Bachelor Degree Correction Form

This form is to be used to correct degree information reported incorrectly on the Admissions Application and/or FAFSA.

- ❖ ***WHAT YOU MUST DO:*** *Review, complete, and sign all applicable areas. Submit the form for review.*
- ❖ ***WHAT TO EXPECT:*** *After final review you will receive email communication letting you know what your financial aid eligibility is. You must allow 3 business days for processing.*

_____

Student First Name   *Student Last Name*   *Student ID*

I incorrectly reported on my application for admissions to Virginia Western Community College or on the 2026-2027 FAFSA that I earned a bachelor's degree or higher (master's, doctorate, or professional.) I **did not** earn a bachelor's degree or higher prior to July 1, 2026. Please make corrections to my admissions record or 2026-2027 FAFSA indicating that I did not earn a bachelor's degree or higher.

_____

Student Signature   Date

Office Use Only

Records Office:
Transcript on File: ☐ Yes ☐ No
Record Corrected: ☐ Yes ☐ No
Initials: _____ **Date:** _____

NOTE to Records: If transcript on file, do not correct record. Forward document to FA for review.
If no transcript is on file, proceed with record correction.

Ways to Submit:

(1)   *Upload through the VWCC Secure Document Uploader found at www.virginiawestern.edu/students/uploads/*
(2)   *Drop off in-person at the Virginia Western Community College Financial Aid Office.*