



DALLAS COLLEGE

2025-26 REQUEST TO TRANSFER FUNDS

Please upload this form in Workday using the upload option provided for this specific action item. If you need assistance please contact Financial Aid at 972-669-6400 or financialaid@dallascollege.edu.

Last name First M.I.

Student ID #

Address

Email

City State ZIP Code

Primary Contact #

Check one or more that applies

☐ Transfer funds from semester to semester within the **same** award year. Credit balance must have already posted unto the students AR account.

Amount: \$ _____

Transfer From: _____ (semester and year)

Transfer To: _____ (semester and year)

☐ Transfer funds from semester to semester within **different** award years. Credit balance must have already posted into the student's account. Processing time is 5-7 days.

Amount: \$ _____ (maximum allowable is \$200; student must pay the difference)

Transfer From: _____ (semester and year)

Transfer To: _____ (semester and year)

☐ Transfer funds to pay for an NSF (returned check) balance. Credit balance must have already posted unto the students AR account.

Amount: \$ _____ (maximum allowable is \$200 if balance is from previous award year; student must pay the difference)

Transfer From: _____ (semester and year)

Signature _____

Date _____

FA Office Use Only

Approved ☐ Denied ☐ Date _____

Comments _____

FA Authorized Signature: _____

Business Office Use Only

Cashier _____ Cash Receipt # _____

Comments _____

Date Transferred: _____

Return to Financial Aid