

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. Out of State and/or Private schools require a \$25 fee to be paid to the Nevada Prepaid Tuition Program per the contract. Please submit that fee at the time the Intent to Enroll is completed.

Q: I AM NOT GOING TO COLLEGE RIGHT NOW. WHAT ARE MY OPTIONS?

A: Please submit a *Deferment of Benefits Form* to the NPT office so your account can be noted properly. Tuition benefits are payable for **6 years** following the student's date of high school graduation.

Students serving in the military or religious/public service:

With documentation, time extensions 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 since graduating from high school.

Q: WHAT SCHOOLS ARE ELIGIBLE TO RECEIVE NPT PAYMENTS?

A: Any public, private, in 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.

Q: WHAT DOCUMENTATION MUST I PROVIDE FOR NPT TO MAKE PAYMENTS TO A NEVADA SYSTEM OF HIGHER EDUCATION SCHOOL?

A: You must submit an Intent to Enroll form to NPT to use your contracts benefits. When registering, please inform school officials that you are a Nevada Prepaid Tuition student, and the Program will be making payments on your behalf. 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 prepaid tuition students for each semester a student is enrolled. If a student transfers from one in-state Nevada Higher Education Institution to another (UNLV to Nevada State College for example) a new **Intent to Enroll Form** will need to be submitted.

Q: WHAT IF I ATTEND AN OUT-OF-STATE HIGHER EDUCATION INSTITUTION OR A PRIVATE SCHOOL?

A: Follow instructions above regarding submission of the **Intent to Enroll Form**. Also, send a check for \$25.00 to the Prepaid Tuition Office to cover private/out of state administration fees.

Please contact the higher education institution's billing office to establish invoicing procedures. If the college/university does not identify you as a prepaid tuition student when you register, please have the school contact the Treasurer's Office toll-free at 1-888-477-2667. **You are responsible for informing the Financial Aid/Bursar's Office that they should send an invoice to Nevada Prepaid Tuition on your behalf EVERY SEMESTER YOU ATTEND.**

NOTE: NPT will then pay the school directly after receipt of the student's invoice. NPT will transfer to the private or out-of-state school up to 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.

As noted above, 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 it is not submitted with your "Intent to Enroll Form."

Q: WHEN WILL NPT MAKE PAYMENTS TO MY SCHOOL?

A: In-state schools (i.e., UNR/UNLV/NSC/etc.) will bill NPT each semester once the add/drop date has passed. All credit hours billed will be deducted from your prepaid tuition account as the payments are made on the student's behalf.

Private and out-of-state schools are paid when the NPT office receives an invoice from the school. Each school has their own policies and procedures on invoicing a third party on behalf of a student. Please confirm when you register at the college or

university that they will invoice NPT directly and verify when they invoice (for example before the semester begins, after the add/drop date, etc.), **If the school declines to invoice Nevada Prepaid Tuition directly (does not do third party billing), the Student or Parent MUST submit the NPT “Request for Tuition Payment to an Eligible Private or Out-of-State Institution form” along with the students class schedule to NPT to instruct NPT to send payment to the school on the student’s behalf.** If you are unclear of the schools billing procedures, please contact the Prepaid Tuition Office for assistance.

The annual Prepaid Tuition statement of account is sent to the purchaser at the beginning of each year and provides information on how many credit hours are left on the account. **Once you have used all credit hours available on your prepaid tuition contract, you are responsible for paying any additional credit hours and costs at the Higher Education Institution you are attending.**

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

A: Prepaid Tuition benefits are calculated in credit hours.

- The Four-Year University plan equates to 120 credit hours;
- The Two-Year University plan equates to 60 credit hours;
- The One-Year University plan equates to 30 credit hours;
- The Two-Year Community College plan equates to 60 community college credit hours;
- The Two-Year Community College/Two-Year University plan equates to 60 community college credit hours and 60 university credit hours. **Per the Master Agreement, Community College credits must be distributed first, before University credit hours.**

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

A: Payments will be based on the number of credit hours the student has registered for each semester regardless of full or part time status.

Q: HOW ARE PAYMENTS MADE?

A: The higher education institution will bill the Prepaid Tuition program for credit hours on the student’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 invoicing deadlines.

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 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 student.

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

A: NPT will pay the full in-state undergraduate credit hour charges (called registration fees by the institutions) as billed each semester. A typical course load is 15 credit hours per semester. NPT will pay the number of credit hours taken each semester by the student based on the prepaid tuition plan purchased, provided there are unused hours remaining on the Student's 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 up to the same rate per credit hour charged by an in-state Nevada public higher education institution for semester-based credit hours to the private or out-of-state higher education institution. The beneficiary or NPT purchaser is responsible for any difference owed in tuition. The current rate is noted on the first page of this document, and usually increases every school year, based on increased tuition rates (registration fees) published annually by the Nevada Board of Regents.

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.

Q: WHAT FEES ARE COVERED BY MY NPT ACCOUNT?

A: NONE. The Program only pays towards college tuition. In state tuition rates in Nevada are called 'registration fees' and are billed and paid as credit hours.

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 the student at the end of January for each tax year distributions are made to a school on a student's 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 view account information online as well, at NVPrepaid.gov.

You may also 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: 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) as a parental asset. 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. Call the prepaid tuition office to discuss the implications of this choice.

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

A: Nevada Prepaid Tuition and the Governor Guinn Millennium Scholarship (GGMS) are completely compatible and work together to cover qualified higher education expenses associated with Nevada Higher Education Institution charges. The Prepaid Tuition program pays credit hour costs (tuition) and the Governor Guinn Millennium Scholarship funds are usually used by students 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.

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 *if requesting that the cancellation fee to be waived*. The purchaser 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 contract benefits.**

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 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: Please submit a new *Intent to Enroll Form* 60 days prior to the beginning of the new semester. 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. 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 complete a new Intent to Enroll form online at NVPreapid.gov.

Q: DOES HAVING A CONTRACT WITH NPT GUARANTEE THE BENEFICIARY ADMISSION TO A SCHOOL OR CONTINUED ENROLLMENT ONCE ACCEPTED?

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. It is the student's responsibility to maintain the academic standards once admitted to any institution of higher learning.

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

A: With the 2017 Legislative session, some changes were made to the regulations and statues to allow unused credit hours to be used towards graduate work or transferred to another qualified beneficiary in certain instances. Please contact the Prepaid Tuition Program for specific information as how it may apply to you.