



Tennessee Education Savings Account Program

School Checklist for Tennessee Education Savings Account (ESA) Student Withdrawals and Transfers

See below for important information for participating schools regarding the steps for student withdrawals from the Education Savings Account (ESA) Program and the options available to account holders (parents/caregivers) if they choose to withdraw.

- Complete the [Student Withdrawal/Transfer Form](#) **within five (5) business days** of the student's withdrawal from school.
 - When the [Student Withdrawal/Transfer Form](#) is submitted, the ESA Program will send an automatic email confirmation to the school email address provided on the student withdrawal form.
- Both the school and the parent should submit a withdrawal form. If the account holder withdraws the student in person, please remind them to access and submit the [Student Withdrawal/Transfer Form](#).
- Submit an [ESA Reimbursement Request](#) within **10 business days** of the withdrawal date to include all expenses covered by the ESA during the student's enrollment period.
 - If a student withdraws mid-year, the ESA scholarship for that school year will be reduced on a prorated daily basis, as required by State Board of Education (SBE) Rule [0520-01-16-.04\(8\)](#).
 - The department will prorate the amount paid to a school based on the days of an ESA student's enrollment at the school relative to the minimum number of days each school is open for instruction.
- Ensure the account holders are aware of the following options for their student prior to completion and submission of the withdrawal form:
 1. Enroll/transfer the student to a different ESA-participating non-public school.
 - The remainder of the ESA scholarship can be used at the new ESA participating school after revision of the [Funds Pre-Approval Form](#).
 - The account holder must send a copy of the school contract to ESA.Questions@tn.gov.
 - The account holder must submit verification of enrollment from the new participating school to ESA.Questions@tn.gov.
 - A list of all ESA-participating non-public school options can be located on the department's [website](#).
 2. Enroll the 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 scholarship. A list of how funds can be used in a non-participating school can be found in the family handbook on the [ESA website](#).
 - The account holder must send a copy of the school contract to ESA.Questions@tn.gov. A list of all non-public school options can be located on the department's [website](#).
 3. Enroll the student in a public school district or a non-ESA eligible non-public school option, including homeschool or a Category IV or Category V non-public school.

If the account holder selects this option, they are **no longer able to participate in the program and the student's unused ESA funds will be returned to the State.**

Eligibility Note: If an account holder should voluntarily or involuntarily withdraw from their Category I, II, or III school, they must enroll in another Category I, II, or III non-public school to maintain their ESA scholarship. If an account holder should enroll in a public school, home school, or Category IV or V school, they are no longer eligible to participate in the program and will immediately forfeit the remainder of their scholarship. The student would not retain any ESA funds or status in the event the student re-applies to the ESA program.

However, according to T.C.A. § 49-6-2602(3)(A)(iii), a student would remain eligible for the ESA Program for the next school year, following withdrawal of the ESA Program, despite having attended private school. To re-enroll in the program, the eligible student must apply using the