



## Additional Information on Claiming Tuition Benefits

### Benefits Eligibility Form

The Benefits Eligibility Form includes the following questions for Account Holders:

1) Will the Beneficiary be using tuition Benefits in the Fall semester?

If yes, we ask that you provide us with the name and location of the college that has been chosen by your Beneficiary.

2) Does the type of college selected by your Beneficiary match the tuition plan of your Account?

- For example – If your Account is for a University Plan and your Beneficiary will be attending a 4-year college, the type of college selected by your Beneficiary matches the tuition plan of your Account. However if your Account is for a University Plan and your Beneficiary will be attending a 2-year Community College, the type of college selected by your Beneficiary does not match the tuition plan of your account..
- If the type of college does not match the tuition plan of your Account, then do you want to convert your Account to a tuition plan that matches the type of college that your Beneficiary will attend?
- Please note that if you have started using your tuition Benefits, you **cannot convert** your Account.

3) Does the Account Holder want to delay use of tuition Benefits?

Your Beneficiary has the number of years purchased in your Contract – plus 10 years – to use all tuition Benefits (See *Article VI – Payments to Eligible Institutions* in your Contract).

If you lose or misplace this form, you may download the [Benefits Eligibility Form](#) from our website. You also may contact our office via email at [accounts@collegesavingsmd.org](mailto:accounts@collegesavingsmd.org) or call us at 1-888-4MD-GRAD and select option #2, then option #1. Please note that that the Maryland Prepaid College

Trust **will not** pay tuition Benefits on behalf of your Beneficiary if a valid social security or tax ID number was not provided. Also, all payments due, including any assessed late fees, must be paid prior to your use of tuition Benefits.

### **Benefits Claim Form**

In June (for the fall semester) and again in November (for the spring semester), the Prepaid College Trust will mail a Benefits Claim Form to Account Holders who are eligible to use tuition Benefits.

Please indicate on the Benefits Claim Form whether you want the Prepaid College Trust to:

- Pay your tuition Benefit directly to the college;
- Request reimbursement for eligible college expenses that have been paid. If you opt to make the payment directly to the college due to time constraints or for other reasons, the Prepaid College Trust will reimburse you for the amount paid towards Tuition up to the Benefit available under your Prepaid College Trust Contract.
- Delay use of tuition Benefits - Even though a college may have been specified on your Benefits Eligibility Form and you indicated your intention to use Benefits, you again have an opportunity on the Benefits Claim Form to delay use of your tuition Benefit, in case your Beneficiary makes a later decision to delay college attendance or receives a scholarship.

**If your Beneficiary has received a scholarship, grant, tuition remission, or attends a U.S. military academy, please complete the remaining section of the form.** Otherwise, you may proceed to sign and date the form, attach the required documentation, and return the form and your documentation to our office.

1. *"Pay the remainder of Tuition up to my tuition Benefit."* This option applies to:

- Beneficiaries attending a Maryland public college who receive partial scholarships; or
- Beneficiaries attending a private or out-of-state college whose Tuition is higher than the Weighted Average Tuition of the Maryland public colleges (WAT).

If your Beneficiary is attending an Eligible Institution that is a private or out-of-state college as a full-time student, the Prepaid College Trust will pay up to one-half of the Weighted Average Tuition (WAT) for each semester (or the equivalent if the college uses a system other than a semester system). The WAT for a

University Plan for the Fall 2007 Semester is \$3,918.50. Examples are as follows:

- Beneficiary A is a full time student who attends a private or out-of-state college that charges \$15,000 for Tuition.

- Beneficiary A receives a scholarship in the amount of \$10,000.

- Tuition due is \$5,000.

- We would pay your full tuition Benefit of \$3,918.50 towards the \$5,000 Tuition due.

- Beneficiary B attends the same college that charges \$15,000 for Tuition, but receives a scholarship in the amount of \$13,500. You must use \$1,500 of your tuition Benefit to pay the remainder of the Tuition due. In this case, your remaining tuition Benefit would be \$2,418.50 (\$3,918.50 - \$1,500.00) and may be used in any of the following ways:

1) To pay towards other Qualified Higher Education Expenses such as non-mandatory fees, room and board and books (Option #2 on the form); and/or

2) You may request a scholarship refund (Option #3 on the form). This means that you, as the Account Holder, may request a refund in the amount that would have otherwise been paid to the college. Please be aware that there are tax implications for any refund. (For more information, please refer to your Contract under *Article VII, Termination, Transfer, and Refund*, and the Operations and Additional Information section of the 2007-2008 Disclosure Statement); and/or

3) You may defer your remaining tuition Benefit for future use (Option #4 on the form). This remaining tuition Benefit becomes Unused Benefits (see *Article IV – Benefits* in your Contract) and may be used at a later date, transferred to another eligible Beneficiary, or requested as a refund.

Once you have received an invoice from the college, please mail the completed Benefits Claim Form, which must include the Account Holder's signature and any other required documentation to:

Maryland Prepaid College Trust  
217 E. Redwood Street, Suite 1350  
Baltimore, MD 21202

**For timely Benefits payments to colleges, please ensure that our office receives your completed Benefits Claim Form, signed by the Account Holder, along with the legible and itemized invoice from the college and**

**any other required documentation at least 10 business days prior to the payment due date on the invoice.**

**If this form is not complete** (signature or necessary information missing), **the processing of your tuition Benefits payment from the Prepaid College Trust to you or to the college will be delayed until the required signature and any other required documentation are received by our office.**

If you lose or misplace this form, you may download the Benefits Claim Form from our website at [www.collegesavingsmd.org](http://www.collegesavingsmd.org). Go to the "Current Customers" "Changes To Your Account" "Forms" "Prepaid College Trust" section. You also may contact our office via email at [accounts@collegesavingsmd.org](mailto:accounts@collegesavingsmd.org) or call us at 1-888-4MD-GRAD and select option #2, then option #1.

**Prepaid College Trust pays tuition Benefits to the College or reimburses the Account Holder**

When the Prepaid College Trust receives your completed and signed Benefits Claim Form, along with the invoice from the college and any other required documentation on a timely basis, your tuition Benefit payment will be made **according to the due date provided on the invoice from the college.**