



TEXAS PREPAID HIGHER
EDUCATION TUITION BOARD

P.O. Box 13407
Austin, Texas 78711-3407

1.800.445.GRAD (4723), Option 2
FAX: 512.475.0081
texas.tomorrow@cpa.texas.gov
www.tgtp.org

Texas Prepaid Higher Education Tuition Program Contract Downgrade Form

To downgrade a *Texas Guaranteed Tuition Plan* contract, the Purchaser and Joint Purchaser, if applicable, must complete and return a signed and notarized Contract Downgrade Form to the Texas Guaranteed Tuition Plan, P.O. Box 13407, Austin, TX 78711, or FAX it to (512) 475-0081. The \$50 downgrade fee will be deducted from the proceeds. If the proceeds are not sufficient to pay the fee, we will notify you.

Please note that your account can only be downgraded to a plan type with lesser benefits. Information on downgrading your account is available at www.tgtp.org. Your request will be processed within 30 days of receipt in our office of your completed and notarized form. You will receive a letter from our office confirming the downgrade after your request is processed. If the result of the downgrade is that your plan is paid in full with excess funds available, a refund will automatically be sent payable to the Purchaser and Joint Purchaser, if applicable. **Once downgraded, an account cannot be restored to its former status.**

Thank you for your participation in the *Texas Guaranteed Tuition Plan*. If you have any questions or need additional information, please call (800) 445-4723, option 2.

Purchaser name	Joint Purchaser name (if applicable)	
Beneficiary name	Prepaid tuition contract number	
Current plan type	Downgraded plan type	

Certification of Purchaser(s) (section must be completed in the presence of Notary Public)

I, _____, the undersigned, have executed this form to acknowledge the above request to downgrade the referenced *Texas Guaranteed Tuition Plan* contract.

sign
here ▶

Signature of Current Purchaser

Date

(Below section must be completed by Notary Public)

Subscribed and acknowledged before me by the said

_____ this _____ day of _____, _____.
Printed Name of Current Purchaser

(Seal)

Notary Public

I, _____, the undersigned, have executed this form to acknowledge the above request to downgrade the referenced *Texas Guaranteed Tuition Plan* contract.

sign
here ▶

Signature of Current Joint Purchaser (if applicable)

Date

(Below section must be completed by Notary Public)

Subscribed and acknowledged before me by the said

_____ this _____ day of _____, _____.
Printed Name of Current Joint Purchaser (if applicable)

(Seal)

Notary Public

WARNING: Knowingly making a false entry on this form is a crime. If you knowingly make a false entry on this form with the intent to defraud or harm another, you could be punished by up to two years in a state jail or by a fine of up to \$10,000.