Payment Processing

North Carolina's K12 Scholarship Programs

NCSEAA
K12 SCHOLARSHIPS

Helpful Hints for Zoom

***Slides** will be posted at* https://www.ncseaa.edu/k12/school-administrators/webinars/ *and a **recording** of this session will be posted there within a week.*

- Zoom has closed captioning available

Asking Questions

- Use the Q & A to ask your questions (chat is disabled)
- Email NPS@ncseaa.edu to ask questions about an individual student

Answering Questions

- Presentation team will answer questions from the Q & A at certain points
- Only questions related to this session's content will be addressed live

Agenda

1. **Certification**
   - Completed 1x per year per student
   - Students not attending need to be certified as not attending
   - What is included as qualified tuition and fees
2. **Correcting Errors**
   - Schools can't independently correct errors after Endorsement
3. **Endorsement**
   - Completed 2x per year per student (fall and spring)
   - Schools must endorse before Endorsement is available for the parent
4. **CSV Upload Option**
   - Useful for large schools
   - Can be used for Certification and Endorsement
5. **Disbursement**
   - Only after Certification and Endorsement are complete

Certification

Qualified Tuition and Fees

Covered Tuition and Fees

- Must be required for the student to attend the school
- Must be charged of all students or of all students at the same grade level or curriculum track
- Must be billed at the same rate of all students
- Can only cover K12 expenses
- Must be billed during the school year for which the student has an award

Not Covered Tuition and Fees

- Optional costs or costs not required of all students
- Costs that are billed at a variable rate between students
- Fees that are not charged directly by a school (ex. fees paid to a third-party vendor such as FACTS)
- Fees charged before the start of the academic year, July 1, 2025 (ex., Enrollment fee paid on April 1, 2025)
- Fees for a separate academic year (ex., Re-enrollment fee for 26-27)

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Examples of Qualified Tuition and Fees

Covered Tuition and Fees

- Tuition required for curriculum
- Testing fees (*cannot only be charged to NC K12 Program recipients*)
- Tech and supply fees (*if charged for every student in that grade level*)
- Books and uniforms (*only if the school is directly charging for and selling these items to the parent*)
- New student and reenrollment fees (*must be charged for and applying to the same school year that the award is for*)
- Maintenance or building fees
- Transportation *(if charged of all students)*

Not Covered Tuition and Fees

- Summer school (*due to being outside of the fall and spring semesters and not being required by every student*)
- Dual enrollment classes offered by and taken through a college (*this is not a K12 expense*)
- ACT Testing Fees for 11th grade scholarship recipients. (Schools are reimbursed for this cost directly by SEAA)
- Supplemental services***

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Supplemental Services

What are Supplemental Services?

Supplemental services are provided by a school to individual students. Examples: tutoring, educational therapy, or pull-out services that vary based on a student's needs.

How is this different from the tuition we charge for EC students?

EC tuition is billed at the same rate for all students enrolled in the EC curriculum is **COVERED** and may be reported during certification.

Supplemental Services are charges unique to individual students. Charges that differ based on the level of services the student is receiving are **NOT COVERED** and should not be reported during certification.

Supplemental Services Continued

How can parents pay for Supplemental Services?

Supplemental Services count as qualifying expense for ESA+ students. Families can pay for these services with their ESA+ funds if the student has ESA+ funds remaining after tuition and fees have been paid to your school.

How do we report the cost of Supplemental Services?

Instead of reporting the cost for supplemental services during certification, schools should provide an invoice to families for these services. The school receives payment via ClassWallet.

IMPORTANT: To receive ESA+ funds for Supplemental Services, your school must have signed the **School and School Employee Provider Agreement** and set up a ClassWallet account.

Examples

Example 1:

Student A is enrolled in a school's EC curriculum. The school's tuition and fee schedule states that for students enrolled in the EC curriculum, there is an additional cost: $6,000 per year.

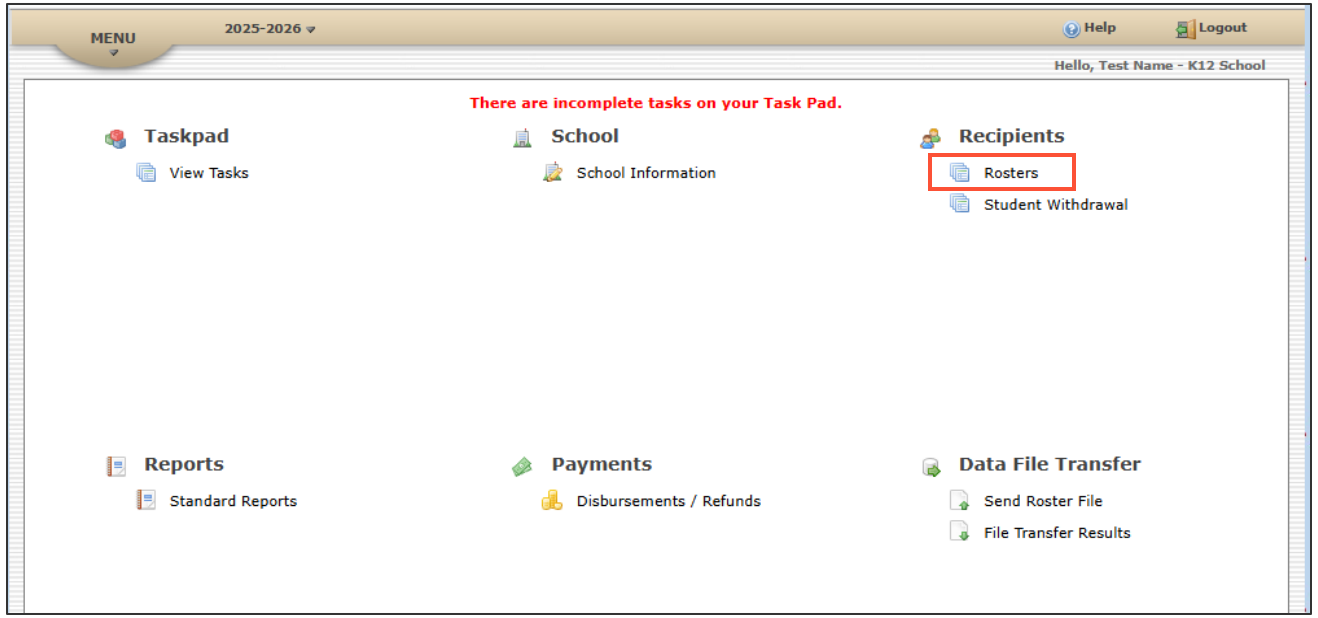
This additional cost counts as **covered tuition and fees** and the school can report the cost during certification.

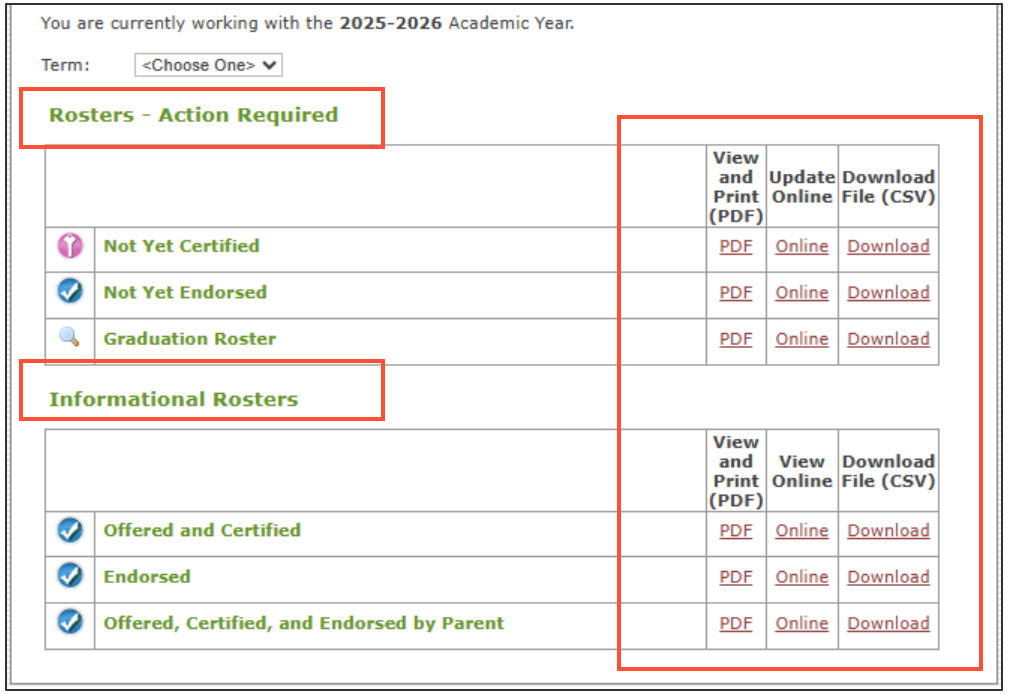
Example 2:

ESA+ Students B and C receive tutoring at $100 per hour. Student B receives 3 hours of tutoring a week and Student C receives 6 hours of tutoring a week.

This tutoring is a **Supplemental Service** and is invoiced separately to parents.

Certification: Rosters





Certification: Full-Time Enrollment

Roster: Not Yet Certified
Campus: Test School
Program: All Programs
Academic Year: 2023-2024
Term: All Terms

The Certification Roster displays students who chose to attend your school when they accepted the Opportunity Scholarship and/or ESA+. See Certification Instructions for more information.

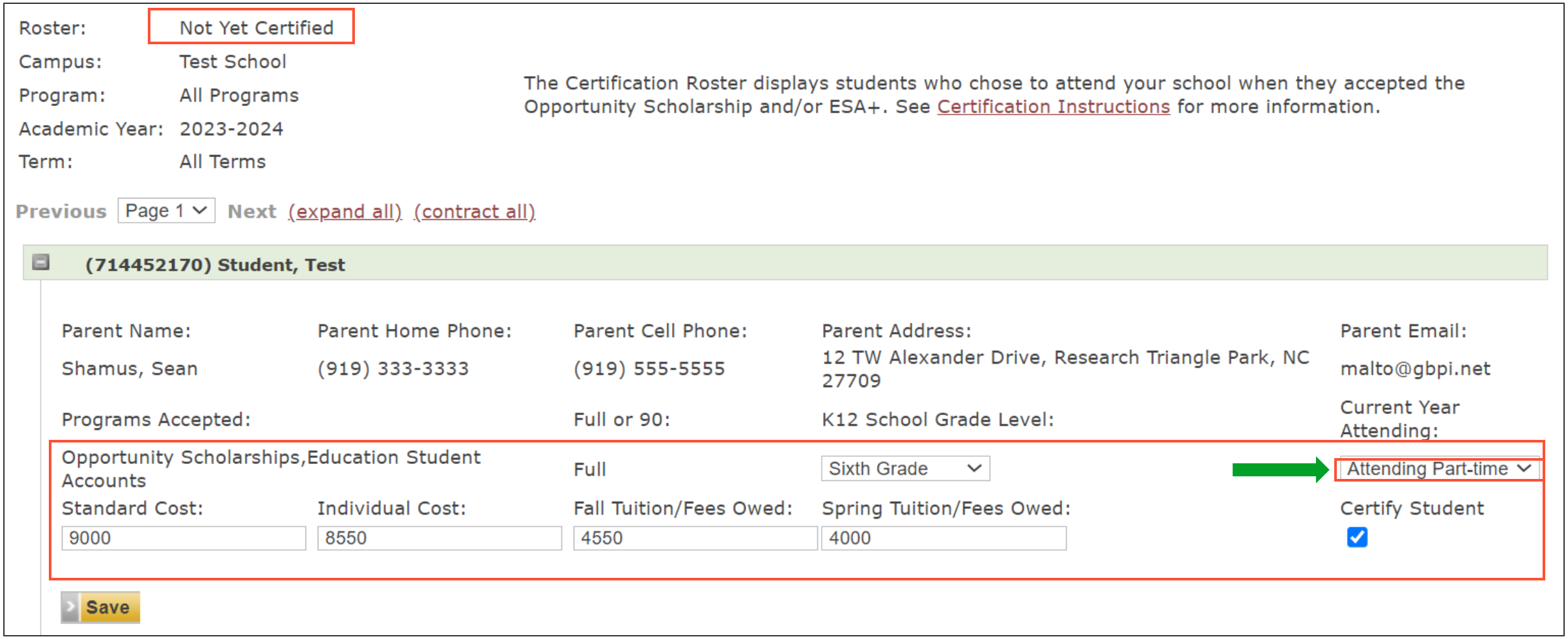
Previous Page 1 Next (expand all) (contract all)

(714452170) Student, Test

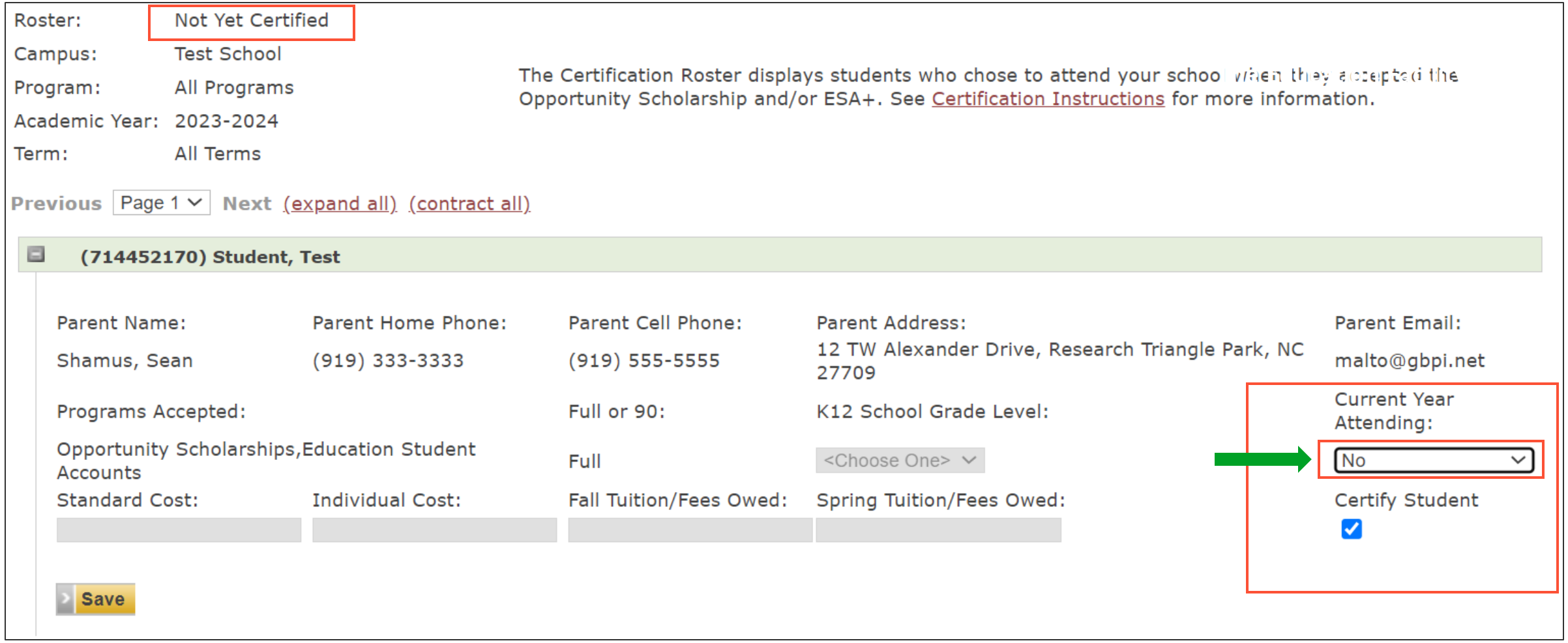
Parent Name:	Parent Home Phone:	Parent Cell Phone:	Parent Address:	Parent Email:
Shamus, Sean	(919) 333-3333	(919) 555-5555	12 TW Alexander Drive, Research Triangle Park, NC 27709	malto@gbpi.net
Programs Accepted:		Full or 90:	K12 School Grade Level:	Current Year Attending:
Opportunity Scholarships,Education Student Accounts		Full	Sixth Grade	Attending Full-time
Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:	Certify Student
9000	8550	4550	4000	☑

Save

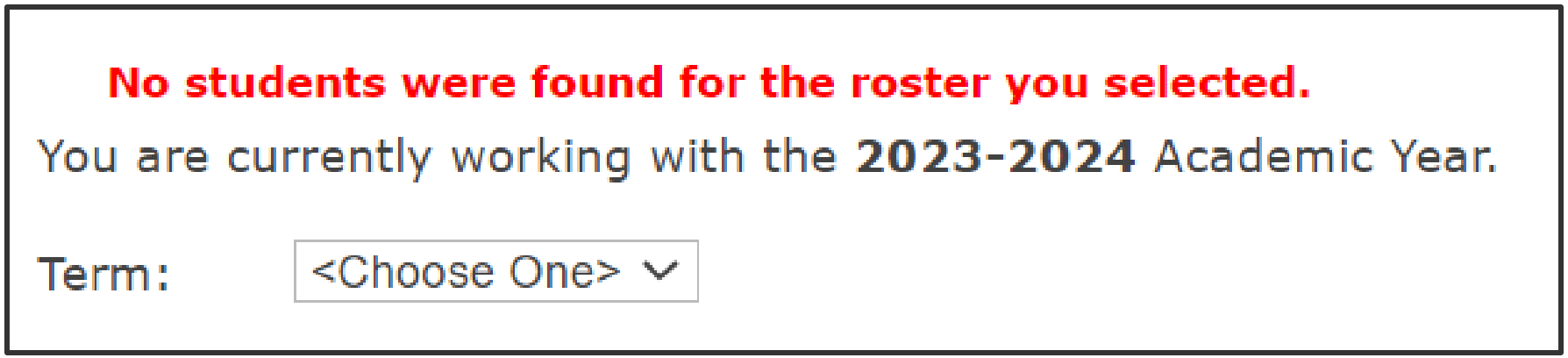
Certification: Part-Time Enrollment



Certification: Not Attending



Certification: Not Yet Certified Roster

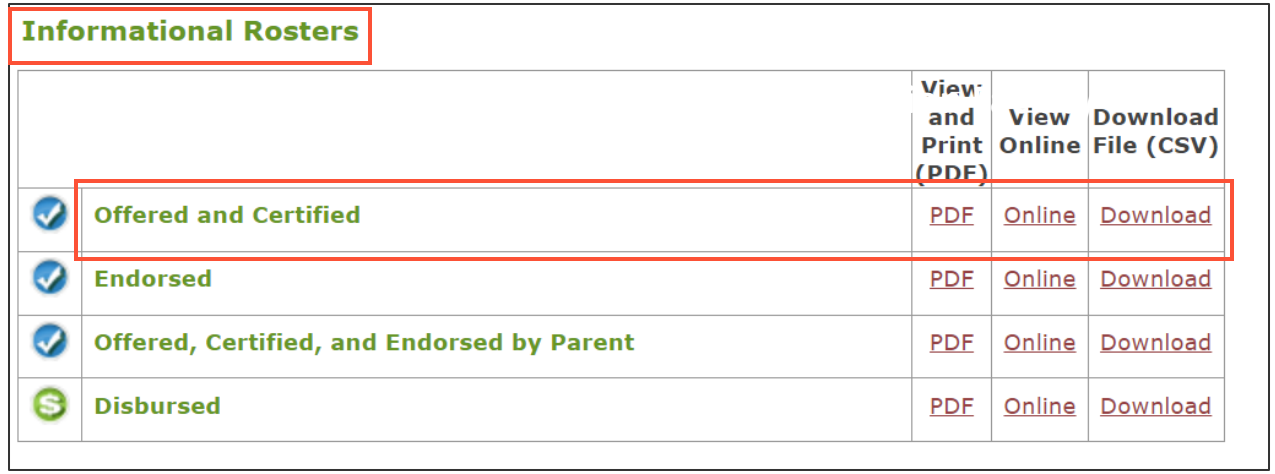


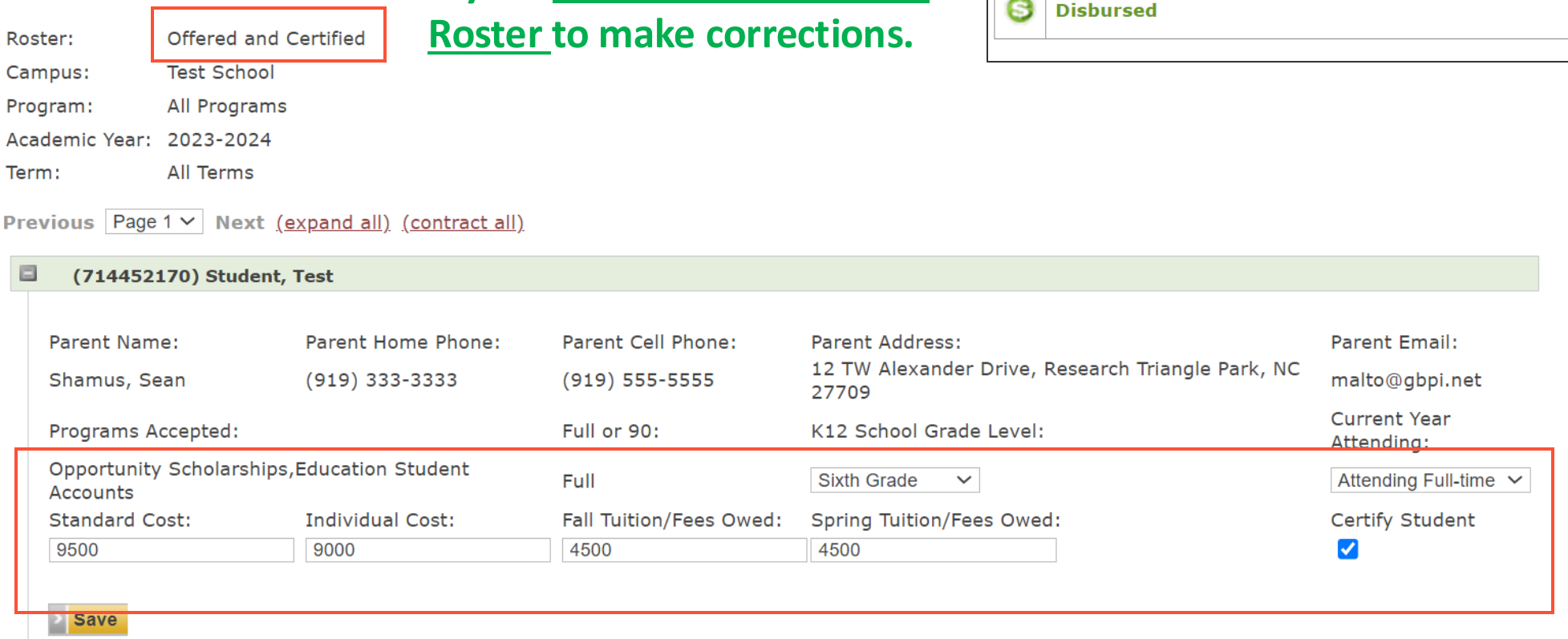
Correcting Errors

Offered and Certified Roster

STOP
If you made an error during certification

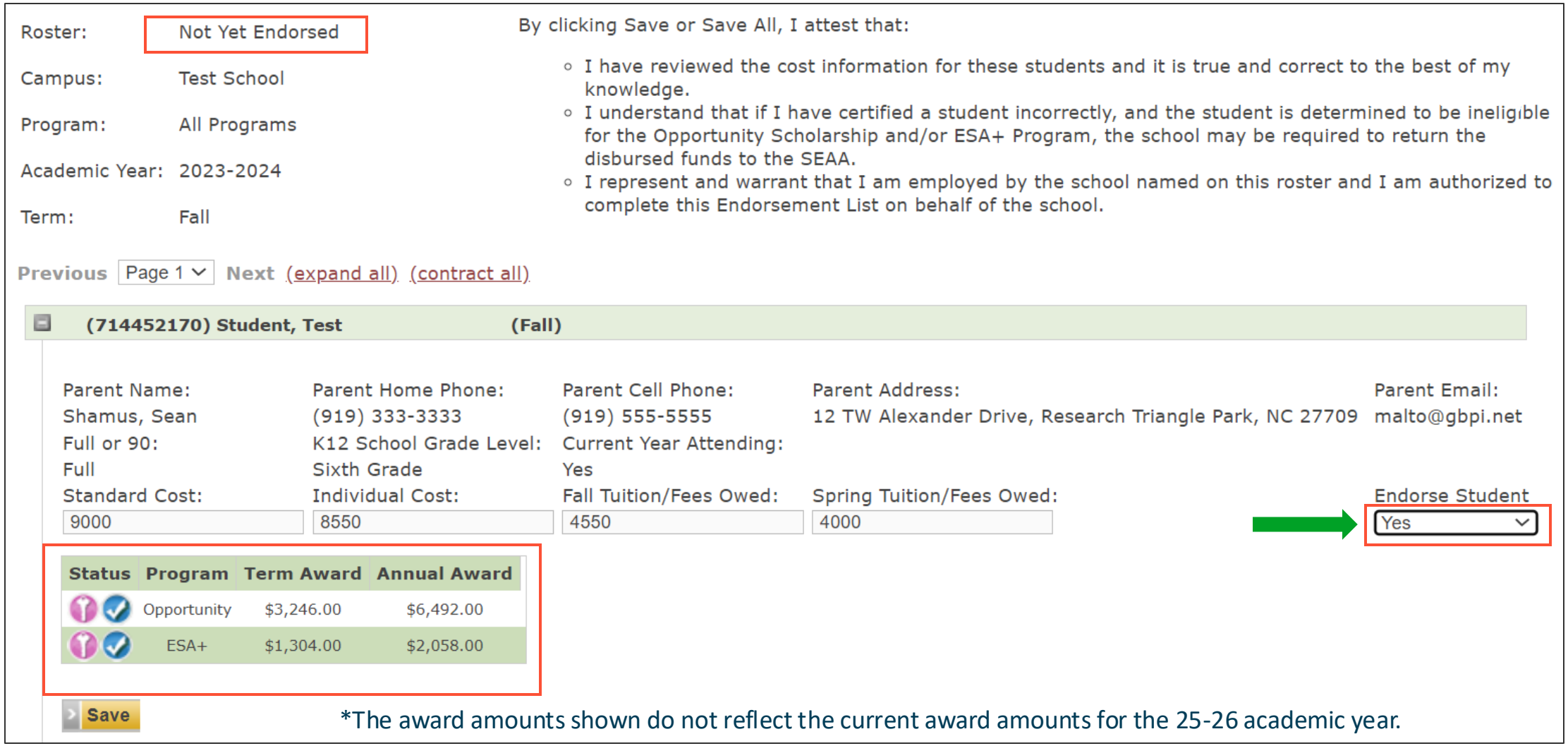
GO
To your Offered and Certified Roster to make corrections.





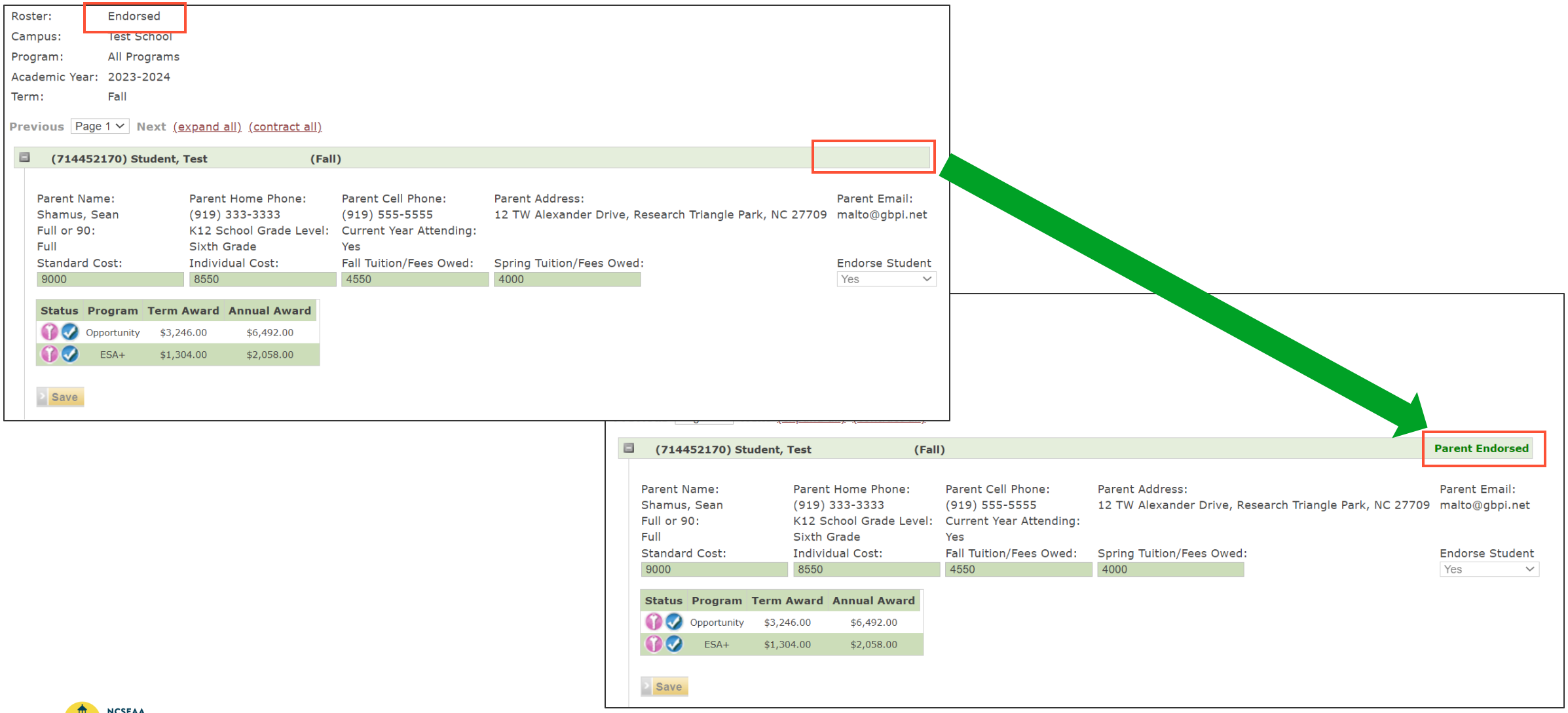
Endorsement

Not Yet Endorsed Roster



*The award amounts shown do not reflect the current award amounts for the 25-26 academic year.

Endorsed Roster



An Important Note about Certification and Endorsement

K12 School Certifcation Acknowledgement and Acceptance

Please be aware that misrepresentation regarding student enrollment, attendance, or tuition and fee amounts may constitute a misappropriation of State funds and may be reported to legal authorities if appropriate or required.

By checking the box next to each statement, you are certifying to a State government agency that the following statements are true and accurate:

- ☐ I am employed by the school and am authorized to complete the Certification and Endorsement processes on behalf of the school.
- ☐ I have reviewed each and every student name on the roster and the students I have certified or endorsed are attending or will attend my school full-time for this Academic Year, or are enrolled part-time in my school and part-time in another eligible school.
- ☐ I understand that if I have certified a student incorrectly or the student is determined to be ineligible for the Opportunity Scholarship and/or the Education Student Accounts for Children with Disabilities Program (ESA+), the school may be required to return the disbursed funds to SEAA.
- ☐ I understand that if a student withdraws from my school for any reason during the Academic Year, whether or not scholarship funds need to be returned, I am obligated to comply with the K12 Student Withdrawal Policy and submit a Withdrawal Form for that student.
- ☐ I have reviewed the tuition and fee amount charged to each student and I certify that the required tuition and fee amount listed above for each student is accurate, is the tuition charged to the student, and matches the Tuition and Fee Schedule submitted to SEAA by my school for this Academic Year.
- ☐ I understand that Opportunity Scholarship and ESA+ Scholarships belong exclusively to the families and that only a parent is permitted to complete the parental endorsement of scholarship funds for disbursement to the school and that neither the School nor any other third-party is authorized to endorse scholarship funds to the school on a parent's behalf.

If you have any questions about completing the school certification or school endorsement process, please feel free to contact us: NPS@ncseaa.edu

CSV Upload Option

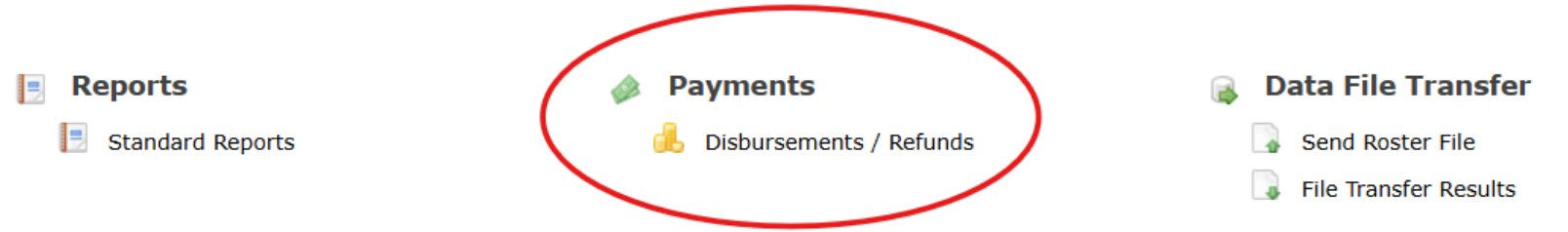
CSV Upload: Certification

CSV Upload is a second option for completing certification. This is an optional process, but it may be useful for schools with a lot of students.

You can find the instructions on the resources page of our website here: https://k12.ncseaa.edu/school-admins/resources/

Disbursement

Payment Tracking



09/13/2024 [redacted] $52,173.00

Program Group	Disbursed Amount	Processed Date	Method	View Details	Print Details	Download File
Opportunity	$52,173.00	09/13/2024	Electronic Funds Transfer (EFT)	View	Print	Download File

Contact Us

https://k12.ncseaa.edu/

NPS@ncseaa.edu

(919) 695-8742, Option 1

Monday-Friday: 9am-3pm

Please insist that staff at your school who are managing K12 Scholarship Program processes view a **recording** of these trainings if they have not attended the webinars.

Other webinars in this series include:

- Best Practices
- Student Withdrawals
- Financial Review
- ESA+ and Schools