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.

<table>
<thead>
<tr>
<th>Schedule for Return of Disabilities Grant 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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<tr>
<td>If the student only attends 3 weeks of the semester:</td>
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<tr>
<td>If the student only attends 4 weeks of the semester:</td>
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<tr>
<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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<tr>
<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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</tbody>
</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 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. Box 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 2017 ☐ Spring 2018 ☐

Reason: ☐ Did not attend ☐ Withdrawal ☐ Expulsion

Last date of attendance: ________________

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

<table>
<thead>
<tr>
<th>Weeks attended</th>
<th>Percent to return</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 weeks or less</td>
<td>100%</td>
</tr>
<tr>
<td>3 weeks</td>
<td>90%</td>
</tr>
<tr>
<td>4 weeks</td>
<td>80%</td>
</tr>
<tr>
<td>5 weeks</td>
<td>70%</td>
</tr>
<tr>
<td>6 weeks</td>
<td>60%</td>
</tr>
<tr>
<td>7 weeks</td>
<td>50%</td>
</tr>
<tr>
<td>More than 7 weeks</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

DGrants@ncseaa.edu