

GRCC FACTS Change of Status Form

Important Information

- Student’s account must show a zero balance before the FACTS Agreement can be terminated.
- FACTS Agreements cannot be adjusted until pending payments have posted on student’s account.
 - Automated Clearing House (ACH) payments will clear in five (5) business days.
 - Credit card payments will clear in three (3) business days.
 - To review your payment agreement, visit www.mypaymentplan.com or contact Nelnet Business Solutions at 800–624–7092.

Student Information (Please print.)

Student: _____ Student ID Number: _____

Responsible Party Name: _____ FACTS Agreement Number: _____

- Select **only one** of the following:
- Terminate FACTS Agreement permanently (account paid in full).
 - Increase FACTS Agreement (if class schedule has changed—i.e. added a class).
 - Decrease FACTS Agreement (if class schedule has changed—i.e. dropped a class).

Student/Responsible Party Signature: _____ Date: _____

Cashier Staff Signature: _____ Confirmation Code: _____

Submission Instructions

You must return this form in one of the following ways:

Print and mail OR return to: **Cashier’s Office**
 GRCC Main Campus
 Main Building, Room 154
 143 Bostwick Avenue, NE
 Grand Rapids, MI 49503–3295

OR FAX to: (616) 234–4367

OR scan/email to: cashier@grcc.edu

Cashier’s Office Use Only

GRCC balance (simple bill) \$ _____

FACTS available (modify agreement) \$ _____

Increase balance amount (plus) \$ _____

Decrease balance amount (minus) \$ _____

GRCC balance divided by number of remaining payments (new payment amount) . . \$ _____

Removed Service Indicators (PAY, NCW, and NCH).