



Florida Prepaid College Plan Unavailable Dormitory Refund Form

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 student is unable to use the dormitory plan due to insufficient housing space, the account owner may provide proof from the university housing authority of dormitory unavailability on a semester by semester basis and receive a refund. Refunds will be based on the following types of insufficient housing requests:

DORMITORY SPACE IS UNAVAILABLE- If a double-occupancy, air-conditioned dormitory room is not available for the Beneficiary at a State University during the fall or spring semester, the Account Owner may request a refund equal to the average of the Dormitory Fees payable under the Beneficiary’s contract to the State University for approved dormitories at the State University attended by the Beneficiary for the semester during which housing is unavailable.

DORMITORY SPACE NOT OFFERED- When a State University does not offer a double-occupancy, air-conditioned dormitory room, the Account Owner will receive the average of the amounts payable for an eligible double-occupancy, air-conditioned dormitory room in the State University System under the Beneficiary’s prepaid plan.

To receive an unavailable dormitory refund, the Account Owner must submit a signed, written request for an unavailable dormitory refund and provide proof from the university housing authority of dormitory unavailability or an equivalent. Equivalent replacements for an insufficient housing letter are an e-mail from the school’s administration to the Beneficiary indicating dormitory unavailability for the semester or a website message indicating dormitory unavailability to a logged on beneficiary.

An Account Owner may request an unavailable dormitory refund for a second semester in the same academic year provided that the Account Owner submits a signed, written request for the unavailable dormitory refund, the Beneficiary’s class schedule with the total number of credit hours for that semester, and a copy of the housing lease that the Beneficiary had to sign due to the insufficient housing letter received in the prior semester.

UNAVAILABLE DORMITORY REFUND FORM

- The *Account Owner* of the prepaid plan must sign and date below.
- Attach a copy of the school housing authority’s notice of dormitory unavailability or an equivalent. It must be for the same academic year you are requesting the unavailable dormitory refund.
- Attach a copy of the student’s class schedule for the semester you are requesting the unavailable dormitory refund. It must include a total number of credit hours for the semester.
- Return this form and the required documentation described above to: Florida Prepaid College Board, P.O. Box 6567, Tallahassee, FL 32314-6567, or FAX to: (850) 309-1766.

Unavailable dormitory refunds are paid by semester and must be re-requested, in writing, each semester.

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

Account Owner Signature – REQUIRED

Date