



**DEMOTTE**  
CHRISTIAN SCHOOLS



## **INDIANA CHOICE SCHOLARSHIP ATTENDANCE AND PAYMENT PROCESS**

### **Can a student receive a Choice Scholarship after the school year has already begun?**

To be awarded a Choice Scholarship for the entire school year, a complete application must be submitted for the student by the September 1 application deadline and the student must be fully enrolled and expected in attendance on both the September Count Day and the February Count Day.

If the student has not submitted an application by the September 1 deadline and/or the student is not enrolled and expected in attendance on the September Count Day, the student may apply for a scholarship for the spring semester. The application window for the spring semester is September 2, 2017 - January 15, 2018. To receive a payment, the student must be enrolled and attending the Choice School on the February Count Day.

### **If a student receives a Choice Scholarship Award and then decides to transfer within the same school year, what happens to the Choice Scholarship?**

As a condition of participation in the program, the IDOE requires a school to report the student as exiting on their Enrollment and Mobility (EM) Report within 5 business days of the student's withdrawal from the Choice School. If a payment for the student has already been made, the IDOE will contact the school to collect a prorated refund for the portion of the school year the student is not attending the Choice School. If the payment has not yet been made, it will be prorated by the IDOE to reflect the student's enrollment at the Choice School.

### **Can a student transfer to a different Choice School and retain their Choice Scholarship?**

No. The Choice Scholarship is school specific. If the student withdraws prior to the end of the first semester, the Choice Scholarship amount will be prorated to the date the student was withdrawn from school. If a payment has already been made, then a refund amount will be calculated. The student may apply for a Choice Scholarship for the spring semester during the spring application window.

**Can a student who has withdrawn from their Choice School return to the same Choice School at a later date in the school year and continue to receive his/her Choice Scholarship Award?**

If a student has been withdrawn and is reported as exiting on the Enrollment and Mobility Report in compliance with the five day requirement, the parent/guardian forfeits the remaining portion of the student's Choice Scholarship Award. At the time the student is withdrawn from the Choice School, the student is no longer eligible to receive Choice Scholarship Award funds for the remainder of the semester in which the student was withdrawn. If the student has been withdrawn and then re-enrolls prior to the end of the second application window, the student may apply for a Choice Scholarship for the spring semester.

**How will the payment process work? Is there anything I need to do once school starts?**

The parent/guardian plays a very important role in the payment process. The Choice Scholarship award is designated by the parent/guardian directly to the participating school on the student's behalf. At the time of application, the Choice School will download and print a Choice Scholarship Endorsement Form. The "Endorsement Form" must be signed and dated by the parent/guardian. This Endorsement Form will instruct the State to provide payment to the school on the student's behalf. Without the completed endorsement form, the State will not make a payment for that student.

**What happens to the payment if the student is withdrawn before the school year is over? Are there any costs to the family beyond what is covered by the Choice Scholarship?**

When a student is withdrawn from the participating school, the Choice Scholarship amount is prorated down to the number of days that the student was enrolled at the Choice School. For example, if the school year for XYZ School is 180 days and Student A was enrolled in the school for 45 days then withdrew, Student A would have been enrolled for 25% of the school year. If Student A's Choice Scholarship award was \$4,000, 25% or \$1,000 would be paid to the participating school on the student's behalf.

Knowing the participating school's policies concerning student withdrawal and tuition payment is important. Individual school policies vary and may require that tuition and fee costs be paid for the full month for which the student withdraws or even for the full semester. The family is responsible for the discrepancy in tuition charges resulting from the State's system or prorating payments down to the day and the participating school's withdrawal and tuition payment policies.

**How often will State payments be made?**

At a minimum, Choice Scholarship payments will be made twice per year, once each semester.