Priority Deadline for Completed Admissions Files

Summer 2018:	March 27, 2018
Fall 2018:	June 14, 2018
Spring 2019:	October 23, 2018
Summer 2019:	April 9, 2019

Financial Aid Document Deadline: All required documents must be received at least 30 days prior to your scheduled registration date!

CHANGE OF PROGRAM FORM

To be used only if a student is currently enrolled.

All other applicants need to submit a re-entry application; you will not be required to pay the application fee again.

A student should complete this form when he or she requests a change from one program to another, regardless of whether the change is to a degree, diploma, or certificate program. Because of the length of time it takes to process applications and varying program entry dates, some program changes may not be effective for the upcoming semester.

Please note:
Your change of program request will not be processed until you have spoken with an admissions representative regarding program availability.
You must also speak with a financial aid counselor if you are applying for any financial aid assistance.

For Office Use Only

_____ Student has spoken with an admissions/CAP advisor for availability of this program **Staff member initials_____**

_____ Student has spoken with the Financial Aid Office to see how the program change affects Financial Aid (if eligible.) **Staff member initials_____**

Please Print

Name: _____ **Student ID or SS #:** _____

E-Mail Address: (Please print)_____

Address: _____
　　　　　　(Street or PO Box)　　　　(City)　　　　(State)　　　　　(Zip Code)

Telephone #: _____
　　　　　　　　(Home)　　　　　　　　　　(Cell)

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Please check the campus below you are interested in attending. *If the program you have applied for is not offered at the campus you have indicated, it will be processed for the campus where it is offered*. Please check the website for campus availability.

Barrow Campus_____   Dawson Campus _____   Forsyth Campus_____

Jackson County Campus_____   Oakwood Campus_____

Request to change program of study from:

_____(circle one) degree, diploma, or certificate

to:_____(circle one) degree, diploma, or certificate.

SEMESTER YOU WISH TO CHANGE_____

Are you currently receiving financial aid? _____ no _____ yes

If yes, what type: _____ HOPE Grant _____ PELL Grant _____ HOPE Scholarship

_____ Veteran's Benefits

Degree programs are not eligible to receive <u>HOPE GRANT</u> – you will need to complete the HOPE Scholarship evaluation process. If you change to a degree you will no longer be eligible for HOPE Grant.   Will you be paying for your classes?_____

Diploma programs are eligible to receive HOPE Grant and PELL Grant if you are eligible.

Most Certificate programs are not eligible to receive PELL Grant.   Are you currently receiving PELL Grant_____? If yes and you change to a certificate please check with the financial aid office you may longer be eligible for PELL.

(As a degree-seeking student, you are not eligible to receive <u>HOPE Grant funding</u>. Please contact the financial aid office at least three weeks prior to registration at 770.533.7019 regarding <u>HOPE Scholarship</u> evaluation procedures.)

_____   _____

Signature   **Date**

<u>*IMPORTANT NOTE*</u>

Admission requirements vary by program. Additional admission documents, procedures, and retesting may be required when changing programs. Program changes may significantly affect your eligibility for Financial Aid. Students should consult with their advisor, the Office of Admissions, and Office of Financial Aid before changing programs. Students will receive an acceptance letter specifying the date and time to register for the new program

<u>RETURN THE COMPLETED FORM TO THE OFFICE OF ADMISSIONS</u>

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