

ESA+ and Opportunity Scholarship

How to Transfer Schools or Cancel Your Scholarship

School Transfers

The Opportunity Scholarship and ESA+ programs award funds to a student, not to a school. The funding is portable, which means 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, refunds typically are not required from the school.

If you transfer your student during a semester, 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).

For transfers during a semester, the amount of available funds that can be sent to the new school depends on the number of weeks the student 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 attended:

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%

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

Funds can only be sent to two schools per semester.

How to Transfer Scholarship Funds to a Different School

Follow these directions if you have withdrawn your student from their current school and wish to transfer them to a second school. **The Program withdrawal process is separate from a school's withdrawal policy. Parents should contact the school for information on their withdrawal policy.**

- Log in to [MyPortal](#)
 - Select [School Choice](#)
 - Select [Fill Out Student Transfer Form](#) – If you have multiple children, you must complete the form for each student that will be transferring schools.

Select **"My student is transferring to another Direct Payment School"** *only* if your student has used funding at their current school, and is withdrawing to transfer to another [Direct Payment School](#).

- Enter the student's first date of attendance for the new school.
 - For ESA+ recipients only, please email ESA@ncseaa.edu if you do not see your school listed in the dropdown.
- Program staff will collect withdrawal information, and refund (if necessary), from the previous school. Please allow up to 30 days for this process to be completed.

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3. Once the withdrawal process is complete, we will update the school choice in MyPortal, and you will receive a notification in MyPortal.
4. If funding remains available to transfer to the new school, the new school will complete certification & endorsement. **Check out [how funds are sent to your school](#) for more information.*
5. Once the school and parent complete endorsement, the remaining funds are paid to the new school.

Cancelling the Opportunity Scholarship or ESA+ Scholarship

Sometimes students must exit the program after school starts, due to a move out of state or a return to full-time public school. Follow these directions to remove your student from the Opportunity Scholarship or ESA+ Scholarship once they have used scholarship funds to attend a Direct Payment School. **Note: this action is final and cannot be reversed.*

1. Log in to [MyPortal](#)
 - Select [School Choice](#)
 - Select [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’s scholarship needs to be cancelled”** only if your student will NOT be transferring to another Direct Payment School and will no longer need scholarship funding this school year.

2. Program Staff will collect withdrawal information, and refund (if available), from the previous school. Please allow up to 30 days for this process to be completed.

Once the withdrawal process is complete, the parent will receive a notification in MyPortal. No further action is needed at that time. We wish you and your student(s) continued success for the remainder of the school year.

Other Changes to School Choice

The Student Transfer Form should not be used to make general updates to school choice. Either send us a message in MyPortal using the “Contact Us” button or email us if your school choice needs to be updated.

Nothing in this document should be construed to supersede the Program Statute, Program Rules or other Program policies. 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.