

**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 15



Declaration of Intent of Residency

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United States of America other than the State of Nevada and I further certify that I have established a bona fide domicile or residence in the State of Nevada with the intent of making Nevada my true, fixed and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intent to make any other location outside the State of Nevada my home and habitation.

I further certify that I have been domiciled or a resident in the State of Nevada for at least twelve (12) months immediately prior to the date of my application for reclassification to resident student status and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding temporary, short-term absences for business or pleasure.

Dated this _____ day of _____, 20____.

Signature

Type or print name

NOTICE

Filing a false Declaration of Intent of Residency will result in the payment of nonresident tuition for the period of time a student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the University and Community College System of Nevada Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

(B/R 8/04)

Sections 9 – 10
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**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 16

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Sections I - VII
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Sections 1-8
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Section A – G
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	2003-04	2004-05	2005-06	2006-07
Part-time** Non-resident Tuition, Universities (undergraduate)	\$93.50 per credit	\$100.00 per credit	\$107.75 per credit	\$115.75 per credit
Part-time** Non-resident Tuition, Universities (graduate)	\$126.50 per credit	\$136.00 per credit	\$149.50 per credit	\$164.75 per credit
Part-time** Non-resident Tuition, NSC	\$72.50 per credit	\$77.00 per credit	\$82.00 per credit	\$87.00 per credit
Part-time** Non-resident Tuition, GBC (upper-division)	\$72.50 per credit	\$77.00 per credit	\$82.00 per credit	\$87.00 per credit
Part-time** Non-resident Tuition, CCSN (upper-division)		\$70.00 per credit		
Part-time** Non-resident Tuition, Community Colleges	\$52.00 per credit	\$54.00 per credit	\$55.75 per credit	\$57.75 per credit

*** Part-time non-resident tuition rates are assessed to students enrolled in fewer than 7 credits (B/R 6/04)*

Good Neighbor Tuition

(Rates are assessed in addition to registration fees)

	2003-04	2004-05	2005-06	2006-07
Good Neighbor Tuition, Universities (undergraduate)	\$93.50 per credit	\$100.00 per credit	\$107.75 per credit	\$115.75 per credit
Good Neighbor Tuition, Universities (graduate)	\$126.50 per credit	\$136.00 per credit	\$149.50 per credit	\$164.75 per credit
Good Neighbor Tuition, NSC	\$39.50 per credit	\$42.00 per credit	\$44.75 per credit	\$47.50 per credit
Good Neighbor Tuition, GBC (upper-division)	\$39.50 per credit	\$42.00 per credit	\$44.75 per credit	\$47.50 per credit
Good Neighbor Tuition, CCSN (upper-division)		\$42.00 per credit		
Good Neighbor Tuition, Community Colleges	\$28.50 per credit	\$29.50 per credit	\$30.50 per credit	\$31.50 per credit

(B/R 6/04)

Children of Alumni Tuition

(Rates are assessed in addition to registration fees)

	2003-04	2004-05	2005-06	2006-07
Children of Alumni Tuition, Universities	\$51.00 per credit	\$54.50 per credit	\$58.75 per credit	\$63.25 per credit

(B/R 3/04)

Distance Education Tuition

(Rates are assessed in addition to registration fees)

	2003-04	2004-05	2005-06	2006-07
Non-resident Tuition*, Distance Education, University (undergraduate)	\$42.50 per credit	\$45.50 per credit	\$49.00 per credit	\$52.75 per credit
Non-resident Tuition*, Distance Education, University (graduate)	\$57.50 per credit	\$62.00 per credit	\$68.00 per credit	\$75.00 per credit
Non-resident Tuition*, Distance Education, NSC Henderson	\$33.00 per credit	\$35.00 per credit	\$37.25 per credit	\$39.50 per credit
Non-resident Tuition*, Distance Education, GBC (upper-division)	\$33.00 per credit	\$35.00 per credit	\$37.25 per credit	\$39.50 per credit
Non-resident Tuition*, Distance Education, CCSN (upper-division)		\$35.00 per credit		
Non-resident Tuition*, Distance Education, Community Colleges	\$23.50 per credit	\$24.50 per credit	\$25.50 per credit	\$26.25 per credit

* Assessed only to non-resident students who are residing outside of Nevada during the semester in which enrollment in the distance education course(s) occurs.

(B/R 6/04)

Section 6. Tuition and Fees, University of Nevada School of Medicine

A. All full-time University of Nevada School of Medicine students who are classified as Nevada residents shall be assessed annual tuition and registration fees as follows:

Medical School	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
Resident	\$9,104.00	\$9,468.00	\$10,460.00	\$11,400.00

B. Except for those students receiving WICHE support, all non-resident medical students shall be assessed combined annual non-resident tuition and registration fees as follows:

Medical School	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
Non-resident	\$26,682.00	\$27,749.00	\$29,270.00	\$30,735.00

Law School, Part-Time	2004-2005	2005-2006	2006-2007
Resident Registration Fees	\$258.00 per credit	\$317.00 per credit	\$317.00 per credit
Non Resident Tuition and Registration Fees	\$518.00 per credit	\$635.00 per credit	\$635.00 per credit

- C. All entering law students must, within one of month of acceptance for admission, deposit \$250 to hold the applicant's place in the class. The deposit will be applied toward tuition and is fully refundable if the law school is notified by June 1 that the admitted student does not intend to attend the William S. Boyd School of Law. After June 1 the deposit will not be refunded.

(B/R 3/04)

Section 8. Tuition and Fees, UNLV School of Dental Medicine

- A. All full-time School of Dental Medicine resident and non-resident students shall be assessed annual tuition and registration fees as follows:

Dental School, Full-time	2003-2004	2004-2005	2005-2006	2006-2007
Resident Registration Fees	\$15,000	\$15,000	\$15,000	\$15,000
Non Resident Tuition and Registration Fees	\$28istratio.00030.98e3esident Tuition 50 to holdy5.48 441.72 Tm(2005			

[required to hold the applicant's place in the class and will be applied toward registration fees and/or tuition.](#)

Sections 9-17.

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Section 18. Student Fees

The following student fees have been reviewed and approved by the Board of Regents.

<u>DESCRIPTION</u>	<u>UNR</u>	<u>UNLV</u>	<u>CCSN</u>	<u>GBC</u>	<u>TMCC</u>	<u>WNCC</u>	<u>GBC/ UPPER</u>	<u>NSC</u>
Application or Admission Fee (except law students at UNLV) (B/R 3/04)	20.00	20.00	5.00	10.00	10.00	15.00	N/A	10.00
Application Fee – William S. Boyd School of Law at UNLV (B/R 9/97)	N/A	40.00 <u>50.00</u>	N/A	N/A	N/A	N/A	N/A	N/A
Application Fee – International Students (B/R 4/99)								

DESCRIPTION

UNR

<u>DESCRIPTION</u>	<u>UNR</u>	<u>UNLV</u>	<u>CCSN</u>	<u>GBC</u>	<u>TMCC</u>	<u>WNCC</u>	<u>GBC/ UPPER</u>	<u>NSC</u>
Judicial Thesis Fee (B/R 4/96)	105.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Late Application for Graduation (B/R 10/93)	5.00	20.00	5.00	5.00	5.00	5.00	N/A	N/A
Late Payment Fee (any student with an outsta ing								

<u>DESCRIPTION</u>	<u>UNR</u>	<u>UNLV</u>	<u>CCSN</u>	<u>GBC</u>	<u>TMCC</u>	<u>WNCC</u>	<u>GBC/ UPPER</u>	<u>NSC</u>
Orientation: (B/R 3/03) For first time students	95.00	N/A	N/A	N/A	N/A	N/A	N/A	20.00
Two Day (B/R 4/96)	N/A	60.00 <u>90.00</u>	N/A	N/A	N/A	N/A	N/A	N/A
(B/R 3/03) Spring Semester								
Day Program	25.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Evening Program	10.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Summer Program	25.00	N/A	N/A	N/A	/AN/AN/A			
Day Program		25.00	N/A	N/A	N/A	N/A	N/A	N/A
Evening Program		10.00	N/A	N/A	N/A	N/A	N/A	N/A

<u>DESCRIPTION</u>	<u>UNR</u>	<u>UNLV</u>	<u>CCSN</u>	<u>GBC</u>	<u>TMCC</u>	<u>WNCC</u>	<u>GBC/ UPPER</u>	<u>NSC</u>
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Fall Semester Premium								
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DESCRIPTION

UNR

UNLV

CCSN

GBC

TMCC

WNCC

GBC/
UPPER

DESCRIPTION

UNR

UNLV

CCSN

GBC

TMCC

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**GBC/
UPPER**

NSC

Effective Fall Semester 1996

<u>DESCRIPTION</u>	<u>UNR</u>	<u>UNLV</u>	<u>CCSN</u>	<u>GBC</u>	<u>TMCC</u>	<u>WNCC</u>	<u>GBC/ UPPER</u>	<u>NSC</u>
Summer School Registration Fee, per credit (*This is the Academic Year Registration Fee, per credit, plus \$3.00)	*	*	*	*	*	*	*	*
Undergraduate courses	*	<u>6.00</u>						
Graduate courses (B/R 2/94)	*	<u>6.00</u>	N/A	N/A	N/A	N/A	N/A	N/A
<u>Tech Prep Transcription Fee</u>	N/A							

INTERNATIONAL STUDENT FEE

1. Position Statement

The recruitment, admission and advising of international students represents a tremendous cost to the University of Nevada, Reno and University of Nevada, Las

STUDENT LIFE FACILITIES FEE, UNLV

The following fee shall support the planning, construction, and operations of a new student recreation center and a renovation and expansion of the Moyer Student Union. All students have access to the Moyer Student Union. Students required to pay the fee will have full access to the recreation center; students taking three or fewer credits during Fall or Spring will be required to pay a user fee in order to use the Student Recreation Center; this fee will be 125% of the fee charged those students taking more than three credits.

Fall and Spring Semesters

All students taking more than three credits will be charged the following fee per semester:

Effective Spring Semester, 2004	\$61.00
Effective Fall Semester, 2004	\$130.00
Effective Fall Semester, 2005	\$156.00
Effective Fall Semester, 2006	\$173.00

Summer Terms

Effective Summer, 2004	\$11.00 per credit hour (maximum of three credits per term)
Effective Summer, 2005	\$13.00 per credit hour (maximum of three credits per term)
Effective Summer 2006	\$14.50 per credit hour (maximum of three credits per term)

(B/R 8/03)

STUDENT UNION FEE, UNR

Effective Fall Semester 2006, the following fee shall support the construction of a new student union at the University of Nevada, Reno. The fee shall be assessed to all students, per semester, according to the following schedule.

	Fall Semester	Spring Semester
Undergraduate Students		
Taking more than 3 credits	\$94.00	\$94.00
Taking 3 credits or less	\$25.00	\$25.00
Graduate Students		
Taking 7 credits or more	\$97.00	\$97.00
Taking less than 7 credits	\$49.00	\$49.00

(B/R 3/04)

Section 19. Special Course Fees

It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as outlined in this section. The reasons for these exceptions are extraordinary instruction costs due to: (a) individual instruction (e.g., private music lessons), (b) class supplies (e.g., welding), (c) third party charges for use of a facility (e.g., golf), (d) special -5.4(udents)hm(

<u>EDS 486 001, Supervised Internship, Early Childhood Ed.</u>	<u>100.00 per course</u>
<u>EDS 486 001, Supervised Internship, Early Childhood Ed., Out of Area fee*</u>	<u>150.00 per course</u>
CI-551D <u>EDS 487 001, Supervised Internship, Elementary Education/Special Education (B/R 3/03)</u>	100.00 per course
<u>EDS 487 001, Supervised Internship, Elementary Education/Special Education, Out of Area fee*</u>	<u>150.00 per course</u>
<u>EDS 585A 001, Supervised Internship, Elementary Education/Special Education</u>	<u>100.00 per course</u>
<u>EDS 585A 001, Supervised Internship, Elementary Education/Special Education, Out of Area fee*</u>	<u>150.00 per course</u>
CI-551B <u>EDS 585B 001, Supervised Internship, Special Education (B/R 3/03)</u>	100.00 per course
<u>EDS 585B 001, Supervised Internship, Special Education, Out of Area fee*</u>	<u>150.00 per course</u>
<u>EDS 585C 001, Supervised Internship, Early Childhood Ed.</u>	<u>100.00 per course</u>
<u>EDS 585C 001, Supervised Internship, Early Childhood Ed., Out of Area fee*</u>	

4. Great Basin College

A+ Certification (B/R 4/00)

\$334.00 per student

Archeological Site Monitor (B/R 4/00)

410.00 per student

ART 115, Art Appreciation (B/R 3/03)

50.00-1000.00 per semester

5. Truckee Meadows Community College

Accounting Student Kits: ACC 122B, 198B	\$150-250 per kit
Bridge to Academic Success for Learning Disabled Students (B/R 5/98)***	2,500.00
Cosmetology Program - 1800 hours (B/R 4/00)	6,390 per beauty academy
COS 221 B – Cosmetology 1 (B/R 3/04)	235.00 per semester
COS 222 B – Cosmetology 2 (B/R 3/04)	470.00 per semester
COS 223 B – Cosmetology 3 (B/R 3/04)	235.00 per semester

6. Western Nevada Community College

CR 122B Floral Decorating	\$65.00 per course
CRJ 268B (B/R 4/01)	100.00 per course
EA 106B (B/R 4/01)	72.00 per course
Electronics I ET 131B	70.00 per course
Electronics II ET 132B (B/R 3/03)	70.00 per course
ENG 258 - Ashland Theatre Festival (B/R 3/94)	75.00 per course
Interactive Video Courses (Discretionary fee) (B/R 4/01)	Up to \$20.00/credit PLUS any other lab fees
Interactive Video Courses (Fast Track) (B/R 3/03)	15.00 per course
MTL 212 (B/R 4/01)	135.00 per course
MTL 213 (B/R 4/01)	135.00 per course
MTL 217B, Welding III (B/R 3/03)	135.00 per course
MTL 218B, Welding IV (B/R 3/03)	135.00 per course
MTL 290B (B/R 4/01)	135.00 per course
MTL 291B (B/R 4/01)	90.00 per course
MTL 292B (B/R 4/01)	90.00 per course
MTL 293B, Welding III – Practice (B/R 3/03)	90.00 per course
MTL 294B, Welding IV – Practice (B/R 3/03)	90.00 per course
MTL 296B (B/R 4/01)	270.00 per course
MTL 296B AWS Code Preparation	60.00 per course
NSF Returned Check Charge	25.00
OH 102B Beginning Floral Design	60.00 per course
OH 104B Floriculture (B/R 8/92)	60.00 per course
OH 106B Floral Design/Silk	50.00 per course
OH 204B Floral - Welding (B/R 3/93)	60.00 per course
Private Instrument & Voice Lessons (B/R 4/01)	150.00 per course
Prog. Logic MET260B	85.00 per course
RPED 104 Scuba	95.00 per course
RPED 177B (Weight Training) (B/R 4/01)	60.00 per course
RPED 204 Advanced Scuba (B/R 5/93)	95.00 per course
RPED 199B Special Topics (Weight Lifting) (B/R 12/93)	60.00 per course
WNSPOA (POST) CRJ266B (B/R 4/01) (B/R 4/01)	500.00 per course

7. Nevada State College, Henderson

ANTH 400, Field Methods in Prehistoric Archaeology (B/R 3/03)	\$300.00 per course
Counseling Internship	250.00 per course
Credit by Examination	60.00 per course
NURS 317, ATI Nurse Testing Fee	300.00 per course
Supervised Student Teaching (CIE, ESE, ESF, PED)	250.00 per course
Special Education Internship (B/R 3/02)	250.00 per course

8. The above fees are in all cases in addition to the per-credit-hour registration fee. (B/R 5/76)

Section 20. Special Use Fee

- c. Faculty, staff or students may bring one guest at a time for a fee of \$5 per visit.
(B/R 4/00)

\$25.00 late fee is added if 50% of the room and board charges have not been paid prior to July 1st for the Residence and Dining Hall Contract for the upcoming academic year. (B/R 3/03)

\$25.00 late fee is added if 75% of the room and board charges have not been paid by Thursday of the 3rd week of instruction. (B/R 3/02)

\$25.00 late fee is added if 100% of the room and board charges have not been paid by Thursday of the 8th week of instruction. (B/R 3/02)

Summer Session I	\$607.50 per session (3 week session)
Summer Session II and III	\$1,012.50 per session (5 week session)
Private room supplement	\$250.00 per session

(B/R 3/03)

Plus one of the following mandatory meal plans:

<u>Meals per Week</u>	<u>Session I</u>	<u>Sessions II and III</u>
10 meals	\$139.50	\$232.50 (each session)
14 meals	\$195.30	\$325.50 (each session)
19 meals	\$265.05	\$441.75 (each session)

(B/R 3/03)

Summer Session late fees are charged as follows: (B/R 4/93)

\$25.00 late fee is added if the Session room and board fee is not paid in full by the Friday prior to the first day of class for each Session. (B/R 4/93)

Section 22

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Section 23 Residence Hall and Food Service Rates, UNR

1. Food Service

The following meal plan options are available to all students, but freshmen under 21 years of age living in residence halls during the Fall and Spring semesters are required to purchase an academic year meal plan.

a. <u>Fall and Spring</u>	<u>Academic Year Rate</u>
	<u>2004-05</u> <u>2005-06</u>
1. PLATINUM	\$ <u>3,395</u> <u>3,595</u>
2. GOLD	<u>3,225</u> <u>3,365</u>
3. SILVER	<u>2,995</u> <u>3,095</u>
4. BRONZE	<u>2,595</u> <u>2,675</u>

(B/R 3/04)

The above academic year meal plan rates are payable fifty-five percent in the Fall semester and forty-five percent in the Spring semester. The spring-only rate is fifty percent of the annual rate.

b. Summer Programs

Summer school residents and other students may purchase meals on a daily cash basis or purchase a more economical meal plan. The UNR/Tokyo Program students in residence on campus must purchase a meal plan. Summer conferences will ordinarily

c. Summer Session Students

Summer session rates for students are for room only and are ~~\$13.00~~13.75 for a non air conditioned double room, ~~\$14.00~~14.75 for an air conditioned double room, ~~\$21.50~~23.00 for

part upon the termination of the rental agreement and the peaceful surrender of the rented premises with the premises left in a clean and habitable condition (ordinary wear excepted) and with a complete inventory of furnishings. Inspection will be made by an authorized agent of the University. (B/R 3/04)

Rent not received by 5:00 p.m. on the eleventh (11th) day of the month will be considered delinquent and will be subject to a 10% late charge. Rent or other charges not paid by the twenty-fifth (25th) of the month when due will result in termination of the rental agreement on the last day of the month when due and an additional charge equivalent to 30 days of rent in lieu of 30 days notice. (B/R 5/95)

~~2. Other apartments and houses owned by the University shall rent as follows:~~

<u>* Apartments</u>	<u>Effective July 1, 2004</u> <u>(Monthly Rent*)</u>
819 Center St.	\$535.00
128 College Drive	590.00
1045 Cooper Ct.,	550.00
Apts. #'s 1, 2, 3, 4, 5, & 6	
1048 Sierra St.	700.00
Apt. A*	
1048 Sierra St.	550.00
Apts. B, C	
1125 ½ Evans Ave.	450.00
61 Galen Place	640.00
63 Galen Place	640.00
65 Galen Place	640.00

1137 Evans Avenue ²	1,225.00
1147 Evans Avenue	985.00
821 N. Center St.	775.00
1034 N. Sierra	790.00

(B/R-3/04)

~~\$1,250.00~~ \$1,400.00

- b. Extended Semester Rates (Available for students attending 48-week occupational programs)

~~\$1,500.00~~ \$1,650.00

Two to three students will share a suite consisting of 2-3 bedrooms, a kitchen, living area, and bathroom. Each student will have his/her own bedroom. All utilities are included except for telephone and cable television.

- c. Other fees associated with the Residence Suites

Deposit	\$100.00
Housing Agreement Process Fee	50.00
Cancellation Charge	100.00
Winter Break	100.00
Key Replacement	5.00
Mail key Replacement	40.00

Note: These additional fees are not included in the residence hall rates described above. The application-processing fee is non-refundable. Full refund of the deposit is made only the housing agreement contract is fulfilled.

Students may choose to pay in full before the start of the semester or they may choose to pay in four scheduled installments. Students that pay in full before the start of the semester will receive a \$50.00 discount. Students who choose to make installment payments will be charged a \$25.00 late fee if they are 5 or more days late.

- d. Refund of Residence Suite and Dorm Room Fees

Room charges are refunded upon complete withdrawal from school according to the following schedule:

1-2 weeks	75%
3-6 weeks	50%
7-8 weeks	25%
9-16 weeks	No refund

(B/R 3/03)

4. Married and Family Apartment Rates

Two-bedroom apartment ~~\$450.00~~ \$500.00 per month
Three-bedroom apartment ~~\$500.00~~ \$550.00 per month
(Utilities are not included)

Deposit	\$250.00
Housing Agreement Process Fee	50.00
Cancellation Charge	250.00
Key replacement charge	5.00

Mail key replacement charge 40.00

Students will pay fees on a monthly basis. If payment is 5 or more days late, a late fee of \$25.00 will be assessed. Students will sign a lease consisting of the length of the semester and will be assessed a cancellation charge should they move out before the lease is complete. No refunds will be given.

(B/R 3/03)

5. Summer Session

Student in the residence suites and dorm rooms will pay a pro-rated amount dependent upon the amount of time they occupy the room. Married and family residents will pay on a monthly basis and may stay through the summer as long as they intend to register for classes in the subsequent Fall semester.

(B/R 3/03)

Section 27. Technology Fee

Beginning Spring 2000 a technology fee of \$4.00 per credit hour will be charged.

(B/R 12/99)

**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 18

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Sections 1-18

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Section 19. Nevada State Nursing Loan Program (formerly Chancellor's Memorandum #02-01)

The nursing loan funds are available to eligible nursing students in amounts up to \$2,000 per semester for university students and up to \$1,700 per semester for state college and community college students.

The loan process is governed by a formal contract between the student and UCCSN. The nursing loans funds may be used for the fees, books, and living expenses incurred by the eligible students. The eligibility criteria, loan application procedures, and repayment requirements are outlined in the Board of Regent's Handbook (Title 4, Chapter 18, Section 19), which is appended to this memorandum.

As proscribed by Assembly Bill 378, loan funds not disbursed to nursing students by the close of fiscal year 2002 may be balanced forward for disbursement as student loans during fiscal year 2003. In addition, allocated loan funds not disbursed will be made available to other institutions of the System having unmet student needs consistent with the policy of the Nursing Loan Program. All loan funds not disbursed to students by June 30, 2003, will revert to the Trust Fund for Public Health. Loan repayments of principal and interest, net of collection costs, must ultimately be deposited to the State Treasury in Budget Account 1091, the State account established for the Trust Fund for Public Health.

Assembly Bill 378 did not establish a mechanism to account for the un-disbursed loan funds, nor establish a timeline to deposit the loan repayments to the Trust Fund for Public Health. Therefore, each UCCSN institution shall be required to provide an accounting to the System Administration Office of the loan disbursements and repayments on an annual basis as part of the year-end reconciliation process for State Appropriations and Authorizations. To mechanically account for the loan disbursements and repayments, a two-step, year-end process is necessary.

ACCOUNTING PROCEDURES

1. Each institution will prepare a Reconciliation Worksheet at the close of the fiscal year to be submitted to the System Administration Office that separately identifies the amount of

nursing loans disbursed to students, the remaining balance of funds available to be loaned to nursing students, and the loan payments collected from the nursing students during the course of the fiscal year.

2. Based upon the information recorded on the Reconciliation Worksheets completed by each campus at the close of the fiscal year, the System Administration Office will prepare the State Work Programs required for (a) balancing forward to fiscal year 2003 the loan funds that were not disbursed to students during fiscal year 2002, (b) reverting to the Trust Fund for Public Health the nursing loan funds remaining after June 30, 2003, and (c) depositing the loan repayments to the Trust Fund for Public Health.

NEVADA NURSING LOAN PROMISSORY NOTE

Section A: Borrower Section		
1. Name (last, first, middle initial) and Permanent Address (street, city, state, zip code)	2. Social Security Number	
	3. Date of Birth (mm/dd/yyyy)	
	4. Area Code/Telephone Number	
	5. Driver's License Number (List state abbreviation first)	
Section B: School Section		
6. School Name & Address (street, city, state, zip code)	7. Borrower Status oHalf-time or greater oLess than half-time	8. Annual Interest Rate 5%
	9. Loan Amount:	10. Loan Period

11. Monthly Payment Amount: _____

TERMS AND CONDITIONS:

APPLICABLE LAW - The terms of this Nevada Nursing Loan Promissory Note (hereinafter called the Note) and any disbursements made under this Note shall be interpreted in accordance with Board of Regents Handbook, Title IV, Chapter 18, Section 18 and Nevada law. All sums advanced under this Note are subject to the Board of Regents regulations.

REPAYMENT - I am obligated to repay the principal and the interest that accrues on my loan(s) to the above-named institution (hereinafter called the School) over a period beginning 12 months after the date I cease to be at least a half-time student at an institution of higher education and ending 10 years later, unless I request in writing that my repayment period begin sooner. I understand that the School will report the amount of my installment payments, along with the amount of this loan to at least one national credit bureau. Interest on this loan shall accrue from the beginning of the repayment period. My repayment period may be shorter than 10 years if I am required by my School to make minimum monthly payments. My repayment period may be extended during periods of deferment or hardship, if approved by the School, and I may make graduated installments in accordance with a schedule approved by the School. I will make my installment payments in equal monthly installments as determined by the School. The School may round my installment payment to the next highest multiple of \$5. I will make a minimum monthly payment of \$50 in accordance with the Minimum Monthly Payment Section of the Terms and Conditions contained on the reverse side of this document.

LATE CHARGES - The School will impose late charges if I do not make a scheduled payment when due or if I fail to submit to the School on or before the due date of the payment, a properly documented request for any of the deferment or cancellation benefits as described below. The School has the sole discretion to determine whether to grant my request for any of the deferment or cancellation of loan as described below. Late charges will be in the amount of 8 percent of the installment or \$4, whichever is greater, but not more than \$15. The School may add the late charges to principal the day after the scheduled payment was due or include it with the next scheduled payment after I have received notice of the charge, and such notice is sent before the next installment is due.

CANCELLATION/DEFERMENT - I may apply for a cancellation or deferment of my loan. If I meet the eligibility requirements for a cancellation of my loan, the institution may cancel up to 100 percent of the outstanding principal loan amount. Information on eligibility and application requirements for deferments and cancellations is provided on page 2 of this Note. I am10.a1tsTae73821 0 TD-0.0094 Tc0.0003 Tw(th)-6.sol(f2(sub)-6.r

TERMS AND CONDITIONS (cont.)

GRACE PERIODS - I will receive an initial twelve-month grace period before the first payment of my Nevada Nursing Loan must be made. Interest does not accrue during the initial grace period. The twelve-month initial grace period for Nevada Nursing Loans does not include any period up to 3 years during which I am called or ordered to active duty for more than 30 days from a reserve component of the Armed Forces of the United States, including the period necessary for me to resume enrollment at the next available enrollment period. I must notify the School that made my loan of the beginning and ending dates of my service, and the date I resume enrollment. If I am in my initial grace period when called or ordered to active duty, I am entitled to a new twelve-month initial grace period upon completion of the excluded period.

~~PREPAYMC (code) (judgment/marital deduction) (independent) (unpaid) (if called) (month initial balance) (plus interest)~~

principal loan amount for the fifth year plus any accrued interest remaining to bring the outstanding loan amount to zero. No cancellation credit will be given for partial years worked.

The School may cancel this loan if I die or become totally and permanently disabled. I understand and agree that I must provide documentation acceptable to the School of any claimed disability.

Important Notice

**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 20

