

TROY UNIVERSITY

Change of Home Location Form

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

STUDENT INFORMATION

Name : _____ ID Number: _____

Address: _____ Email: _____

City : _____ State : _____ Zip: _____ Phone: _____

Current Home Location: _____ Location Code: _____ Current Academic Program: _____

Requested Home Location: _____ Location Code: _____ Proposed Academic Program: _____

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

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

Signature: _____ Date/Time Field _____

CAMPUS APPROVALS

APPROVED (Current Location) Signature: _____ Date: _____

APPROVED (Requested Location) Signature: _____ Date: _____

DENIED Signature: _____ Date: _____

Reason(s) for denying change: _____

Campus Responsibilities

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.

Signature: _____ Date: _____