

## Instructions to change Program of Study

Students who are **currently** using VA Benefits at NWFSC and wish to change their Program must complete the following steps:

1. Submit to the NWFSC Veterans Affairs Office a copy of the new **APPROVED** Program of Study signed by the student, the Advisor, AND the Registrar (Unofficial copies without ALL three signatures will NOT be accepted by the NWFSC VA Office.)

**PRINT** and **SUBMIT** a completed copy of **Memorandum for Record: Change of Program of Study Request Form** shown below to the NWFSC Veterans Affairs Office.

MAIL or FAX the APPROVED Program and the REQUEST FORM to

Northwest Florida State College  
Veteran Affairs Office  
100 College Blvd  
Niceville, FL, 32578  
Fax: 850-729-4912 / 6045

**NOTE:** A new certification WILL NOT be transmitted to the VA until the **APPROVED** New Program of Study and the **Memorandum for Record: Change of Program of Study Request Form** is in your NWFSC VA file.

### **Memorandum for Record: Change of Program of Study Request Form**

I request to change my Program of Study **FROM:**

**(Circle one:** Bachelors / A.A. /A.S. / A.A.S. / Certificate) \_\_\_\_\_

**To (Circle one:** Bachelors / A.A. /A.S. / A.A.S. / Certificate) \_\_\_\_\_

Starting Semester **Circle one:** Fall      Spring      Summer      YEAR \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_