

School Withdrawal/Transfer Procedures for Families

A student participating in the ESA Program may withdraw from a Category I, II, or III non-public school at any time. If a student chooses to withdraw, the student's parent(s)/guardian(s) must immediately complete one of the following courses of action *within ten (10) school days* to retain the student's ESA for the year:

- Provide the department with proof of transfer and enrollment in another approved ESA participating non-public school, or
- Provide the department with proof of transfer and enrollment in another non-participating state-approved Category I, II, or III non-public school.

If neither of the above options are met within ten (10) school days, the ESA account will be closed.

To withdraw a student from an approved ESA participating non-public school, parent(s)/guardian(s) must:

- notify the student's current school that the student will be withdrawn from the school. Follow the school's instructions for how to withdraw the student, and
- complete the ESA program's [Student Withdrawal/Transfer Form](#) within five (5) business days of the student's withdrawal from the non-public school and email ESA.Finance@tn.gov.

Transfer and Enrollment Options

Transfer and Enroll in Another Approved Participating ESA Non-Public School Within ten (10) School Days	Transfer and Enroll in Another Non-Participating State Approved Category I, II, or III Non-Public School Within ten (10) School Days	Transfer and Enroll in a Public School District, Independent Homeschool, or Category IV or V Non-Public School.
<p>You can view the current list of schools here.</p> <ul style="list-style-type: none"> • The remaining funds can be used at the new school. 	<ul style="list-style-type: none"> • Fees for tuition, uniforms, and textbooks are not allowed. 	<ul style="list-style-type: none"> • A student will be ineligible to participate in the ESA Program, and the student's account will be closed.

Fiscal Responsibilities

- When a student withdraws from an approved ESA-participating non-public school or ESA-eligible non-public school during the course of the school year, the ESA account for that school year will be reduced on a prorated daily basis, pursuant to State Board of Education (SBE) Rule [0520-01-16-.04\(8\)](#). This prorated award is calculated using the number of instructional days enrolled according to the local public district's calendar. The ESA Program can only pay an approved ESA participating non-public school up to this prorated award. Any expenses owed to the approved ESA participating non-public school that exceed the amount of the prorated ESA amount shall be the account holder's responsibility.
- When the withdrawal/transfer form is submitted, an automated email confirmation will be generated by the ESA Program and sent to the account holder's email address provided on the student withdrawal form
- If a student graduates from high school or reaches age 22 and has any remaining funds left in his/her account, the student will then become a Legacy ESA student. Legacy students may use the remaining funds for eligible post-secondary education expenses. Legacy students are not given additional ESA funds. For more information on legacy students, see this [document](#) on the ESA [website](#).