



Tennessee Department of Education

Individualized Education Account (IEA) Program

Student Withdrawal from IEA Program Form

An account holder may withdraw a student from the Individualized Education Account (IEA) Program any time during the school year.

In order to withdraw a student from the IEA Program and close the IEA, the account holder must complete and submit the following forms through the IEA Portal within **15 days** of withdrawing from the private school, homeschool, or online program:

- The Student Withdrawal from IEA Program Form (this form)
- Required documentation requested in the Student Withdrawal from the IEA Program Form (as applicable)
- The current quarterly IEA Expense Report
- The IEA Bank Account Closure Form

Student Information	Response Field
<i>All fields are required, unless otherwise noted</i>	
Student Name (Last, First, Middle)	
Student ID Number	
Parent/ Guardian Name:	
Effective Date of Withdrawal from the IEA Program (mm-dd-yyyy):	
Type of School the Student will be Enrolled in After Withdrawal from the IEA Program:	
Name of the School the Student will be Enrolled in After Withdrawal from the IEA Program:	
Address of the School the Student will Enroll in After Withdrawal from the IEA Program:	
School District the School is Located In:	



Date of the Enrollment in the New School, if applicable (mm-dd-yyyy):	
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Refund Information

If an account holder prepays for services to be used after the date of withdrawal, the provider must refund the IEA funds used to pay for these services.

If your student is receiving a prepaid services refund, please fill out the following fields.

Category	Name of Provider	Amount of Refund
Therapists		
Tutors		

If an account holder prepaid for tuition at a participating school for an entire school year, the IEA funds used should be refunded to the department by the participating school within 15 days of the withdrawal date.

If your student is receiving a tuition refund, please fill out the following fields.

Name of Participating School	Refund Amount
Name of Virtual School	Refund Amount
Name of Postsecondary Institution	Refund Amount



Please describe what is being refunded (tuition, fees, etc.)

Required Documentation

In addition to completing this form, if the student attended a participating school, the account holder must also send the Tennessee Department of Education (the department) the following documentation within fifteen **days from the date of withdrawal**:

- 1. A statement, letter, or other official document from the school the student withdrew from which shows the date of initial enrollment, date of withdrawal, number of days the student was enrolled in the school, and the amount of tuition and fees refunded.

This withdrawal notice is not complete until all required documents have been submitted through the IEA Portal.

Signature Page

I certify the information provided in this form, including any supporting documentation is truthful and accurate. I further understand that any false statements or documentation may result in the student's account being frozen, the student being removed from the IEA program, closure of the student's IEA account, and/or forfeiture of all funds remaining in the account. I further understand that if any false statements or documentation is provided, the department may prohibit the student and/or parent/guardian from enrolling in the IEA program and/ or being an IEA account holder in future.

IEA Account Holder Signature

Date