



DALLAS COLLEGE

2025-26 REQUEST TO TRANSFER FUNDS

Please note: This form must be completed in person on campus and cannot be uploaded in Workday. If you need assistance or have questions, 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			Business Office Use Only	
Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Date _____
Comments _____		Cashier _____ Cash Receipt # _____		
FA Authorized Signature: _____		Comments _____		
		Date Transferred: _____		

Return to Financial Aid