

Nonpublic Schools: *Student Withdrawals*



Agenda

1. Types of Withdrawals

- *Official and Unofficial Withdrawal explanations*
- *When to submit a Withdrawal Form*

2. Refunds

- *How refunds are calculated*

3. Withdrawal Form

- *The Withdrawal Form can be found on the NCSEAA website*

4. Policies

- *Deadlines for the NCSEAA Withdrawal Process*
- *Frequently Asked Questions*

5. NCSEAA Withdrawal Process

- *How schools can use MyPortal for the Withdrawal Process*

Types of Withdrawals

Schools must submit a Withdrawal Form when a student discontinues enrollment for any reason during a school year, *whether or not funds are to be returned, if:*

- **The student attended one day or more**
- **The school received payment for the student**
- **The school certifies the student as attending, but the student does not attend**

Schools must notify the K12 Programs by email to NPS@ncseaa.edu if a student meets the requirements for a Withdrawal Form to be submitted.

- **Official Withdrawal** *the parent notifies the school that the student is withdrawn*

Schools must notify the K12 Programs within 10 school days for Official Withdrawals.

- **Unofficial Withdrawal** *the student stops attending without notification from the parent*

Schools must notify the K12 Programs after 10 consecutive school days where a student has not attended school for Unofficial Withdrawals.

Refunds

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%

Funds must be returned to the K12 Programs within 30 days (one month) of the student's withdrawal date.

Withdrawal Form

Withdrawal Form:

- Fillable PDF
- One form for both programs
- Ability to electronically sign the form

NCSEAA
North Carolina State Education
Assistance Authority

**K12 Programs
Student Withdrawal Form**

Student Name: Test Sibling

Program ID Number: 714347729
See MyPortal rosters for the Program ID number.

School Name: Test School

School City: Raleigh

Academic Year: 2020-21

Semester: Fall or Spring

Date student first attended this semester: 8/24/2020

Student Withdrawal Date: 10/9/2020

Number of weeks in this semester student attended at least one day of school: 7

Reason for withdrawal:

Did not attend

Withdrawal

Expulsion

What is the percentage of funding to be returned? 50 %

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%

Test Administrator
School Administrator Name

Test Administrator
School Administrator Signature

10/12/2020
Date

Questions? 919.695.8742 NPS@ncseaa.edu Contact information for schools only

Under G.S. § 115C-562.2(3) and G.S. § 115C-112.6(d), SEAA 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 K12 Program funds have been disbursed. The Authority shall permit a student to transfer to another school during the year and receive a pro rata share of the unexpended portion of the of the K12 Programs for required tuition and fees at the school to which the student transfers, or for other Qualified Expenses in the case of Disabilities Grant or ESA. Timely collection of K12 Program refunds is necessary for the Authority to comply with this statutory requirement.

February 2020

Policy

- Schools must submit a withdrawal form within 10 days after a student stops attending or withdraws.
- The withdrawal form is a program requirement. Schools cannot withhold a withdrawal form due to a dispute with the family.
- If a refund is owed, SEAA must receive the funds no later than 30 days from the student's last day of attendance.
 - Withdrawal forms are required *whether or not* funds must be returned.
 - If a school certifies a student as attending, then SEAA expects a withdrawal form if the student does not attend, stops attending, or withdraws.

Withdrawal Process (Disbursed Roster)

Roster: Disbursed
 Campus: Test School
 Program: All Programs
 Academic Year: 2020-2021
 Term: Fall

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(714347729) Sibling, Test (Fall)

K12 School Grade Level: Fourth Grade
 Current Year Attending: Yes
 Standard Cost: 10000
 Individual Cost: 10000
 Fall Tuition/Fees Owed: 6000
 Withdrawal Reason: <Choose One>
 Last Date of Attendance:
 Number of Weeks Attended: <Choose One>

Status	School Endorsed	Parent Endorsed	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
	Yes	Endorse	C.	DGrants	\$1,950.00	1,950	3,900	1,950
	Yes	Endorse	C.	Opportunity	\$1,050.00	1,050	2,100	1,050

Save

Roster: Disbursed
 Campus: Test School
 Program: All Programs
 Academic Year: 2020-2021
 Term: Fall

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K12 School Grade Level: Fourth Grade
 Current Year Attending: Yes
 Standard Cost: 10000
 Individual Cost: 10000
 Fall Tuition/Fees Owed: 6000
 Withdrawal Reason: <Choose One>
 Last Date of Attendance:
 Number of Weeks Attended: <Choose One>

Status	School Endorsed	Parent Endorsed	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
	Yes	Endorse	C.	DGrants	\$1,950.00	1,950	1,950	1,950
	Yes	Endorse	C.	Opportunity	\$1,050.00	1,050	1,050	1,050

Save



Withdrawal Process (Refunds Due Report)

Standard Reports

Report: Refunds Due

Selection Criteria

Academic year: 2020-2021

[View Report](#) [Export to PDF](#) [Export to CSV](#)

Report Information

Academic Year	2020-2021
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Drag a column header here to group by that column.

PID	First Name	Last Name	Program	Term	Refund Due Amount	K12 School
714347729	Test	Sibling	DGrants	Fall	1950	Test School
714347729	Test	Sibling	Opportunity	Fall	1050	Test School

Records per page: 50

Records: 1 - 2 of 2 - Pages: 1 (out of 1) [Go to page](#)

Withdrawal Process (K12 Withdrawals Report)

Standard Reports

Report: K12 Withdrawals

Selection Criteria

Academic year: 2020-2021 Term: All Program: All Withdrawal Reason: All Number of Weeks Attended: All

[View Report](#) [Export to PDF](#) [Export to CSV](#)

Report Information

Academic Year	2020-2021
School	All Schools
Program	All Programs
Term	All Terms

Drag a column header here to group by that column.

Student ID	Student Name	Academic Year	Term	Program	School Name	Withdrawal Reason	Number of Weeks Attended	Last Date of Attendance	Term Award Amount	Status
85650	Sibling, Test	2020-2021	Fall	DGrants	Test School	Withdrawal	7 weeks	10/09/2020	1950	Refund Due
85650	Sibling, Test	2020-2021	Spring	DGrants	Test School	Withdrawal	7 weeks	10/09/2020	1900	Ineligible
85650	Sibling, Test	2020-2021	Fall	Opportunity	Test School	Withdrawal	7 weeks	10/09/2020	1050	Refund Due
85650	Sibling, Test	2020-2021	Spring	Opportunity	Test School	Withdrawal	7 weeks	10/09/2020	2100	Ineligible

Records per page: 50 Records: 1 - 4 of 4 - Pages: 1 (out of 1) [Go to page](#)

Withdrawal Process (Taskpad)

There are incomplete tasks on your Task Pad.

Taskpad **School**

[View Tasks](#) [School Information](#)

Taskpad Menu
[Tasks assigned to you](#) [Tasks assigned by you](#) [Print](#)

Filters
[Assigned to:](#) You [Assigned by:](#) Everybody Status: Incomplete [Apply Filter](#)

Task	Assigned to	Assigned by	Date	Status	Comments	Modify
Withdrawal Form	Test School	Edward Enos	8/18/2020 3:21:22 PM	Incomplete		Comments Upload Document

[Check All](#) [Check None](#) [Mark Selected As Complete](#)

Upload File for Task Pad
Uploading Withdrawal Form

Select file to upload:

[Choose File](#) K12ProgramWithdrawalForm - Test.pdf

File name:
K12ProgramWithdrawalForm - Test.pdf

[Upload File](#)

[Back](#) [Reset](#)

Upload File for Task Pad
Your document has been uploaded successfully.

[Back](#) [Reset](#)

Withdrawal Process (Processed Refunds)

DISBURSEMENTS							
REFUNDS							
08/18/2020		Test School 1012345				(\$1,950.00)	
Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
DGrants	(\$1,950.00)	08/18/2020		Check	View	Print	Download File
08/18/2020		Test School 1012345				(\$1,050.00)	
Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
Opportunity	(\$1,050.00)	08/18/2020		Check	View	Print	Download File



Test School
 Disbursement Date: 8/18/2020 4:36:46 PM Deposit Date: N/A
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714347729	Sibling	Test	Fall	2020-2021	(\$1,950.00)	DGrants

[Return to Previous Screen](#)

Test School
 Disbursement Date: 8/18/2020 4:36:46 PM Deposit Date: N/A
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714347729	Sibling	Test	Fall	2020-2021	(\$1,050.00)	Opportunity

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Additional Information



www.ncseaa.edu



NPS@ncseaa.edu (only for school officials)



919-695-8742 (only for school officials)
855-330-3955 (for parents)