

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 Program of Study signed by the student and their advisor.
2. Submit a completed copy of Memorandum for Record: Change of Program of Study Request Form shown below to the NWFSC Veterans Affairs Office.

This document may be submitted by E-Mail, Fax, US Mail or delivered in person to:

Northwest Florida State College
Veteran Affairs Office
100 College Blvd
Niceville, FL, 32578
Fax: 850-729-4912
va@nwfsc.edu

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: _____