

Customer Information:

**Name of Account Owner or Authorized Representative
of Business/Organization/Trust**

(____) _____ - _____
Daytime Telephone Number

Plan Number

Name of Beneficiary (Student)

Following is information about the Florida Prepaid College Plan unavailable dorm refund policy.

If a Beneficiary attends a school that offers dormitory housing, but is unable to use the Dormitory Plan due to insufficient housing space, then the Account Owner may request a refund for the average amount payable under the Contract to the school for that semester.

**UNAVAILABLE DORMITORY REFUND REQUEST
ACCOUNT OWNER AUTHORIZATION**

To request an unavailable dormitory refund, the Account Owner must submit:

1. This Unavailable Dormitory Refund Form;
2. A copy of the class schedule, which must include the total number of credit hours for the semester; AND
3. The Unavailable Dormitory Confirmation, as described below, or, if applying for the second semester in the same academic year, a copy of the lease signed due to insufficient housing for the prior semester.

Please submit the request to PO Box 6567, Tallahassee, FL 32314-6567 or by fax to (850) 309-1766.

**UNAVAILABLE DORMITORY CONFIRMATION
PROOF FROM SCHOOL**

A letter of email, on school letterhead, confirming either:

1. Student was not permitted to submit an application due to school policy regarding on-campus students; OR
2. Student applied within deadline and the housing terms and conditions of the school and is:
 - a. On a waiting list for housing;
 - b. Denied housing due to unavailability; or
 - c. Denied housing due to limited availability of medical accommodations.

I request a refund due to unavailable housing for the beneficiary listed on my prepaid plan.

Account Owner Signature – REQUIRED for Authorization

Date