

# TROY UNIVERSITY

## CHANGE OF HOME LOCATION FORM

### I. STUDENT INFORMATION

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Student Identification Number \_\_\_\_\_ Email \_\_\_\_\_

Student Address \_\_\_\_\_  
\_\_\_\_\_

Current Home Location \_\_\_\_\_ Location Code \_\_\_\_\_ Current Academic Program \_\_\_\_\_

Proposed Home Location \_\_\_\_\_ Location Code \_\_\_\_\_ Proposed Academic Program \_\_\_\_\_  
(If you wish to change)

Reason(s) for proposed change of home location code: \_\_\_\_\_

NOTICE: Be advised. Your fee structure could change based on this change of home location.

Student Signature \_\_\_\_\_

### II. CHANGE OF HOME LOCATION APPROVAL

**APPROVED (Current Home Location)** \_\_\_\_\_/Date \_\_\_\_\_

Name and title of person approving the change: Name \_\_\_\_\_

Title \_\_\_\_\_

**APPROVED (Proposed Home Location)** \_\_\_\_\_/Date \_\_\_\_\_

Name and title of person approving the change: Name \_\_\_\_\_

Title \_\_\_\_\_

**DENIED** \_\_\_\_\_/Date \_\_\_\_\_

Name and title of person denying the change: Name \_\_\_\_\_

Title \_\_\_\_\_

Reason(s) for denying the change: \_\_\_\_\_

\*NOTE: If student has earned 75% or more of their program, they may not change program location.

### III. CAMPUS RESPONSIBILITIES

#### Responsibility of receiving campus:

- Notify the student of the approval or denial decision.
- Attach email or document used to notify the student that home location code has been changed to this form.
- End date for current campus location in Datatel (SPRO #4). DO NOT DELETE HISTORY
- Add new location code in Datatel (SPRO #4)
- Add new location code in Datatel (SACP #2)
- Change any additional program coding if applicable.

Name of data entry personnel \_\_\_\_\_ Date Processed \_\_\_\_\_

Changes should not be made in SPRO & SACP until both locations have approved.