

CHANGE OF HOME LOCATION FORM

NOTE: Be advised. Changing locations could affect your fee structure, and/or financial aid award and disbursement.

(A student may change Home Location due to change of major or relocation.)

I. STUDENT INFORMATION

Name _____ Phone # _____ Date _____

Student Identification Number _____ Email _____

Student Address _____

Current Home Location _____ Location Code _____ Current Academic Program _____

Changing To: 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 Request to Change 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 and Financial Aid.
- Enter/Scan form in Document Imaging.
- 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.