Opportunity Scholarship and ESA+ award funds to a student, not to a school. The funding is portable. Parents can transfer a student’s scholarship to another eligible nonpublic school.

The easiest time to transfer is between semesters or between school years. For these transfers, no refunds are typically required. For example, the first school receives funding for fall semester, and the second school receives funding for spring semester.

However, parents can transfer their student during a semester. In these cases, the first school may need to refund money before the second school can receive funds that semester, assuming funds remain from the student’s scholarship to pay the second school. Note that funds can only be sent to two schools per semester.

For transfers within a semester, the amount of available funds that can be sent to the new school depends on the number of weeks the student has attended the previous school. The chart below shows the percentage of award funds a school is entitled to keep based on the number of weeks a student has attended.

<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>

Note: The Program defines a week as when a student attended or submitted assignments for at least one day (Monday – Friday).

School Transfer Process

Follow these directions if you have withdrawn your student from their current school and wish to transfer them to a second school:

1. Login to MyPortal
   - Click on School Choice
   - Click on Fill Out Student Transfer Form *If you have multiple children, you must complete the form for each student that will be transferring schools.

Choose “My student is transferring to another Direct Payment School” only if your student has utilized funding at their current school and wishes to transfer to another Direct Payment School.

1. Enter the student’s first date of attendance for the new school.
2. For ESA+ recipients, please email ESA@ncseaa.edu if you do not see your school listed in the dropdown.

2. Program Staff will collect attendance information, and refund if applicable, from the previous school. Please allow up to 30 days for this process to be completed. (Note: The K12 Program’s process is separate from a school’s enrollment policy. Parents should contact the school for their school’s policy information)

3. Once the process has been completed, the new school choice will be updated in MyPortal, and the parent will be sent a MyPortal notification.

4. If funding remains available to transfer to the new school, then the new school will complete certification & endorsement. After, the parent will endorse.

5. The remaining funds are paid to the new school.
K12 Program Withdrawal Process
Follow these directions if your student has been attending a Direct Payment School, utilized scholarship funding, and you wish for your student to withdraw from the K12 Scholarship Program(s).

Are you moving to another state? Are you planning for your student to return to public school full-time? In these cases, you will want to let us know that your student is exiting the K12 Scholarship Program entirely.

1. Login to MyPortal
   - Click on School Choice
   - Click on Fill Out Student Transfer Form *If you have multiple children, you must complete the form for each student that will be transferring schools.

Choose “My student is withdrawing from the K12 Programs” only if your Opportunity Scholarship student will NOT be transferring to another Direct Payment School and will no longer need scholarship funding for this school year. *ESA+ recipients, please be sure to email ESA+ if your student is transferring to a homeschool program or tuition-reimbursement school.

2. Program Staff will collect withdrawal information, and refund if applicable, from the previous school. Please allow up to 30 days for this process to be completed. *(Note: The Program withdrawal process is separate from a school’s withdrawal policy. Parents should contact the school for their withdrawal policy information)*

3. Once the withdrawal process has been completed, the parent will be sent a MyPortal notification. No further action is needed at that time. We wish you and your student(s) all the best for the remainder of the school year.

Is your student’s school choice listed incorrectly in MyPortal?
If your student’s school choice needs to be updated from “Unknown” or if an incorrect school is listed in MyPortal, the parent on file must email the applicable K12 Program to let us know. Parents should not submit a Student Transfer Form in this type of situation. Please include the following in your email:

1. Full name of your student(s)
2. Full name of current school
3. City of current school
4. 1st date of attendance

ESA@ncseaa.edu
OpportunityScholarships@ncseaa.edu

Nothing in this document should be construed to supersede the Program Statute, Program Rules or other Program polices. In addition, these policies do not represent an exhaustive list of all Program rules; rather these policies are set forth to provide a broad overview of the Program. See the Program Rules and Statutes on each Program’s website for more details.