



The State of New Hampshire
Insurance Department

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Roger A. Sevigny
Commissioner

Alexander K. Feldvebel
Deputy Commissioner

February 16, 2016

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The New Hampshire Insurance Department requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$1,250.

INSTITUTION:	College for America at Southern New Hampshire University
COURSES:	12 Completed Projects April 1, 2016 – September 30, 2016
EMPLOYEE:	Marlene Sawicki Research Assistant
DISTRIBUTION CODE:	Funds to be encumbered from the following account: 02-24-24-24010-25200000-066-500544 Employee Training / Educational Training (Tuition)
TOTAL TUITION COST:	\$1,250
STATE SHARE:	\$1,250-Agency Income
SOURCE OF FUNDS:	Insurance Department Administrative Assessment

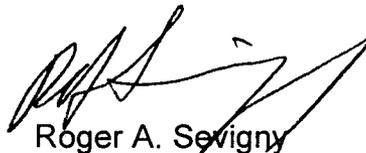
EXPLANATION

College for America at Southern New Hampshire University has partnered with the State of New Hampshire to provide state employees with low-cost, competency-based associate and bachelor degree programs.

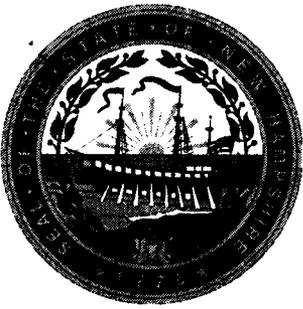
This employee was hired by the Department as a Program Assistant II on May 14, 2012 and was promoted to a Research Assistant on January 25, 2013. Ms. Sawicki completed her Associates Degree in February 2016 from College for America and will be pursuing a Bachelor of Arts in Management with a concentration in Public Administration from College of America. In her current role, she provides research assistance and administrative support to the Legal Unit for the New Hampshire Insurance Department. Further development of the employees understanding of public sector administration and knowledge of management practices will build upon the employee's competency in interfacing with insurance carriers, consumers and interagency personnel. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

The employee will be completing projects on her own personal time. A fully executed tuition agreement is attached.

Respectfully submitted,



Roger A. Sevigny



STATE OF NEW HAMPSHIRE

EDUCATIONAL TUITION AGREEMENT

COLLEGE FOR AMERICA

AGREEMENT dated this 16 day of February 2016 by and through the New Hampshire Insurance Department (hereinafter referred to as the "State") and, Marlene Sawicki (hereinafter referred to as the "Recipient")

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay "per approval by Governor and Council" to the College for America the sum \$1,250 which monies shall be used for the sole purpose of enrolling the Recipient in a program for 12 projects to be earned within a 6 (six) month term being offered by College for America. The 6 month term shall commence on April 1, 2016 and will terminate on September 30, 2016.
2. The Recipient shall complete assigned projects in the 6 month term listed in paragraph 1.
3. Recipients enrolled in College for America shall provide documentation supporting projects completed per 6 month term.
4. Should the Recipient fail to complete any project during the 6 month term in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, within 60 days from the date the term was to terminate, provided, however, that if more than one project was completed during the 6 month term, listed in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
5. Upon the satisfactory completion of the 6 month term named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for the period of twelve (12) months.
6. Should the Recipient breach any of the conditions set forth in paragraphs 3 and 4, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to this Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hand on the date first above written.

RECIPIENT

THE STATE OF NEW HAMPSHIRE

Marlene M Sawicki
Marlene Sawicki

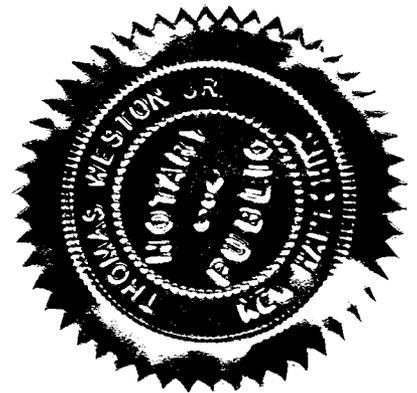
BY: [Signature]
Roger A. Sevigny, Commissioner

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

On this the 17TH day of, FEBRUARY, 2016,
before me, THOMAS WESTON JR., the undersigned officer,
personally appeared, MARLENE M. SAWICKI, known to me (or
satisfactorily proven) to be the person whose name is subscribed to the within instrument and
acknowledged that she/he executed the same for the purposes herein contained.

In witness whereof, I hereunto set my hand and official seal

[Signature]
(Signature of notarial officer) EXP 3/25/2020



(Seal if any)

Justice of the Peace, State of New Hampshire

My commission expires _____



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Student Enrollment Agreement for Bachelor of Arts Degree

This document serves as an agreement between College for America (CfA) at Southern New Hampshire University (the University) and the undersigned student related to the terms of the enrollment in a Bachelor of Arts (BA) degree program.

Program Enrollment: The student hereby confirms enrollment with CfA in a Bachelor of Arts (BA) degree program. The student acknowledges that continued enrollment at CfA is contingent upon compliance with the policies set forth in the CfA Academic Catalog, which is hereby incorporated in this Student Enrollment Agreement in its entirety.

Enrollment Term: Enrollment terms are 6 months in length and start on the first day on the month.

Accreditation: CfA at Southern New Hampshire University is accredited by the New England Association of Schools and Colleges, Inc., (NEASC) through its Commission on Institutions of Higher Education.

Transfer of Credits and Competencies Mastered at Other Educational Institutions:

I understand that:

- Regardless of my ultimate intention to pursue a BA degree through CfA, if I enter CfA without an associate's degree from an accredited college or university or with fewer than 60 credits from an accredited college or university, I must begin by mastering 120 Core Competencies, for which I will earn an associate's degree (AA) from CfA.
- If I enter CfA with an AA or AS degree from an accredited college or university, including the CfA AA, I am entitled to bypass the AA degree and proceed directly to the BA program, provided I have met or will be able to meet CfA's General Education requirements by the time I graduate.
- If I enter CfA and have an associate's degree from an accredited college or university that is other than an AA or AS (e.g., an AAS) or I have already earned 60 college credits from an accredited college or university, my placement will be evaluated on a case-by-case basis to determine whether or not I am entitled to bypass the AA degree and proceed directly to the BA program.

Transfer of Competencies Mastered or Credit Equivalencies to Other Educational Institutions: The University shall award three college credits for each CfA Goal that is mastered, up to 60 additional credits for the BA, for a total of 120 credits. The student acknowledges that transfer of these credits, the related competencies, or the degree earned at CfA to another educational institution is at the discretion of the receiving institution and is not guaranteed. The student should contact the educational institutions to which the student may want to transfer to determine if such institutions will accept the course credits, competencies or degree earned at CfA.

Graduation Requirements: The degree will be awarded to the student upon satisfaction of all requirements including completion of all assigned projects, attainment of mastery in all 120 advanced competencies, and satisfaction of all financial obligations to the University.

Tuition and Fees: Tuition is \$1,250 per 6-month term. Additional fees that may be assessed include Paper Transcript Fee (\$7), Electronic Transcript Fee (\$5), Returned Payment Fee (\$35), Duplicate Diploma Fee (\$30) and Rush Fee for Transcript/Diploma (\$20). The student is solely responsible for all costs related to appropriate computer equipment and accessing an online Internet Service Provider.

Billing and Payment Policy: Student bills will be generated on the 1st of the month at the start of the term. Full payment is due by the 28th of the month, unless other approved payment arrangements are made in advance. Students who complete their AA degree at College for America are eligible to begin the BA on the 1st day of the next month, provided they completed the AA before the 25th of the month. Such students will continue in their existing term and billing cycle from the AA program."

Payment Options: Payment must be made in U.S. funds, by check on a U.S. bank, credit card, bank card, bank wire, or money order.



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Payment Plan: In order to participate in a payment plan, the student must sign a Payment Plan Contract and authorize the University to deduct monthly automated payments from a debit/credit card. If the student fails to make any scheduled payment the University reserves the right to cancel the Payment Plan Contract and the balance of tuition will become immediately due or access to the online program will be terminated.

Deferred Tuition Plan: A student receiving tuition benefits from an employer may qualify for deferred tuition. A student on a Deferred Tuition Plan Contract may carry a one-term outstanding balance, allowing the student to register for the next term while not being assessed interest charges. Eligibility is based on completion of a Deferred Tuition Plan Contract prior to the payment due date. The Deferred Tuition Plan Contract must be renewed annually.

Trial Period of Enrollment: A student is offered a trial period of enrollment for the first 30 days of the first term of the program (i.e. entering directly into the BA program at the 120 advanced competency level). This trial period allows the student to participate in the program before deciding to make a financial commitment. The student is not considered to be fully enrolled until the completion of the trial period. During this time the student does not incur a financial obligation or earn federal Title IV financial aid as a regular student. Any competencies earned during the trial period will not be considered mastered unless the student fully enrolls. At the completion of the trial period the student will become fully enrolled and responsible for all charges, including those incurred during the trial period.

Any student who attends during the trial period and who wishes to receive federal Title IV student aid funds after becoming fully enrolled must meet all other student eligibility criteria as provided in the federal regulations. Once determined to be fully enrolled, an otherwise eligible student becomes eligible for federal Title IV student aid funds for the entire term, which includes the trial period.

Students who wish to withdraw prior to the end of the trial period should contact their Learning Coach and complete a Withdrawal Form.

Withdrawal and Cancellation of Enrollment Agreement: The student must contact a Learning Coach and complete a Withdrawal Form to withdraw from CfA. The last date of attendance on the Withdrawal Form will be used to compute any applicable refund. Students may be dismissed for failure to make Satisfactory Academic Progress (SAP) as defined in the SAP Policy; for non-payment of tuition in accordance with the Payment Policy; or failure to comply with Student Policies.

Cancellation and Refund Policy: With the exception of the first term, for which there is a 30 day trial period, students have 14 days from the start of the term to cancel enrollment and receive a full refund of any tuition paid for that term. If the student withdraws after the 14 day period, the student will be responsible for the full tuition amount.

If the student withdraws or is dismissed from CfA, the University and/or the student may be required to return a portion of any Federal Title IV financial aid received. A Return of Title IV calculation will be performed for any student who has or could have received Federal Title IV financial aid to determine the amount of federal aid that must be returned to the federal government by the University and the student.

Credit Policy: Any outstanding balance after the due date may be sent to third party collections. An account sent to third party collections may be subject to collection (up to 40% of the total amount due) and legal fees. All former collections accounts must pay up front for any future classes.

Employer/Affiliation Verification: One requirement for admission to CfA is to be employed by or affiliated with a partner organization. I hereby certify that I am currently employed or affiliated with {{company_es_:signer1}}. If for any reason, this statement certifying my employment or affiliation at this time of admission is later found to be untrue, I understand that I will not have met an admission requirement for the program and could be subject to immediate dismissal. This is a requirement of admissions only, and not a requirement of continued enrollment. If I leave my employer or affiliated employer after being admitted and enrolled, it will not affect my enrollment status.

Applicant initial that you have read the above Employer/Affiliation Verification {{Int_es_:signer1:initials}}

Engagement and Attendance: Students are expected to engage in academic activity every week. Kudos is the indicator of a student's recorded educational activity. An unofficial withdrawal process is initiated if there is no recorded educational activity in any consecutive two-week period during a term. If no educational activity occurs, at



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21 days an administrative representative will conclude the student is no longer engaged in the program and will formalize the withdrawal.

For the first term at College for America, students are required to master at least one competency by Day 30; Students not mastering at least one competency by Day 30 will be automatically withdrawn on Day 31.

Applicant Initial that you have read the above Engagement and Attendance Policy {{Int_es_:signer1:initials}}

Student Acknowledgement: I have received and read a copy of the College for America at Southern New Hampshire University Student Enrollment Agreement and agree to the terms set forth herein. I understand that this agreement becomes binding when signed by me and received by College for America at Southern New Hampshire University.

APPLICANT SIGNATURE  Designed by:
Marlene Sawicki
EX081E/SMP/CASA

DATE 2/16/2016