

PHSC

PASCO-HERNANDO STATE COLLEGE

FLORIDA PREPAID AUTHORIZATION/ADJUSTMENT REQUEST

If you wish to authorize the use of Florida Prepaid, make adjustments to the number of credits being used or stop authorization to utilize your Florida Prepaid funds, please complete the below form and submit prior to the last day of the published drop refund period for your courses. If you are authorizing the usage of Florida Prepaid, PHSC will bill for the total number of credits you are enrolled in unless a specific request has been made to only process partial credits.

Florida Prepaid authorization/adjustment forms may be submitted by any of the following methods:

- Email from PHSC student email as an attachment to: student_accounting@phsc.edu
- Drop off at the Student Financial Services office on the West Campus, Building B, Room 101

***Please allow up to 2 business days for processing. (Requests will not be processed during college closures for holiday/breaks)**

(Please print)

Last Name: _____ First Name: _____

Banner Student 'P' ID #: **P** _____ Last 4 of SSN: _____

Phone # : ____ (_____) _____

FL PREPAID REQUEST FOR: **(must complete - select one option only)**

☐ FALL ☐ SPRING ☐ SUMMER **or** ☐ INDEFINITELY, STARTING CURRENT TERM

I AM REQUESTING TO: **(must complete - select one option only)**

- ☐ Use my FL Prepaid for the above requested timeframe.
- ☐ Use my FL Prepaid every term until all eligibility is exhausted or a subsequent request is submitted.
- ☐ Remove FL Prepaid from my account for the above requested timeframe.
- ☐ Remove FL Prepaid from my account indefinitely or until a subsequent request is submitted.
- ☐ Use a partial number of FL Prepaid credits for the above requested timeframe. **Number of hrs to use:** _____

Student Signature: _____ Date: _____

By signing this form, you are authorizing Pasco-Hernando State College to make adjustments to your FL Prepaid account billing, as indicated above. Any fees not covered under the FL Prepaid funding, includes distance learning fees, lab fees and other miscellaneous fees, are the responsibility of the student and must be received by the fee due date. If for any reason payment is not received from FL Prepaid, the outstanding balance will be transferred to the student and will be due immediately. If the outstanding student fees are not paid in full, this debt may be referred to an outside collection agency and to the appropriate credit bureaus and collection cost will be added to the student account, as outlined in the college catalog and the registration terms and conditions. For questions concerning your Florida Prepaid Tuition Plan, please contact Florida Prepaid at: (800) 552-4723.