

PENSACOLA STATE COLLEGE

FLORIDA PREPAID COLLEGE FUND PROCEDURES

Follow the steps below to activate your use of your Florida Prepaid College Fund.

For first-time Pensacola State College students, you must complete the college admissions process by submitting the admissions application to the Admission's Office and paying the one-time application fee.

The Florida Prepaid College Fund Form is available from the Cashier Office on each campus. It is also on the college's website: <http://www.pensacolastate.edu/students/sformsApps.asp>

1. Enroll in your classes for the first semester in which you wish to use your Florida Prepaid.
2. You should check your Florida Prepaid College Fund account to determine how many credits of eligibility you have prior to the start of an academic year before completing the form. We will NOT input credits of eligibility if you do not have that eligibility.
3. You must complete and sign the Florida Prepaid College Fund form and submit it to the Cashier Office. List your anticipated enrollments for each term.

NOTE: Please notify the Cashier Office if your enrollment status exceeds your original anticipation.

To avoid delays, you may submit the form in one of the following methods:

- a. Fax the completed form to: (850) 484-1548
You must allow a 24-hour turn-around period for processing once the form has been received in the Cashier Office.
 - b. Mail the completed form to:
Cashier Office
Pensacola State College
1000 College Blvd.
Pensacola, FL 32504
You must allow 3-5 days for mail delivery and then 2 days for processing.
 - c. Drop off the completed form in the Cashier Office on any one of our three campus locations.
You must allow a 24-hour turn-around period for processing once the form has been received in our office.
 - d. E-mail the form.
Print out the form from the website. Complete the form in its entirety and be sure to sign the form. Scan the form into your computer system and attach the completed form to an e-mail to: cashier@pensacolastate.edu
You must allow a 24-hour turn-around period for verification of receipt of the form and for processing once the form has been received in our office.
3. Check Spyglass "Fee Details" to verify the aid has been input and has been applied toward your registration.
 4. **Pay any balance due by the Fee Pay Date and thereafter at the time of registration of classes. Otherwise, your class schedule will cancel for non-payment of fees.**

FLORIDA PREPAID USE OF FUNDS AUTHORIZATION

Student Name (Please Print)

Student ID #

I authorize Pensacola State College to access and use my Florida Prepaid Fund for each term of my enrollment at this college. I am aware that my Florida Prepaid Fund does not cover lab fees, distance learning fees, the technology fee or the student activity fee. I also acknowledge that I must pay Pensacola State College any outstanding balance not covered by my Florida Prepaid Fund by the published due date for each term of enrollment or I will lose my schedule. I will notify the Cashier Office if I decide to no longer use Florida Prepaid.

☐ Please check here if you are registering for an A.A./A.S program.

☐ Please check here if you are registering for a Baccalaureate Degree Program.

Fall - I plan to enroll in the following number of credits. _____

Spring - I plan to enroll in the following number of credits. _____

Summer - I plan to enroll in the following number of credits. _____

Student Signature

Date

Cashier Office Signature

Date Input

Accounting Code: 1 00000 00 00107 17300