Student Withdrawals

Training for School Administrators

North Carolina’s K12 Scholarship Programs
Helpful Hints for Zoom

*Slides and a recording of this session will be posted to https://www.ncseaa.edu/k12/school-administrators/ within a week.*

- Note that Zoom has **closed captioning** available

**Asking Questions**
- Use the Q & A to ask your questions (chat is disabled)
- Email NPS@ncseaa.edu to ask questions about an individual student

**Answering Questions**
- Presentation team will answer questions from the Q & A at certain points
- Only questions related to this session’s content will be addressed live
Agenda

1. Types of Withdrawals
   • Official and Unofficial withdrawals
   • When to submit a withdrawal form

2. Refunds
   • How refunds are calculated

3. Withdrawal Form
   • Taking a look at the withdrawal form

4. Policies
   • Deadlines for the NCSEAA Withdrawal Process
   • Frequently Asked Questions

5. NCSEAA Withdrawal Process
   • How schools can use MyPortal for the Withdrawal Process
Student Withdrawals
When is a Withdrawal Form Required?

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 any of the following are true.

**IF:**

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

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  The parent notifies the school that the student is withdrawn.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.

- **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.
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 funds must be returned or not.

  • If a school certifies a student as attending, then SEAA expects a withdrawal form if the student does not attend, stops attending, or withdraws.
Calculating Refunds & the Withdrawal Form
<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>

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

K12 Programs
Student Withdrawal Form

Withdrawal Form Tour

• Fillable PDF
• One form for both programs (ESA+ and Opportunity)

• Sign the form electronically
• Save and submit electronically via MyPortal
OR
• Print and sign
• Scan and submit electronically via MyPortal
Related MyPortal Reports
Withdrawal Process (Rosters and Reports)

There are incomplete tasks on your Task Pad.

- **Taskpad**
  - View Tasks

- **School**
  - School Information

- **Recipients**
  - Rosters

- **Reports**
  - Standard Reports

- **Payments**
  - Disbursements / Refunds

- **Data File Transfer**
  - Send Roster File
  - File Transfer Results
Withdrawal Process (Disbursed Roster)

**Roster:** Disbursed

<table>
<thead>
<tr>
<th>Campus</th>
<th>Test School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>All Programs</td>
</tr>
<tr>
<td>Academic Year</td>
<td>2020-2021</td>
</tr>
<tr>
<td>Term</td>
<td>Fall</td>
</tr>
</tbody>
</table>

**Previous:** Page 1  
**Next:** (expand all) (contract all)

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**K12 School Grade Level:**
- Fourth Grade

**Current Year Attending:**
- Yes

**Standard Cost:**
- 10000

**Withdrawal Reason:**
- <Choose One>

**Fall Tuition/Fees Owed:**
- 6000

**Number of Weeks Attended:**
- <Choose One>

---

<table>
<thead>
<tr>
<th>Status</th>
<th>School Endorsed</th>
<th>Parent Endorsed</th>
<th>Certification Codes</th>
<th>Program</th>
<th>New Term Amount</th>
<th>Term Award</th>
<th>Term Paid</th>
<th>Annual Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>C, C</td>
<td>DGrants</td>
<td>$1,950.00</td>
<td>1.950</td>
<td>3.900</td>
<td>1.950</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>C</td>
<td>Opportunity</td>
<td>$1,050.00</td>
<td>1.050</td>
<td>2.100</td>
<td>1.050</td>
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</table>

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\[NCSEAA\]
## Withdrawal Process (Disbursed Roster)

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

### Sibling, Test (Fall)

<table>
<thead>
<tr>
<th>K12 School Grade Level</th>
<th>Current Year Attending</th>
<th>Fall Tuition/Fees Owed</th>
<th>Number of Weeks Attended</th>
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<tbody>
<tr>
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<td>6000</td>
<td>&lt;Choose One&gt;</td>
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<table>
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<th>Program</th>
<th>New Term Amount</th>
<th>Term Award</th>
<th>Term Paid</th>
<th>Annual Award</th>
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<td>1.050</td>
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</table>

[Save]
**Withdrawal Process (Refunds Due Report)**

**Standard Reports**

**Report:** Refunds Due

**Selection Criteria**

**Academic Year:**
- 2020-2021

**Report Information**

**Academic Year:** 2020-2021

---

**Drag a column header here to group by that column.**

<table>
<thead>
<tr>
<th>PID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program</th>
<th>Term</th>
<th>Refund Due Amount</th>
<th>K12 School</th>
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</thead>
<tbody>
<tr>
<td>714347729</td>
<td>Test</td>
<td>Sibling</td>
<td>DGrants</td>
<td>Fall</td>
<td>1950</td>
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<td>1050</td>
<td>Test School</td>
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</tbody>
</table>

**Records per page:** 50
Withdrawal Process (K12 Withdrawals Report)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Academic Year</th>
<th>Term</th>
<th>Program</th>
<th>School Name</th>
<th>Withdrawal Reason</th>
<th>Number of Weeks Attended</th>
<th>Last Date of Attendance</th>
<th>Term Award Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>85650</td>
<td>Sibling, Test</td>
<td>2020-2021</td>
<td>Fall</td>
<td>DGrants</td>
<td>Test School</td>
<td>Withdrawal</td>
<td>7 weeks</td>
<td>10/09/2020</td>
<td>1930</td>
<td>Refund Due</td>
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<tr>
<td>85650</td>
<td>Sibling, Test</td>
<td>2020-2021</td>
<td>Spring</td>
<td>DGrants</td>
<td>Test School</td>
<td>Withdrawal</td>
<td>7 weeks</td>
<td>10/09/2020</td>
<td>1900</td>
<td>Ineligible</td>
</tr>
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<td>85650</td>
<td>Sibling, Test</td>
<td>2020-2021</td>
<td>Fall</td>
<td>Opportunity</td>
<td>Test School</td>
<td>Withdrawal</td>
<td>7 weeks</td>
<td>10/09/2020</td>
<td>1050</td>
<td>Refund Due</td>
</tr>
<tr>
<td>85650</td>
<td>Sibling, Test</td>
<td>2020-2021</td>
<td>Spring</td>
<td>Opportunity</td>
<td>Test School</td>
<td>Withdrawal</td>
<td>7 weeks</td>
<td>10/09/2020</td>
<td>2100</td>
<td>Ineligible</td>
</tr>
</tbody>
</table>
Withdrawal Process (TaskPad)

There are incomplete tasks on your Task Pad.

Taskpad Menu

Taskpad

School

School Information

Task

Withdrawal Form

Check All

Check None

Mark Selected As Complete

Task

Assigned to: You

Assigned by: Everybody

Status: Incomplete

Apply Filter

Task

Assigned to: Test School

Assigned by: Edward Enos

Date: 8/18/2020 3:21:22 PM

Status: Incomplete

Comments

Modify

Upload Document

Upload File for Task Pad

Select file to upload:

Choose File K12ProgramWithdrawalForm - Test.pdf

File name:

K12ProgramWithdrawalForm - Test.pdf

Upload File

Upload File for Task Pad

Your document has been uploaded successfully.

> Back > Reset
**Withdrawal Process (Processed Refunds)**

<table>
<thead>
<tr>
<th>Program Group</th>
<th>Disbursed Amount</th>
<th>Processed Date</th>
<th>Deposit Date</th>
<th>Method</th>
<th>View Details</th>
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<tbody>
<tr>
<td>DGrants</td>
<td>($1,950.00)</td>
<td>08/18/2020</td>
<td></td>
<td>Check</td>
<td>View</td>
</tr>
<tr>
<td>Opportunity</td>
<td>($1,050.00)</td>
<td>08/18/2020</td>
<td></td>
<td>Check</td>
<td>View</td>
</tr>
</tbody>
</table>

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**Test School**

- **Disbursement Date**: 8/18/2020 4:36:46 PM
- **Deposit Date**: N/A

<table>
<thead>
<tr>
<th>PID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Term</th>
<th>Year</th>
<th>Amount</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>714347729</td>
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<td>Fall</td>
<td>2020-2021</td>
<td>($1,950.00)</td>
<td>DGrants</td>
</tr>
</tbody>
</table>

**Test School**

- **Disbursement Date**: 8/18/2020 4:36:46 PM
- **Deposit Date**: N/A

<table>
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<tr>
<th>PID</th>
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<td>Opportunity</td>
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CONTACT US

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NPS@ncseaa.edu

(919) 695-8742
Monday-Friday: 9am-3pm