Opportunity Scholarship Program Return of Funds and Student Withdrawal Policy

Scope

The Opportunity Scholarship Program provides Opportunity Scholarships to assist students with the cost of tuition and required fees on the assumption that the students will attend the school for the entire semester for which the funds are awarded. When a student withdraws before the end of the semester, the school must determine how much, if any, of the Opportunity Scholarship must be returned to the Authority according to this policy. The amount of funds a school must return depends on when the student withdraws.

Under G.S. § 115C-562.2(3), the Authority shall permit a student to transfer to another school during the year and receive a pro rata share of any unexpended portion of the Opportunity Scholarship Program for required tuition and fees at the school to which the student transfers. Timely collection of Opportunity Scholarship refunds is necessary for the Authority to comply with this statutory requirement.

Under this policy, enrollment for a "week" is defined as attendance or submission of classwork on any weekday (Monday-Friday) portion of a week. “Semester” means one of two semesters; the spring semester is January 1 through June 30 and the fall semester is July 1 through December 31. This policy is applicable to both semesters.

This policy applies to all Opportunity Scholarship funds regardless of any other school refund policies.

Effective Date: This policy is effective July 1, 2014.

<table>
<thead>
<tr>
<th>Schedule for Return of Opportunity Scholarship Funds</th>
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<tbody>
<tr>
<td>If the student attends 2 weeks or less of the semester:</td>
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<td>If the student only attends 3 weeks of the semester:</td>
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<td>If the student only attends 4 weeks of the semester:</td>
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<td>If the student only attends 5 weeks of the semester:</td>
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<td>If the student only attends 6 weeks of the semester:</td>
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<td>If the student only attends 7 weeks of the semester:</td>
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<tr>
<td>If the student attends more than 7 weeks of the semester:</td>
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</table>

How is the withdrawal date determined?

The withdrawal date is the last day the student attended classes or submitted work to his or her teacher at the nonpublic school.

What is the deadline to return the Opportunity Scholarship Program funds to the Authority?

Opportunity Scholarship Program refunds are due to the Authority within 30 days of the date the student withdraws. Future disbursements may be suspended for any school that is delinquent returning funds.
What are the consequences of failure to comply with this policy?

Any school that fails to comply with this policy may lose eligibility to participate in the Opportunity Scholarship Program for all students. The Authority will use all available State resources to recover any funds that a school owes to the Opportunity Scholarship Program, including referral to the North Carolina Attorney General’s Office for collection and referral to external collection agencies.

Can a school transfer funds from a withdrawn student to another student?

No. Funds must be returned to SEAA within 30 days of the withdrawal of a student.

What is the process to return Opportunity Scholarship Program funds to the Authority?

1. Complete an Opportunity Scholarship Program Student Withdrawal form for each student
2. Include a copy of the student’s attendance record
3. Mail the form and check to:
   State Education Assistance Authority
   Opportunity Scholarship Program- ROF
   P.O. Box 13663
   Research Triangle Park, NC 27709

What if I have more questions about the Opportunity Scholarship Program return of funds policy?

Contact the Opportunity Scholarship Program staff
You can call toll-free: 1-855-330-3955
You can send an email to OpportunityScholarships@ncesaa.edu