



Florida Prepaid Rules and Regulations

UnionWest Student Living has agreed to work with our residents that utilize the Florida Prepaid Dormitory Plan. The following guidelines govern all transactions involving these funds:

1. **You are responsible for the first installment of your residence at UnionWest Student Living.** Florida Prepaid does not pay for summer semesters unless a Summer Consent Form is submitted to the Accounting Office.
2. Once you submit your Florida Prepaid document that you obtain through Florida Prepaid (the document shows what is covered) we will send an invoice to Florida Prepaid for the semester. They should remit payment within 4-6 weeks. Please be advised that during that time, you may see the system charges automatic late fees on your account for unpaid rent. You can ignore those charges. (Once a form has been successfully submitted and approved, there are no additional charges) Any additional charges will be waived when we receive payment from Florida Prepaid. Please submit your document to Cschlicht@unionweststudentliving.com and Manager@unionweststudentliving.com.
3. All residents utilizing Florida Prepaid must have a current Florida Prepaid card on file with UnionWest Student Living no later than September 1st for the Fall semester and February 1st for the Spring semester. An updated copy must be submitted each lease year.
4. Late fees are assessed to each account with outstanding balances on the 4th of the month. Late fees are \$50 on the 4th and \$10 every additional day until the balance is paid in full. Please contact the Accounting Office, after disbursement each semester if you're unsure of when to submit your next payment
5. You are responsible to verify your current account balance with the Accounting Office. Charges, fees, and change in installment amounts may alter the account balance. All applicable late fees will stand if payment is not made on time when payment out of pocket is required.
6. Please note that Florida Prepaid dorm disbursement does not usually cover the full amount due each semester. Please verify what is due prior to the end of each semester so that you do not accrue any addition late fees on any balance owed.

Print Name: _____

Signature: _____

Date: ____/____/____