



Florida Prepaid Billing Change / Cancellation Request

Name: <input style="width: 90%;" type="text"/>	Emplid: <input style="width: 90%;" type="text"/>
Address: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>

Change Requested:

Billing Semester / Year:

Cancel Prepaid Billing OR Only Bill Prepaid For: _____ Credit Hours

By signing this notice to cancel or change my Florida Prepaid College billing for one semester, I understand that:

1. I am financially responsible for all tuition and fees which includes the Differential Fee.
2. This form must be submitted to the Office of Student Business Services - Cashiers no later than the fifth day of each semester. Forms submitted after this date will not be accepted.
3. Accounts not paid by the posted tuition payment deadline will be assessed a \$100 late payment fee. Accounts not paid in full by the tuition payment deadline will be subject to cancellation due to non-payment, will be prevented from registering for courses, receiving official transcripts and diploma. This applies to cases of partial billings in which Florida Prepaid has not paid by the end of the term.
4. Florida Prepaid College Program billings for on campus housing are to be cancelled through the University Housing Office.
5. If this is for a partial billing, I am responsible for notifying FSU's Florida Prepaid Coordinator regarding any changes in credit hours for the semester.
6. If I receive financial aid and I have not completed these requirements by early disbursement of aid, my tuition may be deducted from my financial aid funds. I will not receive a refund until tuition and fees are paid in full to the University.
7. I can only submit one change/or cancellation request per term. Once the Florida Prepaid Billing on my account has been cancelled or reduced, I understand that the billing cannot be reinstated or further reduced or increased.
8. If I have questions, I will direct inquiries by fax, e-mail, U.S. mail, or in person to the attention of the Third Party Billing Section. Fax: (850) 644-5142 or E-mail: StudentBusiness@fsu.edu

Student Signature Date

Office Use Only Below This Line:

Received by: Date

Billing Updated / Removed by: Date