

Withdrawal/Transfer Procedures for Families

A student may withdraw from a participating school at any time. If a student chooses to withdraw, they must choose one of the following options to retain their Education Savings Account (ESA) for the year:

- enroll in a new ESA participating school or
- enroll in a non-participating Category I, II, or III non-public school.

If neither of the above options are met, the ESA account will be closed.

To withdraw a student from a participating school, parent(s)/guardian(s) should:

- notify the student's current school that you will be withdrawing the student from the school. Follow the school's instructions for how to withdraw your student, and
- complete the ESA Program's [Student Withdrawal/Transfer Form](#) within 5 business days of the student's withdrawal from the non-public school.

Transfer to Another Participating ESA School

Enroll the student in a new ESA-participating school. You can review the current list posted on the [ESA website](#).

- The remainder of the ESA funds can be used at the participating school the student is transferring to after revision of the Funds Pre-Approval Form.
- The account holder must send a copy of the school contract to ESA.Questions@tn.gov.

Transfer to an ESA Eligible Non-Participating Private School

Enroll the participating student in a non-participating Category I, II or III non-public school.

- If the account holder selects this option, the fees for tuition, uniforms, and textbooks are no longer allowable use of funds for the ESA account.
- The account holder must send a copy of the school contract and the revised [Funds Pre-Approval Form](#) to ESA.Questions@tn.gov.

Transfer to a non-ESA Eligible Private School Program or to a Public School

Enroll the participating student in a public school district, independent homeschool, or Category IV or V non-public school.

- If the account holder selects this option, their student will be ineligible to participate in the ESA Program, and their student's ESA will be closed.



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Notes on Eligibility

- If an account holder should voluntarily or involuntarily withdraw the student from their Category I, II, or III school, they must enroll in another Category I, II, or III nonpublic school to maintain their ESA account. If an account holder should enroll their student in a public school, independent home school, or Category IV or V private school, the student would then be ineligible to participate in the program, would forfeit the remainder of their ESA funds, and the student's ESA would be closed. The student would remain eligible to reapply for the ESA Program in the upcoming school year as a new applicant.

Fiscal Responsibilities

- When a student withdraws from a participating school during the course of the school year, the ESA funds for that school year will be reduced on a prorated daily basis, pursuant to State Board of Education (SBE) [Rule 0520-01-16-.04\(8\)](#). The Tennessee Department of Education shall prorate the full ESA amount paid to a school based on the days of enrollment at the school relative to the minimum number of days each school is open for instruction. Any expenses owed to the participating school which exceed the amount of the prorated ESA amount shall be the account holder's responsibility.
- Families must submit an expense report within 10 business days of the withdrawal date to include all expenses covered through the ESA, regardless of future enrollment in a participating or non-participating ESA school.

When the withdrawal/transfer form is submitted, an automatic email confirmation will be generated by the ESA Program and sent to the account holder email address provided on the student withdrawal form.

- Upon leaving the ESA Program, through return to a public school, independent home school, or Category IV or V nonpublic school, any funds remaining in the ESA account will be returned to the State Treasurer, pursuant to SBE Rule .
- If a student graduates from high school or reaches age 22 and has any remaining funds left in their ESA account, the student will then become a Legacy ESA student. Legacy students may use their remaining funds for eligible post-secondary education expenses. Legacy students are not given additional ESA funds. For more information on Legacy ESA students, contact ESA.Questions@tn.gov.