



## Withdrawal Procedures for POST SECONDARY EDUCATION

### Eligibility

To be considered eligible to use your IDA funds for post-secondary education, ALL of the following must be met:

- I have completed and received a certificate of completion for the financial education course offered by Foundation Communities.
- I have completed and submitted my written education plan (available on the website).
- I have been an IDA participant for at least six months.

### Procedure

Once you have determined that you are eligible to make a withdrawal, follow the procedure below to request your funds:

1. Notify the IDA staff of your intent to withdraw by calling 512-610-4022 or via email: [IDA@foundcom.org](mailto:IDA@foundcom.org)
2. Complete the "Education Withdrawal Form" (available on the website).
3. ***If using your funds for tuition and fees:***
  - Submit a copy of your tuition bill. A copy is acceptable.***If using your funds for books/supplies include:***
  - A copy of the course syllabus showing that the intended items of purchase are REQUIRED of the course.
  - A copy of your course schedule.
  - A "dummy" receipt from the bookstore or the vendor showing the title of the book (or a description of the required supplies) and the price. Make sure you include tax!
4. Return items in #2 and #3 to our office personally, by mail or fax.
5. IDA staff will process your request and prepare payment to the vendors. Allow 2-3 working days for processing.

### Questions? Don't hesitate to call or email!

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