



Payment Processing

North Carolina's K12 Scholarship Programs



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)

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***

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.

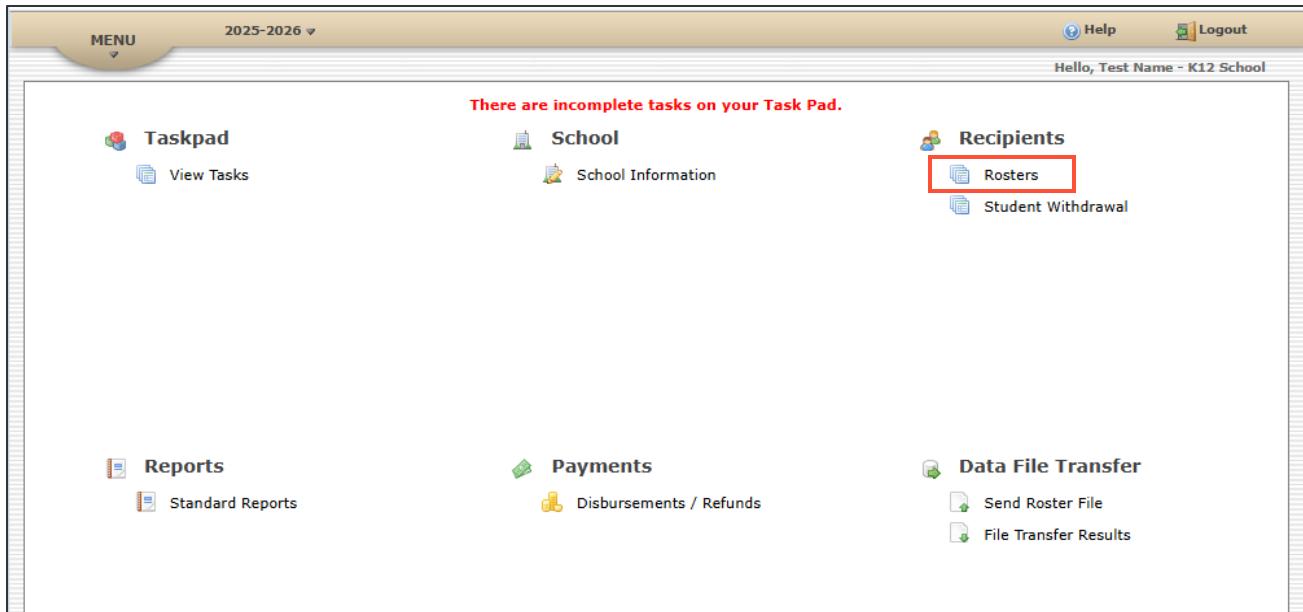
This additional cost counts as **covered tuition and fees** and the school can report the cost during certification.

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



The screenshot shows the 'Rosters - Action Required' and 'Informational Rosters' sections. A large green arrow points from the 'Rosters' link in the previous screenshot to this section. The 'Action Required' section contains three items: 'Not Yet Certified' (pink icon), 'Not Yet Endorsed' (blue checkmark icon), and 'Graduation Roster' (blue magnifying glass icon). The 'Informational Rosters' section contains three items: 'Offered and Certified' (blue checkmark icon), 'Endorsed' (blue checkmark icon), and 'Offered, Certified, and Endorsed by Parent' (blue checkmark icon). Each item has 'View and Print (PDF)', 'View Online', and 'Download File (CSV)' buttons to its right. Red boxes highlight the 'Rosters - Action Required' section and the 'Informational Rosters' section.

	View and Print (PDF)	View Online	Download File (CSV)
Not Yet Certified	PDF	Online	Download
Not Yet Endorsed	PDF	Online	Download
Graduation Roster	PDF	Online	Download
	View and Print (PDF)	View Online	Download File (CSV)
Offered and Certified	PDF	Online	Download
Endorsed	PDF	Online	Download
Offered, Certified, and Endorsed by Parent	PDF	Online	Download

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 malto@gbpi.net

27709
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

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:

Shamus, Sean

Parent Home Phone:

(919) 333-3333

Parent Cell Phone:

(919) 555-5555

Parent Address:

12 TW Alexander Drive, Research Triangle Park, NC
27709

Parent Email:

malto@gbpi.net

Programs Accepted:

Full or 90:

K12 School Grade Level:

Current Year
Attending:

Opportunity Scholarships, Education Student
Accounts

Full

Sixth Grade ▾



Attending Part-time ▾

Standard Cost:

9000

Individual Cost:

8550

Fall Tuition/Fees Owed:

4550

Spring Tuition/Fees Owed:

4000

Certify Student



 Save

Certification: Not Attending

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		<Choose One> ▾	<input style="border: 1px solid red; width: 150px; height: 25px;" type="button" value="No"/>
Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:	<input checked="" type="checkbox"/> Certify Student
<input style="width: 100px; height: 30px; background-color: #f0a; color: white; border: 1px solid #f0a; border-radius: 5px; font-weight: bold; font-size: 12px;" type="button" value="Save"/>				

Certification: Not Yet Certified Roster

No students were found for the roster you selected.

You are currently working with the **2023-2024** Academic Year.

Term:

<Choose One> ▾



Correcting Errors

Offered and Certified Roster

STOP

If you made an error during
certification

GO

To your Offered and Certified
Roster to make corrections.

Roster: Offered and Certified
Campus: Test School
Program: All Programs
Academic Year: 2023-2024
Term: All Terms

Previous Page 1 [\(expand all\)](#) [\(contract all\)](#)

Informational Rosters			
		View and Print (PDF)	View Online
<input checked="" type="checkbox"/>	Offered and Certified	PDF	Online Download
<input checked="" type="checkbox"/>	Endorsed	PDF	Online Download
<input checked="" type="checkbox"/>	Offered, Certified, and Endorsed by Parent	PDF	Online Download
	Disbursed	PDF	Online Download

(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	mailto: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
9500	9000	4500	4500	<input checked="" type="checkbox"/>



Endorsement

Not Yet Endorsed Roster

Roster: **Not Yet Endorsed**

Campus: Test School

Program: All Programs

Academic Year: 2023-2024

Term: Fall

By clicking Save or Save All, I attest that:

- I have reviewed the cost information for these students and it is true and correct to the best of my knowledge.
- I understand that if I have certified a student incorrectly, and the student is determined to be ineligible for the Opportunity Scholarship and/or ESA+ Program, the school may be required to return the disbursed funds to the SEAA.
- I represent and warrant that I am employed by the school named on this roster and I am authorized to complete this Endorsement List on behalf of the school.

[Previous](#) [Page 1](#) [▼](#) [Next](#) [\(expand all\)](#) [\(contract all\)](#)

(714452170) Student, Test		(Fall)													
Parent Name: Shamus, Sean	Parent Home Phone: (919) 333-3333	Parent Cell Phone: (919) 555-5555	Parent Address: 12 TW Alexander Drive, Research Triangle Park, NC 27709 malto@gbpi.net												
Full or 90: Full	K12 School Grade Level: Sixth Grade	Current Year Attending: Yes													
Standard Cost: 9000	Individual Cost: 8550	Fall Tuition/Fees Owed: 4550	Spring Tuition/Fees Owed: 4000												
Endorse Student  <input data-bbox="2112 933 2373 967" type="button" value="Yes"/>															
<table border="1"><thead><tr><th>Status</th><th>Program</th><th>Term Award</th><th>Annual Award</th></tr></thead><tbody><tr><td></td><td>Opportunity</td><td>\$3,246.00</td><td>\$6,492.00</td></tr><tr><td></td><td>ESA+</td><td>\$1,304.00</td><td>\$2,058.00</td></tr></tbody></table>				Status	Program	Term Award	Annual Award		Opportunity	\$3,246.00	\$6,492.00		ESA+	\$1,304.00	\$2,058.00
Status	Program	Term Award	Annual Award												
	Opportunity	\$3,246.00	\$6,492.00												
	ESA+	\$1,304.00	\$2,058.00												
<input data-bbox="256 1202 358 1231" type="button" value="Save"/>		*The award amounts shown do not reflect the current award amounts for the 25-26 academic year.													

Endorsed Roster

Roster: **Endorsed**

Campus: test School

Program: All Programs

Academic Year: 2023-2024

Term: Fall

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

(714452170) Student, Test (Fall)

Parent Name: Shamus, Sean	Parent Home Phone: (919) 333-3333	Parent Cell Phone: (919) 555-5555	Parent Address: 12 TW Alexander Drive, Research Triangle Park, NC 27709	Parent Email: malto@gbpi.net
Full or 90: Full	K12 School Grade Level: Sixth Grade	Current Year Attending: Yes		
Standard Cost: 9000	Individual Cost: 8550	Fall Tuition/Fees Owed: 4550	Spring Tuition/Fees Owed: 4000	Endorse Student Yes
Status	Program	Term	Award	Annual Award
Opportunity		\$3,246.00		\$6,492.00
ESA+		\$1,304.00		\$2,058.00

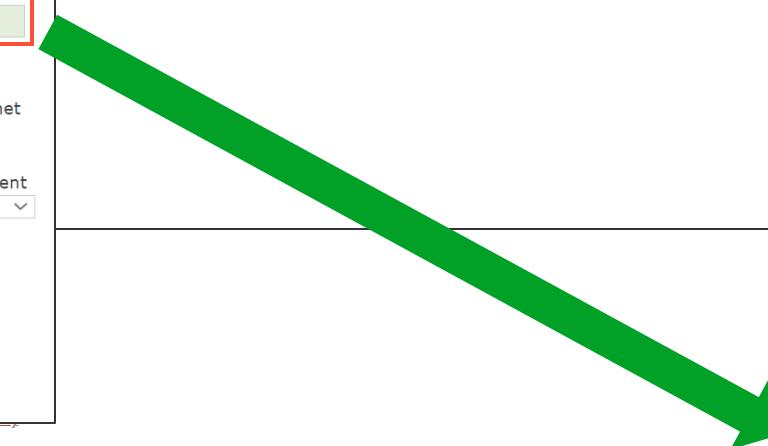
Save

(714452170) Student, Test (Fall)

Parent Name: Shamus, Sean	Parent Home Phone: (919) 333-3333	Parent Cell Phone: (919) 555-5555	Parent Address: 12 TW Alexander Drive, Research Triangle Park, NC 27709	Parent Email: malto@gbpi.net
Full or 90: Full	K12 School Grade Level: Sixth Grade	Current Year Attending: Yes		
Standard Cost: 9000	Individual Cost: 8550	Fall Tuition/Fees Owed: 4550	Spring Tuition/Fees Owed: 4000	Endorse Student Yes
Status	Program	Term	Award	Annual Award
Opportunity		\$3,246.00		\$6,492.00
ESA+		\$1,304.00		\$2,058.00

Save

Parent Endorsed



An Important Note about Certification and Endorsement

K12 School Certification 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

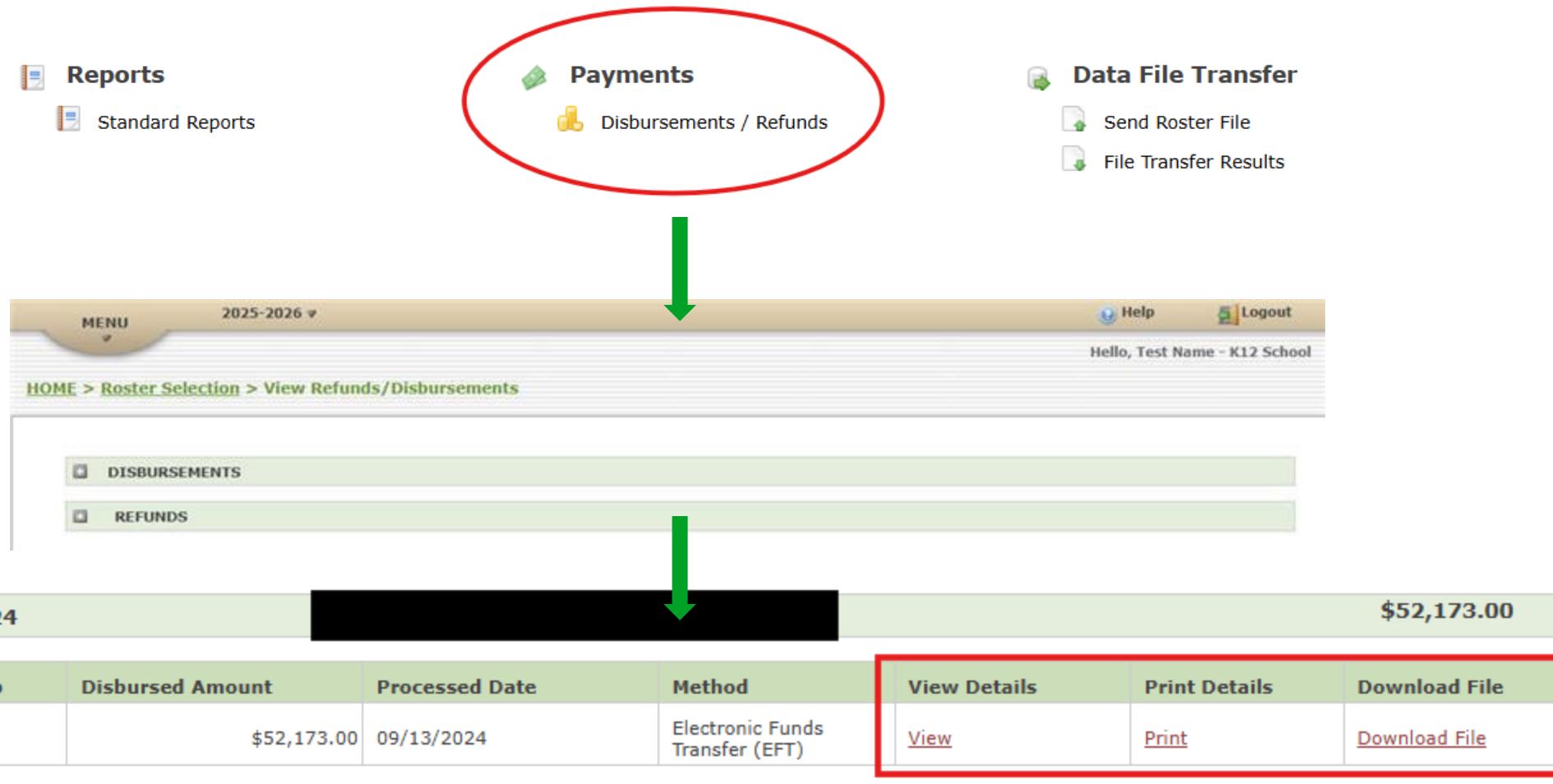
CSV Upload is a second option for completing certification. This is an optional process, but it may be useful for schools with a lot of students.

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



Disbursement

Payment Tracking



Reports

Standard Reports

Payments

Disbursements / Refunds

Data File Transfer

Send Roster File

File Transfer Results

MENU 2025-2026 ▾ Help Logout

Hello, Test Name - K12 School

HOME > Roster Selection > View Refunds/Disbursements

DISBURSEMENTS

REFUNDS

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