

# 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: \_\_\_\_\_