

The Disabilities Grant Program Student Withdrawal Policy

Scope

The Disabilities Grant Program provides grants to assist students with disabilities with the cost of tuition 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 Disabilities Grant 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-112.6(d), the Authority must establish a policy to provide for the pro rata return of funds if a student withdraws prior to the end of the semester from a school to which Disability Grant funds have been remitted. Timely collection of Disability Grant 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 at least one weekday (Monday-Friday) within 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 Disability Grant funds regardless of any other school refund policies.

Effective Date: This policy is effective March 22, 2016.

Schedule for Return of Disabilities Grant Funds	
If the student attends 2 weeks or less of the semester:	Return 100% of the Grant funds for the semester
If the student only attends 3 weeks of the semester:	Return 90% of the Grant funds for the semester
If the student only attends 4 weeks of the semester:	Return 80% of the Grant funds for the semester
If the student only attends 5 weeks of the semester:	Return 70% of the Grant funds for the semester
If the student only attends 6 weeks of the semester:	Return 60% of the Grant funds for the semester
If the student only attends 7 weeks of the semester:	Return 50% of the Grant funds for the semester
If the student attends more than 7 weeks of the semester:	The school is not responsible for returning any Grant funds for the semester

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 public school.

What is the deadline to return the Disabilities Grant funds to the Authority?

Disability Grant refunds are due to the Authority within 30 days of the last day the student either attended classes or submitted work to his or her teacher. Future disbursements may be suspended for any school that is delinquent in 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 Disabilities Grant Program for all students and may lose eligibility to participate in any other program administered by the Authority. The Authority will use all available State resources to recover any funds that a school owes to the Disabilities Grant 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 Disability Grant Program funds to the Authority?

1. Complete a Disabilities Grant Program Return of Funds 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
Disabilities Grant Program- ROF
P.O. Pox 13663
Research Triangle Park, NC 27709

What if I have more questions about the Disabilities Grant Program return of funds policy?

Contact the Disabilities Grant Program staff
You can call toll-free:1-855-330-3955
You can send an email to DGrants@ncseaa.edu

Disabilities Grant Student Withdrawal Form

Student name: _____

Program ID Number: _____

School name: _____

School City/Town: _____

Semester: Fall 2016 Spring 2017

Reason: Did not attend
 Withdrawal
 Expulsion

Last date of attendance: _____

Number of weeks the student attended at least one day of school: _____

Weeks attended	Percent to return
2 weeks or less	100%
3 weeks	90%
4 weeks	80%
5 weeks	70 %
6 weeks	60%
7 weeks	50%
More than 7 weeks:	0%

Percentage of Disabilities Grant that must be returned: _____%

Disabilities Grant Amount: \$ _____

Funds that must be returned (Grant amount X % from above; \$ _____
do not return cents - round to the nearest dollar):

School Administrator Name

Date

School Administrator Signature

Return the funds with a copy of this form within 30 days of the date of last attendance.
 Make check payable to **NCSEAA**.
 Mail to the address below.

NCSEAA
 ATTN: Disabilities Grant Program
 P.O. Box 13663
 Research Triangle Park, NC 27709-3663