



PLAN CHANGE FORM – To add or reduce semesters covered by an existing plan or change the payment option of an existing plan.

- To **upgrade** (add semesters to) an existing plan, the contract Purchaser must obtain a price quote from Customer Service by phoning the toll-free number, 1-877-877-3724, option 2. After obtaining the quote (which includes a \$15 plan change fee), the Purchaser must complete and mail this form to College Illinois!®, PO Box 44030, Jacksonville, FL 32231-4030. Payment is due at the time you submit this form. You may include payment with this form, or you may pay electronically through online account access by way of the “Account Log-In” section of our website. After accessing your account through our website, select the “Financial Information” section, then select “Make a Payment Now.”
- To **downgrade** (reduce semesters covered by) an existing plan, the contract Purchaser must obtain pricing information from Customer Service by phoning the toll-free number, 1-877-877-3724, option 2. After obtaining this information (which includes a \$15 plan change fee), the Purchaser must complete and mail this form to College Illinois!, P.O. Box 44030, Jacksonville, FL 32231-4030. Any overpayment that exists due to a plan downgrade on a paid in full contract will be refunded to the account Purchaser after College Illinois! receives and processes this form. Any overpayment on an installment contract will be applied towards the new contract balance, unless otherwise specified by the account owner.
- To **change the payment option** (extend or shorten the length of scheduled contract payments) of an existing plan, the contract Purchaser must obtain pricing information from Customer Service by phoning the toll-free number, 1-877-877-3724, option 2. After obtaining this information (which includes a \$15 plan change fee), the Purchaser must complete and mail this form to College Illinois!, P.O. Box 44030, Jacksonville, FL 32231-4030.
- Written confirmation will be sent to the Purchaser when the change requested on this form has been processed.

Current Contract Information

College Illinois! Account Number _____

Current Purchaser _____ Daytime Phone Number _____

Current Beneficiary _____

Current Plan and Payment Option _____

Plan Change Information

Existing Plan Type: (select only one)

(Note: You cannot change from University plan purchased before 2008 to University or University + plans offered 2008 or after.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community College	University (purchased prior to 2008)	Combination 4 Community College and 4 University Semesters	University Choice 2 (purchased 2008 or after)	University + Choice 3 (purchased 2008 or after)	Combination 4 CC and 4 U+ (Choice 3) (purchased 2008 or after)

Number of semesters covered by existing plan: _____

New Plan Type: (select only one)

<input type="checkbox"/> Community College	<input type="checkbox"/> University (purchased prior to 2008)	<input type="checkbox"/> Combination 4 Community College and 4 University	<input type="checkbox"/> University Choice 2 (purchased 2008 or after)	<input type="checkbox"/> University + Choice 3 (purchased 2008 or after)	<input type="checkbox"/> Combination 4 CC and 4 U+ (Choice 3) (purchased 2008 or after)
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Number of semesters covered by new plan: _____

For plan upgrades only:

The upgrade quote provided through Customer Service was \$ _____ *, and is valid through _____.

**Note – The upgrade quote includes a \$15 plan change fee.*

Existing Payment Option:

Please indicate existing payment option: _____

New Payment Option (if applicable):

Please indicate new payment option: _____
(New payment option must be approved as a valid option by Customer Service prior to submitting this form.)

Contact Customer Service through our toll-free number, 1-877-877-3724, option 2.

Automatic Payments:

Automatic monthly withdrawals (ACH) can be made from your checking or savings account.

- Inactivate the ACH for this College Illinois! account.
- Change the ACH amount for the College Illinois! account to \$ _____
(amount cannot be less than scheduled monthly payment due)

To set up a new ACH, you must complete an Automatic Withdrawal Authorization form, available for download in the "Forms" section of our website, www.collegeillinois.org.

To change payroll deduction, the employee must submit a Payroll Deduction form to his or her payroll department, available for download in the "Forms" section of our website, www.collegeillinois.org.

- I certify that I am the legal contract Purchaser, and I authorize the College Illinois! Prepaid Tuition Program to change the above-referenced contract.
- If you participate by automatic bank draft (ACH), by signing below, you authorize College Illinois! to change your automatic deduction to reflect your new monthly payment amount.

Signature of Purchaser

Date

NOTICE

Purchasers who knowingly supply fraudulent documentation will be denied the opportunity to participate in the program. In the event a College Illinois! contract has been revised based upon fraudulent documentation, the contract will be terminated subject to the assessment of a termination charge up to \$500.