



2026-27 Request to Transfer Funds

Student request and authorization

BEFORE YOU SUBMIT

Complete this form in person at a campus Financial Aid Office. Do not upload it in Workday. The credit balance must be available on the student account. Approval is not guaranteed; Dallas College will confirm aid eligibility, allowable charges, and applicable federal limits.

1 Student information

LAST NAME	FIRST NAME	M.I.	DALLAS COLLEGE STUDENT ID
STUDENT EMAIL		PRIMARY PHONE NUMBER	

2 Transfer request - select one

☐ A. Later term within the same 2026-27 award year

I voluntarily authorize Dallas College to hold and apply an eligible credit balance, including Title IV funds when applicable, to the later term shown below. Current eligible charges will be paid first.

AMOUNT REQUESTED	TRANSFER FROM - TERM/YEAR	APPLY TO - TERM/YEAR

☐ B. Eligible charge from a prior award year

I request that available current-year aid be applied to eligible prior-year charges. Federal Title IV funds may pay no more than \$200 total in prior-year charges. Dallas College will determine the allowable amount.

AMOUNT REQUESTED - MAXIMUM \$200	CURRENT AID TERM/YEAR	PRIOR CHARGE TERM/YEAR

☐ C. NSF (returned-payment) balance

I request that an available eligible credit balance be applied to an NSF balance. If the charge is from a prior award year, the \$200 federal Title IV limit applies. The student must pay any remaining balance.

AMOUNT REQUESTED	TRANSFER FROM - TERM/YEAR	NSF CHARGE TERM/YEAR

3 Authorization and acknowledgment

By signing, I understand that this request is voluntary and that I may refuse, modify, or cancel an authorization to hold funds at any time. A modification or cancellation is effective when Dallas College receives it and is not retroactive. If I cancel an authorization to hold a Title IV credit balance, remaining funds will be released as soon as possible, but no later than 14 days after receipt. Title IV loan funds will not be held beyond the applicable loan period, and other Title IV funds will not be held beyond the last payment period of the award year. If a Parent PLUS credit balance is payable to the parent borrower, Dallas College will obtain the parent's authorization.

STUDENT SIGNATURE	DATE - MM/DD/YYYY

4 Financial Aid and Business Office use only

DECISION	☐ Approved	☐ Denied	☐ Partial	APPROVED AMOUNT

FINANCIAL AID COMMENTS / ELIGIBILITY DETERMINATION

FA AUTHORIZED SIGNATURE	DATE	CASHIER / BUSINESS OFFICE	DATE TRANSFERRED