

# Student Withdrawals

Training for School Administrators

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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](mailto: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



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# Student Withdrawals

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# 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](mailto: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The parent notifies the school that the student is withdrawn.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.

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# Calculating Refunds & the Withdrawal Form

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# 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



## K12 Programs Student Withdrawal Form

Student Name:

Program ID Number:

*See MyPortal rosters for the Program ID number.*

School Name:

School City:

Academic Year:

Semester:  Fall or  Spring

Date student first attended **this semester**:

Student Withdrawal Date:

*See previous pages for more information about calculating the student's Withdrawal Date and counting the weeks attended.*

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

Reason for withdrawal:

Did not attend

Withdrawal

Expulsion

What is the percentage of funding to be returned?  %

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%

School Administrator Name:

School Administrator Signature:

Date:

Questions? 919.695.8742 [NPS@ncseaa.edu](mailto: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.

August 2022

## 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





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# Related MyPortal Reports

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# 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**

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: **<Choose One>** 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**

# 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	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

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)

**Taskpad** There are incomplete tasks on your Task Pad.

View Tasks **School**  
School Information



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

**Filters**  
Assigned to:  Assigned by:  Status:  [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		<a href="#">Upload Document</a>

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

**Upload File for Task Pad**  
Uploading Withdrawal Form

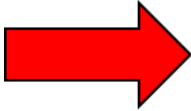
Select file to upload:

Choose File K12ProgramWithdrawalForm - Test.pdf

File name:

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	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>
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	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>



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

[Return to Previous Screen](#)

# CONTACT US



[ncseaa.edu](http://ncseaa.edu)

**For School Use Only**



[NPS@ncseaa.edu](mailto:NPS@ncseaa.edu)



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