

Opportunity Scholarship Program 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.

Schedule for Return of Opportunity Scholarship Funds	
If the student attends 2 weeks or less of the semester:	Return 100% of the Scholarship funds for the semester
If the student only attends 3 weeks of the semester:	Return 90% of the Scholarship funds for the semester
If the student only attends 4 weeks of the semester:	Return 80% of the Scholarship funds for the semester
If the student only attends 5 weeks of the semester:	Return 70% of the Scholarship funds for the semester
If the student only attends 6 weeks of the semester:	Return 60% of the Scholarship funds for the semester
If the student only attends 7 weeks of the semester:	Return 50% of the Scholarship funds for the semester
If the student attends more than 7 weeks of the semester:	The school is not responsible for returning any Scholarship 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 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 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 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 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
Opportunity Scholarship Program- ROF
P.O. Pox 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

Opportunity Scholarship Program Student Withdrawal Form

Student name: _____

OPS ID Number (see OPS Parent Endorsement Form): _____

School name: _____

School City/Town: _____

Semester: Fall Spring

School Year: _____

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 Opportunity Scholarship that must be returned: _____%

Opportunity Scholarship Amount (see OPS Parent Endorsement Form): \$ _____

Funds that must be returned (Scholarship 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.