

VALENCIA COLLEGE

FLORIDA PREPAID ADJUSTMENT AUTHORIZATION

If you wish to make adjustments to your Florida Prepaid billing, please complete the information below and submit, prior to the last day of the published drop refund period. This form must be submitted every semester you wish to make adjustments to the Florida Prepaid credit hours on your student account. Otherwise, the maximum amount that can be billed will be applied.

Florida Prepaid Adjustment forms, may be submitted by any of the following:

- Email as an attachment to: accountsreceivable@valenciacollege.edu
- Drop off at the Business Office on East, West or Osceola Campus.

***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: _____

VID: _____

PHONE #: _____

SEMESTER: (please check term below)

- FALL
- SPRING
- SUMMER

I AM REQUESTING TO:

- Remove Florida Prepaid from my account for the semester noted
- Use a partial amount of Florida Prepaid credits: Number of hours: _____

Student signature: _____ Date: _____

By signing this form, you are authorizing Valencia College to make adjustments to your Florida Prepaid, as stated above. All fees not paid by Florida Prepaid are the responsibility of the student and must be received by the fee due date. If for any reason payment is not received from Florida Prepaid, the FLPP credit will be removed from the student account, and the balance will be owed to the college immediately. If student fees are not paid in full, these debts may be referred to an outside collection agency and to the appropriate credit bureaus, and collection costs will be added the student account. For questions concerning your Florida Prepaid Tuition Plan, please contact Florida Prepaid at: (800) 552-4723.