

**Virginia Child Care Provider Scholarship Program (VCCPSP)  
Course Drop or Change Request Form**

Students may drop or change a course without penalty if the student notifies the school and VCCPSP by the college or university add/drop deadline. It is the responsibility of the student to know the add/drop deadline for the school where they are enrolled. Failure to notify VCCPSP before the add/drop deadline could result in the forfeiture of this or future scholarships through this program.

Students will need to complete this form when:

- the course for which the scholarship was awarded needs to be changed to another course, or
- the course for which the scholarship was awarded needs to be dropped without changing to another course.

**STUDENT INFORMATION**

First Name		Last Name	
Student ID Number	Last 5 digits of Social Security #	Date of Birth	
Name of College or University			Semester/Year

In the spaces below, please provide the current and new course number (if applicable), course name, and the reason for the request.

**COURSE 1 INFORMATION**

Course Number	Course Title
New Course Number	New Course Title (N/A if no new course will be selected)
Brief Reason for Change (i.e., dropping or changing course) and why you are requesting the change. Please NOTE: This section must be completed.	

**COURSE 2 INFORMATION**

Course Number	Course Title
New Course Number	New Course Title (N/A if no new course will be selected)
Brief Reason for Change (i.e., dropping or changing course) and why you are requesting the change. Please NOTE: This section must be completed.	

I understand that failure to provide a reason for a course change may result in the forfeiture of this and/or future scholarship awards via this program.

Signature \_\_\_\_\_

Date \_\_\_\_\_