



Closing your Student's Empowerment Scholarship Account

1. Inside the ESA portal, click "Close account for this student" button. If you have more than one student, double-check that you are selecting the correct account!

Application#
Status: Application has Active ESA Contract

Close account for this student

View Email History

2. You will need to indicate once more that you would like to close the account.

Confirmation

Are you sure you want to close your student's
ESA account ?

Student Name:
Application ID:

Yes - Close Account No - Go Back

3. If you agree with each statement, check each box and sign in the space indicated.

Account Closure Confirmation

Please verify that you have read and understand by checking the boxes below:

- By signing below, I understand that I am closing my student's account and that this action is non-reversible.
- An account audit will be conducted, and you will be notified if any funds are owed.
- You must reapply if you would like to return to the program.
- Any remaining funds will be removed from your account and returned to the Arizona State Treasurer's Office.

You must verify you have read and understood the items above.

Sign Below:

4/15/2022

Submit Cancel

4. You will receive an email confirmation and the student's status will change in the portal. Click on *View Email History* to view the email history and to download the email.

Application#
Status: The ESA Application has been closed - Parent Withdraw
Closed Date: 4/15/2022 10:56:06 AM

View Email History

NOTE: An account that has been closed, cannot be reopened. To return to the ESA Program, you will need to reapply for the student.