

Mid-Year Scholarship Transfer Request

Scholarship payments are typically paid in full at the beginning of the academic year.
Submit this form if you are transferring from the school to which
the Foundation sent payment in the fall semester.

STUDENT INFORMATION:

Name

First Middle Last Suffix

Address

City State Zip Phone Number

Email

INSTRUCTIONS:

YOU ARE REQUIRED TO:

- Maintain **full-time enrollment**. (12 credit hours for undergraduates; 9 credit hours for graduate students)
- Transfer to a school/degree program that **meets the requirements of your specific scholarship**. Some scholarships may only be used at Virginia colleges, public colleges, four-year colleges, secular colleges, specific schools or for specific fields of study. Review your original award letter for any restrictions.
- Be in good standing at the school you are leaving**. Your transfer must not be due to academic suspension or suspension or expulsion due to conduct.
- Read and adhere to the Foundation's **Scholarship Rules and Regulations**.
- Attach a copy of your unofficial transcripts to this form or have an official copy sent directly to the Foundation at the address below or to scholarships@hamptonroadscf.org. **Transcripts must show grades from your final semester at the school you are leaving**.
- Submit this form **BEFORE classes begin at your new school**, preferably three weeks prior to the start of the semester.
- Ensure that the **Foundation receives a refund** of the unused portion of your scholarship from your previous school. We will request a refund upon receipt of this form. However, if the refund is not received or is sent to you instead of to the Foundation a transfer of your scholarship will not be processed.

RETURN THIS FORM AND TRANSCRIPTS TO: Hampton Roads Community Foundation, 101 W. Main Street, Suite 4500, Norfolk, VA 23510 or email to scholarships@hamptonroadscf.org.

TRANSFER INFORMATION:

College You Plan to Leave College ID Number

Did you receive a degree? Yes No **If yes, please indicate the degree earned.**

Final Transcript Enclosed with form Hard copy requested Electronic copy requested

New College

New College ID Number Semester You Plan to Enroll

Enrollment Status Admitted Non-degree student **Intended Major**

Please note, scholarship funds for students taking courses as non-degree candidates are considered taxable income. Consult your tax advisor.

Reason for Transfer

CERTIFICATION AND SIGNATURE:

I certify that the information submitted is true and correct to the best of my knowledge. I agree to abide by the criteria of any scholarship that may be awarded and the Scholarship Rules and Regulations of the Hampton Roads Community Foundation. I authorize the Foundation to obtain verification of my enrollment status or financial aid information from the aforementioned colleges as needed for the processing of this request.

SIGNATURE _____ DATE

FOR OFFICE USE ONLY

Note any previous deferrals

Approved Denied

Reason for Denial

Refund Requested ___/___/___

Refund Received ___ Yes ___ No