

DSF Scholars must enroll full-time (12 or more credit hours per term) in order to be considered for a DSF Scholarship, unless enrolled in a technical certificate program. Only students with pre-approval as detailed below may be enrolled less than full-time and receive a prorated DSF Scholarship. Students must be enrolled at least half-time (6 credit hours per term) to receive a DSF scholarship.

Why is full-time enrollment important?

Students who enroll full-time are more likely to complete their degree on time and within the DSF eligibility period than those who enroll part-time. For more information on years of eligibility, visit <https://denverscholarship.org/yearsofeligibility>.

Required Steps:

- Review this form with your DSF Campus Contact or Academic Advisor
- Both you **AND** your DSF Campus Contact or Academic Advisor must sign and date this form
- Upload and submit the signed form to DSF by **July 15** for the fall term or **February 1** for the winter/spring term at <https://denverscholarship.org/contactus>

Check the box for the reason you are completing this form and indicate which term it applies to
(fall or winter/spring or both fall and winter/spring):

Check One	Reason	Which term(s) and year will you enroll part-time?	Advisor Comments (if any)
<input type="checkbox"/>	You are enrolled in an academic program designed to be less than full-time (i.e., students with disabilities, practicum requirements like student teaching, or programs such as study abroad)	<input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring	
<input type="checkbox"/>	You require fewer than 12 credit hours to complete your associate's or bachelor's degree	<input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring	
<input type="checkbox"/>	You must complete developmental education or prerequisite requirements before you can enroll full-time*	<input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring	
<input type="checkbox"/>	You are required to enroll part-time as a condition of an academic appeal *	<input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring	

* Only one exception during your years of DSF Scholarship eligibility will be approved for part-time enrollment due to developmental education or an academic appeal.

Your signature is required below.

Without the required signature(s), this form is not complete and it cannot be processed by Denver Scholarship Foundation.

By submitting this application, I acknowledge that DSF will only consider exceptions for less than full-time enrollment based on one of the reasons listed above. I understand that I will not be eligible to receive a scholarship award for the term(s) in which I am enrolled less than full-time if I have not been pre-approved for part-time enrollment (unless I am enrolled in a technical certificate program). I also understand that I must continue to meet all other DSF Scholarship requirements to be considered for an award in the future.

Student Signature: _____ Date: _____

Student Name	Date of Birth	College ID	Email Address

DSF Campus Contact or Academic Advisor signature is required.

I, the DSF Campus Contact or Academic Advisor, have reviewed the Part-time Enrollment Request form with the student, confirm the part-time enrollment reason indicated above is accurate and have discussed the importance of full-time enrollment with this student.

DSF Campus Contact/Academic Advisor Signature: _____ Date: _____

Name & Title	College	Phone Number	Email Address