

Letter of Non-Attendance Request

Please complete this form to request that we provide a Letter of Non-Attendance confirming to another institution to which you have applied for admission that you did not complete any coursework at Victoria College.

1. Student information:

SSN (last four): _____ Date of Birth: _____

Last Name: _____

First Name: _____

Phone: _____

Email: _____

2. Institution to which we should provide confirmation:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

As required by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), by my signature I hereby authorize Victoria College to provide a Letter of Non-Attendance confirming that I did not complete any coursework at Victoria College to the third-party I have identified above. This authorization shall remain in force until such time as I submit to Victoria College Admissions and Records Office a written and signed notification rescinding my permission.

Signature of Student

Date

Return to the Admissions and Records Office by:

Mail: _____ or

Victoria College
ATTN: Admissions & Records
2200 E Red River St.
Victoria, TX 77901

Email:
Admissions@VictoriaCollege.edu