

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

By the last day to add/drop* an undergraduate course without financial penalty, students must inform VCCPSP in writing if: (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.

Failure to notify VCCPSP will result in the forfeiture of future scholarships.

Last Name:	First Name:
Last 5 digits of SSN:	College: Semester:
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.* Personal emergencies will be determined on a case-by-case basis.	
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.

* See your college office for the add/drop dates.

Send completed form to Fax #: 804-726-7655

OR Mail to: **Attn: VCCPSP (Change Form)**
Virginia Department of Social Services - DCCECD
801 East Main Street, 3rd Floor
Richmond, Virginia 23219-2901

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

Office Use Only:

Approved Rejected System updated Letter Date _____ Entered by _____