Florida Prepaid Management

Effective Summer 2019, UCF has implemented Online Florida Prepaid Management via my.ucf.edu.

If a student wishes to reduce the amount of hours UCF bills to their Florida Prepaid Plan, they must do so at the beginning of each term by following the instructions below. Otherwise, UCF will automatically bill Florida Prepaid for the number of hours in which the student is enrolled.

The Florida Prepaid Management link will only be active during the change period prior to the end of the add/drop period for the current term. Students will only see the link if they have an active Florida Prepaid Plan.

1. Go to my.ucf.edu. Login with your NID and password.
2. Click on “Student Self Service” and then “Student Center” at the bottom of the menu.
3. Under “Finances” and then under “My Account”, click “Florida Prepaid Management.”
4. Select the appropriate number of credit(s) using the drop-down arrow.

5. Click on “Save” when finished and you will get a confirmation on the screen.
Update Deadline – The option to update and/or “opt out” for the current term must be completed prior to the end of the add/drop period. For Summer, the option to update and or opt-out for the term must be completed prior to the end of the add/drop period for Summer B. If you have any questions, you can contact UCF Student Account Services’ Third-Party Billing at (407) 823-3436 or (407) 823-5617.

Reminder, **you must** log in and reduce or opt-out (select “0” credits) **each term** you wish UCF to bill a different number of hours than the amount of hours you are enrolled in.

Otherwise, UCF will automatically bill Florida Prepaid for the number of hours in which the student is enrolled.