



**VCU**

# Response form

## Your official response to VCU's offer of admission to an undergraduate program

**For the fall:** Freshmen, if accepted by April 1, complete and return this form by May 1. If accepted after April 1, respond within two weeks after your acceptance. Transfers accepted by May 1 should respond to their offer by June 1, or within two weeks if notified of their acceptance after May 1.

**For the spring:** All accepted students need to respond within two weeks of notification of admission.

This form does not serve as notification of any type to other VCU offices such as housing, financial aid, new student orientation, student accounting or health services. Please refer to the Handbook for Accepted Students for instructions about responding to these offices.

**If you have paid your tuition deposit online then you have already accepted your offer of admission. You do not need to return this form to VCU. Be sure to check your email regularly for important messages from your future home, VCU!**

Please complete and return this form with any required attachments to: **Response – Office of Admissions, P.O. Box 842526, Richmond, VA 23284-2526**

*Please print clearly. All information, unless otherwise noted, is required.*

VCU ID number V \_\_\_\_\_ (can be found on the Certificate of Admission)

Social Security number \_\_\_\_\_ – \_\_\_\_\_ – \_\_\_\_\_ (optional) Date of birth \_\_\_\_\_

Name (last, first, mi) \_\_\_\_\_

Current address \_\_\_\_\_  
street address city state ZIP

Is this address different from the one on your application?  Yes  No

I have been accepted into the major of \_\_\_\_\_  Fall 20\_\_\_\_  Spring 20\_\_\_\_

Check appropriate boxes:

**Yes!** I am requesting a waiver of the tuition deposit. I understand that one of the following documents must be submitted to the Office of Admissions for a tuition deposit waiver to be processed. I have attached a copy of one of the following:

- My Free Application for Federal Student Aid (FAFSA)
- My Student Aid Report (SAR)
- My VCU scholarship award letter (I understand that by submitting this Response Form I am officially accepting VCU's scholarship award.)

**No,** I decline your offer of admission because:

- I will be attending another institution. Institution I plan to attend: \_\_\_\_\_
- I want to have my application reconsidered for admission to VCU for the semester of spring 20\_\_\_\_ or fall 20\_\_\_\_. I understand that I must submit an application reactivation form. (See Page 3.)
- I have decided not to enroll at any college or university at this time.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

*I have read and understand VCU's Honor System as described online at [www.students.vcu.edu/studentconduct/parents/honor\\_system.html](http://www.students.vcu.edu/studentconduct/parents/honor_system.html). Please note: While you will work with academic advisers at VCU, submission of an application for admission serves as acknowledgment that you assume the responsibility for satisfying the university requirements for any VCU degree that you pursue.*

<b>Office Use Only</b>							
CK No. _____	MO _____	CC _____	OL _____	OA _____	OD _____	DF _____	DS _____
\$ _____			INI: _____	Date entered: _____		INI: _____	
				D\$ _____	DWVR _____		Date entered: _____
						INI: _____	