



**Kentucky's Affordable Prepaid Tuition
Billing Authorization Form**

Use this form to authorize your beneficiary's higher education institution to bill KAPT for payment of tuition and fees (and other direct school charges such as room & board). Submit this completed form **to the school** by the payment deadline each semester/quarter you want KAPT invoiced. The school will not bill KAPT for payment without authorization from you. Account owners should not submit this form to KAPT.

1. Account Information and KAPT Account Number

Account Owner's Name: _____

KAPT Account Number: _____

2. Student (Beneficiary) Information and Student ID

Student's Name: _____

Student ID: _____

3. School Name: _____

4. Academic Term/Year: _____

5. Billing Amount

Please invoice KAPT for my beneficiary as follows: (check one)

Tuition and mandatory fees charged for the academic term/year

Other charges beyond tuition/fees and billed by school \$ _____

The following lesser amount: \$ _____

(Keep in mind that if your beneficiary uses more benefits in an academic year than the one-year payout value, your account will be depleted at a faster rate and your benefits may be exhausted in a lesser number of years than anticipated.)

6. Account Owner Signature

By signing below, I certify the following:

- I am authorizing my beneficiary's higher education institution to invoice KAPT for the payment of qualified higher education expenses as indicated above.
- The amount I have authorized my beneficiary's higher education institution to bill KAPT as indicated above plus any reimbursement request or requests I have made do not exceed the total payout value of my account. (For information on your account payout value, please call 502-696-7613.
- The school's financial aid office has been notified of our intent to use KAPT benefits.

Account Owner Signature

Date

KAPT Account Owner Instructions

- Submit this completed form **to the school billing office** by the payment deadline for each academic term/year.
- For any questions regarding your beneficiary's account with the school, **please contact the school directly. This includes discrepancies between what has been authorized on this form and what the school has billed KAPT.**
- Note that if your beneficiary has more than one KAPT account (with the same or different account owners), the accounts are used in the order they were purchased.
- If you have questions regarding use of your KAPT benefits, please call 502-696-7613.

School Instructions

- Please do not bill KAPT until after the drop/add deadline each academic period.
- If you have questions, please call 502-696-7613.