

VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM (VCCPSP) COURSE/COLLEGE CHANGE FORM

Students may add/drop* an undergraduate course without financial penalty if the student properly notifies the school and VCCPSP by the add/drop deadline. Note: It is the responsibility of the student to know the schools add/drop deadline. Students must complete this form when:

- (1) the awarded course needs to be changed to another course (due to the original course not being offered, a change is made by the academic advisor, or there is a change of colleges), or
- (2) the scholarship will not be used.

Note: Failure to notify VCCPSP before the add/drop deadline could result in the forfeiture of this or future scholarships.

First Name:	Last Name:
Last five digits of your SNN:	Semester:
Name of college or university:	
<p>In the spaces below, explain the reasons for any course changes (the courses are not offered this semester, the classes are full, other courses are recommended by an academic advisor, or a personal crisis is preventing you from taking courses at this time). Valid excuses must be provided, and the original courses must be dropped before the add/drop period.</p> <p>* Personal emergencies will be determined on a case-by-case basis.</p>	
Course Award # 1	Course Award # 2
List the course number and title from the award letter.	List the course number and title from the award letter.
List the course number and title of new course. If you do not plan to take a new course, write "NONE"	List the course number and title of new course. If you do not plan to take a new course, write "NONE"
Indicate why you must change this course or are not able to use the scholarship at this time. This section must be completed.	Indicate why you must change this course or are not able to use the scholarship at this time. This section must be completed.

I understand that failure to provide a true and valid excuse for any course changes will result in the forfeiture of future scholarship awards.

Applicant Signature

Date

Once this form is complete, email to vaccscholarship@doe.virginia.gov.

Office Use Only:

- Approved
- Rejected
- System updated

System updated by: _____

Date: _____

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