

NELNET Change Form

Forms must be submitted to the Accounting Services Office **no less than 5 business days** prior to the next scheduled payment. Failure to submit this form in a timely fashion may prevent our office from having the ability to make the requested changes to your account.

Student Name: _____ Student ID Number: 000-_____

Date of Request: _____

Change Requested By: _____ Relationship to Student: _____

IF FORM IS BEING COMPLETED BY SOMEONE OTHER THAN STUDENT: FERPA on File: ☐ Yes ☐ No

Please Read: The FERPA form is only required if the person requesting the change is someone other than the student. The FERPA form is completed by the student and gives select individuals access to student account information. Only the student or individuals who have been granted access by the student on the FERPA form are able to make adjustments to a Nelnet Payment Plan. The FERPA form is located in the Accounting Services Office.

Desired Change to Payment Plan

☐ Terminate Agreement Permanently

Please note: Nelnet plans will only be terminated if a student has a sufficient credit on their student account to cover the remaining plan balance.

☐ Increase Balance By + \$ _____

Please note: Adjustments will be split evenly over all remaining payments.

☐ Decrease Balance By - \$ _____

☐ Change Payment Date from 20th to 5th (allowed only once per agreement)

Please Note: Applies only to next scheduled payment. Date of final payment is not allowed to be changed.

Reason for Increase or Decrease

☐ Financial Aid

☐ Payment made to student account

☐ Changed Registration

☐ Other _____

Responsible Party Signature: _____

For Office Use Only

Authorized School Signature

Agreement Code #

Student Account Change: _____

Agreement Change: _____

Please mail or email to: SEBTS Accounting Services – accountingservices@sebts.edu
P.O. Box 1889 - Wake Forest, NC 27588-1889 - Phone: (919) 761-2207