

Guide to Appealing for a Pause in DSF Eligibility

If you are a DSF Scholar who has been completing the prerequisites to continue your postsecondary education in a competitive program and must wait for program acceptance and scheduled start date, you may submit an appeal to request a pause in your DSF years of eligibility until the program starts.

- To start the appeal process, login to the [DSF Student Portal](#) and click the “Get in Touch” button (or go to denverscholarship.org/contactus).
 - Type “Appeal” as the subject of your message.
- Include the following in your message:
 - A brief explanation of your request, including the timing of when you will finish your prerequisites and when the new program will start;
 - Which semesters you are asking to pause your DSF eligibility;
 - A brief explanation of your backup plan in the event you are not admitted into in the competitive program;
 - A copy of or link to the new program’s calendar, including the application and notification timeline and program start date(s);
 - A copy of or link to the program details, including credits required for completion and minimum requirements for admission;
 - An unofficial copy of your college transcript, showing that you are on track to complete all program prerequisites in the semester you’re applying for the program.
- You must submit your appeal and supporting documentation no later than the first day of classes for the team in which you want the pause to start.
- Once you have submitted your appeal and supporting documentation, DSF will contact your Campus Advisor/Campus Contact to request confirmation of the appeal information.
- DSF will review the submitted documentation and program requirements to confirm that you meet the minimum requirements for the program and the necessary length of the pause in eligibility.

If your appeal is approved, your DSF eligibility will be paused for one term (semester or quarter) or one academic year, depending on the program start date.

IMPORTANT: You are responsible for re-applying for DSF during the appropriate application window (February 1 – May 1) to ensure that you are on track for the DSF Scholarship in the academic year following your eligibility pause.

*Your total DSF eligibility will not be extended for additional years beyond a maximum of 2 years at a technical college, three years at a community college, or five years at a 4-year college or university, **excluding** the time that is paused.*

Depending on how much eligibility you used while completing prerequisites, this may mean that you will not be eligible for DSF for the full length of the competitive program.

Questions? Contact the DSF Scholarship team at 303.640.6564 or denverscholarship.org/contactus.