±l·fŘ2ăűl· {űl·űŜ ¦ yλØŜŃăλűè .dzŃăl·Ńè Ŏl·y˜ŎŃŜŘλűè2dzŃ ăűdzŘŜyűΩă ±{¦ l·ŎŎ2dzyűdzăλy∃ Cf2ŃλŘl· tŃŜLJl·λŘ once a Third Party Billing Notice has been received from Florida Prepaid. There are a few steps the plan holder must complete in order to generate the Third Party Billing Notice.

The plan holder will need to complete a Transfer Form through Florida Prepaid to begin the process of generating the Third Party Billing Notice. This form can be found at http://www.itppv.com/documents/pdf/prepaid/prepaid-transfer-form.pdf, and must be mailed or faxed to Florida Prepaid (address and fax number are on the form).

On the transfer form, the plan holder will choose what type of payment option they would like, which impacts the amount Florida Prepaid will cover. This can be a restricted or unrestricted payment option.

> Restricted Payment Option- Pays a specific dollar amount per credit hour and any remaining balance due is paid by the parent/student if no financial aid award is present.
>
> Unrestricted Payment Option- Covers all tuition and fees up to the total plan value. Any remaining balance due is paid by the parent/student if no financial aid award is present. Keep in mind this option will deplete your Florida Prepaid account at a much faster rate.

Once Florida Prepaid processes the Transfer Form they will mail VSU the Third Party Billing b2űλŎŜΦ ¢Kλă y2űλŎŜ LJŃ2ØλŘŜă ±{¦ øλűK l·dzűK2ŃλÎl·űλ2y˜ű2 λyØ2λŎŜ Cf2ŃλŘl· tŃŜLJl·λŘ 2y˜űKŜ ăűdzŘŜyűΩă ōŜKl·fŦΦ ¢KŜ Cf2ŃλŘl· tŃŜLJl·λŘ LJl·èY˜Ŝyű øλff ōŜ ŜyűŜŃŜŘ 2y˜űKŜ ăűdzŘŜyűΩă l·ŎŎ2dzyű 2yŎŜ øŜ ŃŜŎŜλØŜŘ the Billing Notice as Miscellaneous Contract Payment.

Please allow ample time for Florida Prepaid to process the Transfer Form and mail the approved Billing Notice to VSU.

Once VSU receives the initial Billing Notice, we will continue to automatically apply Florida Prepaid to the students account every semester as long as: