

NEVADA **PREPAID TUITION**

2019 - 2020 STUDENT USAGE HANDBOOK

Zach Conine
Nevada State Treasurer



**Nevada Prepaid Tuition (NPT)
Office of the State Treasurer
555 East Washington Ave., Suite 4600
Las Vegas, NV 89101
Telephone: 702-486-2025
Toll Free: 1-888-477-2667
Fax: 702-486-3246**

Email: PrepaidTuition@NevadaTreasurer.gov

NVPrepaid.gov

2019 - 2020 Tuition Rates

**Per Credit Hour Disbursement Rate
(Summer & Fall of 2019 and Spring of 2020)**

University Credit Hour:	\$233.00
Upper Division – Community College (BA):	\$168.25
Community College:	\$102.75

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 enclosed “Intent to Enroll” Form** – if beneficiary will be using benefits at a qualified higher education institution
OR
- If beneficiary is taking a gap year or not going to college in the fall, submit Deferment of Benefits Form – to place your contract on hold – You have up to 6 years to use the benefits
- Reminder: If going to private or out-of-state school - Submit payment of \$25**

Q: HOW DOES THE STUDENT BEGIN USING 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 committed to 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 changes his or her higher education institution and can be found and submitted from the NPT website at: www.nvprepaid.gov.

PLEASE NOTE: 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.

Reminder: 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 towards tuition at 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: THE STUDENT IS NOT GOING TO COLLEGE RIGHT NOW. WHAT ARE THE OPTIONS FOR FUTURE USE?

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 active duty members of the United States Armed Services or to those beneficiary's that have been actively serving in a charitable, religious or public service assignment or mission post high school graduation.

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: An Intent to Enroll form must be submitted to NPT to use contracts benefits. Beneficiary's need to inform school officials that they are a Nevada Prepaid Tuition student, and that the Program will be making payments on the student's 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 to the Nevada Prepaid Tuition Program Office.

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

A: Follow the same instructions above regarding submission of the **Intent to Enroll Form**. In addition, 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. **The student is responsible for informing the Financial Aid/Bursar's Office that the office should send an invoice to Nevada Prepaid Tuition on the student's behalf EVERY SEMESTER ATTENDED to ensure payments are made from Nevada Prepaid Tuition to the beneficiary's school for each credit hour taken.**

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. The student is required to pay the school any difference in tuition that exceeds the amount NPT pays on his or her 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 the Purchaser prior to the processing of first semester payments to any private or out-of-state school if it is not submitted with the student's "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. Student's must confirm when they register at the college or university that the school will invoice NPT directly and verify when the invoice will be sent. (for example before the semester begins, after the add/drop date, etc.), **If the school declines to invoice Nevada Prepaid Tuition directly (does not participate in third party billing), the Student or Purchaser MUST submit the NPT "Request for Tuition Payment to an Eligible Private or Out-of-State Institution form" along with the student's class schedule to NPT to instruct NPT to send payment to the school on the student's behalf for EACH SEMESTER OR QUARTER the Student attends that institution.** If you are unclear of the schools billing procedures, please ask 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 a student has used all credit hours available on their prepaid tuition contract, they are responsible for paying any additional credit hours and costs at the Higher Education Institution they 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 paid first, before University credit hours.**

Q: HOW DOES NPT MAKE PAYMENTS IF THE STUDENT ENROLLS 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. The student will be required to pay any other charges and fees, according to the school's invoicing deadlines.

Q: WHAT IF THE STUDENT WITHDRAWS AFTER THE ADD/DROP DATE?

A: If the student decides to withdraw from the higher education institution after the registration period has ended, but before classes begin, they must notify the billing office at the higher education institution so that the NPT contract will not be billed. Otherwise,

payment will be made to the school and credit hours will be deducted from NPT account. Students are responsible for paying any fees associated with withdrawing from the higher education institution. **There will not be an adjustment to the NPT 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 STUDENT ATTENDS 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 STUDENT ATTENDS 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 THE STUDENT'S 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 THE STUDENT RECEIVE ANY INFORMATION IDENTIFYING THE FINANCIAL BENEFITS THAT WERE PAID TO THE HIGHER EDUCATION INSTITUTION ON THEIR 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. The 1099Q is recorded under the student's SSN, thus if a copy or duplicate 1099Q is requested, it must come from and will be sent to the student, not the parent or purchaser of the contract.

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 THE STUDENT ATTENDS 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 THE STUDENTS NPT BENEFITS AFFECT THE 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 student eligibility for need-based financial aid, please contact the financial aid office of the higher education institution the student plans 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 THE STUDENT EARNS 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 STUDENT RECEIVES 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 THE STUDENT TRANSFERS TO A DIFFERENT SCHOOL?

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 www.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 different 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 THE STUDENT STILL HAS CREDIT HOURS REMAINING WHEN THEY GRADUATE WITH AN UNDERGRADUATE DEGREE?

A: With the 2017 Legislative session, changes were made to the regulations and statues to allow unused credit hours to be applied towards graduate work or transferred to another qualified beneficiary with some restrictions as noted: 1. Beneficiary may be able to apply those credit hours towards a graduate program, paid at the undergraduate program credit hour rate if applied within the 6 year post high school usage period. 2. Purchaser may request that the contract with remaining credit hours be transferred to another qualified beneficiary to be used within the original 6 year expiration date of the contract, provided that the transfer does not result in any one beneficiary having more than 120 credit hours and that all other contract provisions are met. Contact the Prepaid Tuition Program for specific regulation rules if beneficiary has leftover credit hours.

