

A mid-year transfer of your DSF scholarship may be approved **one time** during your years of DSF eligibility if certain requirements are met.

Consult with your [Campus Contact](#) at both your Fall and potential Spring colleges to ensure you understand:

- How many of your credits will transfer to the new college?
- Will the transfer impact the time needed to complete your degree?
- What steps are needed to complete the financial aid requirements at the new college?

Before you will be considered for a Winter/Spring award at a transfer college/university, you must meet all of the following requirements:

- Received a DSF award in the fall term; or, the only reason you did not qualify for a fall award was because your years of DSF eligibility at your fall college type had expired; **and**
- Successfully completed your DSF Student Success Requirement (SSR) during the fall term, if required; **and**
- Met Satisfactory Academic Progress (SAP) during the fall term; **and**
- Meet the [minimum high school GPA requirement](#) for your intended transfer college type; **and**
- Have completed your financial aid file at your new institution by February 1.

In addition to the requirements listed above, **if you do not meet the required minimum high school GPA for your transfer college**, you must either:

- Demonstrate that you have successfully completed a certificate or degree at your initial college; **OR**
- Complete an approved [GPA Exception Request](#).

Required Steps:

1. Review this authorization form with the Campus Contacts at each institution where you have enrolled or plan to enroll during the current academic year. You **AND** the Campus Contacts at **both institutions** must sign and date this form.
2. Confirm with the Financial Aid Office at your transfer institution that you are on track to complete all financial aid requirements no later than February 1. A representative of the Financial Aid Office at the transfer institution must sign and date this form.
3. **Submit this signed form along with a copy of your unofficial college transcript(s) (and a completed GPA Exception Request, if needed) to DSF no later than **February 1** at <https://denverscholarship.org/contactus>.**

Student Name	Date of Birth	Phone #	Email Address
Fall College Attended			Fall College ID
Winter/Spring College You Will Attend			Winter/Spring College ID

Authorization & Certification

Your signature is required below. Without the required signature(s), this form is not complete and it cannot be processed by Denver Scholarship Foundation (including its employees, agents, and representatives, "DSF"). I understand that I must continue to meet all DSF Scholarship requirements to be considered for a Winter/Spring award.

Student Signature: _____ **Date:** _____

Your fall term and winter/spring term DSF Campus Contact or Academic Advisor signatures, as well as winter/spring college's Financial Aid representative signature, are required:

Fall

I, the DSF Campus Contact/Academic Advisor from _____, have reviewed the student's information and can confirm he/she understands the likely impact of this transfer on the time needed to complete his/her degree. I have discussed the importance of connecting with campus resources at his/her transfer institution to be successful.

Fall Term DSF Campus Contact/Academic Advisor Name	Date Signed
Signature	

Winter/
Spring

I, the DSF Campus Contact/Academic Advisor from _____, have met with the student and can confirm he/she has successfully transferred into our institution and have discussed the importance of connecting with campus resources at our college to stay on track to graduation.

Winter/Spring Term DSF Campus Contact/Academic Advisor Name	Date Signed
Signature	

Winter/
Spring

I, a representative of the Financial Aid Office from _____, have met with the student and can confirm he/she is on track to complete all financial aid requirements no later than February 1.

Winter/Spring Term Financial Aid Office Representative Name	Date Signed
Signature	

Remember, the deadline to meet all requirements and submit this form to DSF with your college transcript is **February 1.**

For Campus Contact and Financial Aid Office contact information, go to <https://denverscholarship.org/ssr> and select your college.

For questions, please contact DSF at <https://denverscholarship.org/contactus> or 303-640-6564.