



Certification

K12 Direct Payment Schools



NCSEAA
K12 SCHOLARSHIPS



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Before Certification

Consider what information you need



Look for the **Tuition & Fee Schedule** you submitted to SEAA ...

IMPORTANT

The student cost you report during Certification must **match** the costs on your school's Tuition & Fee Schedule previously submitted to SEAA.

Consider the **Tuition & Fees** you charge ...

- When SEAA marked your submitted Tuition & Fee Schedule as complete, that did **not** mean the K12 Scholarship will cover all tuition and fees listed by your school on that Schedule.
- Schools must adhere to **NCSEAA Financial Policies** to manage K12 Scholarship award funds appropriately.

What is Certification?



The Certification Process...

- Certification begins in **August** each year.
- You tell SEAA whether or not students are **enrolled**.
- If you confirm that students are enrolled, you also report their **cost**.



The Certification Process...

What does the K12 Scholarship cover?

- SEAA sends scholarship funds to Direct Payment Schools for:
 - **Required** tuition & fees that are ...
 - charged to **every student** within the same grade level or educational track, and are ...
 - for the **current** academic year.



Certification Terms

- Standard Cost
 - Individual Cost
 - Fall Cost
 - Spring Cost
-
- Enrollment Type

Standard Cost

Required Tuition & Fees for the Current Academic Year

- Calculate the **required** tuition & fees for the student's grade level (or educational track) for the current academic year.
 - SEAA defines the academic year as **July 1 – June 30**.
- **Do not** include tuition/fees for future academic years, or individualized or optional services and classes.
 - These may be considered *Supplemental Services*.
 - *Review the (ESA+) Supplemental Services Webinar for more information!*

Individual Cost

Standard Cost minus student aid/discounts

- **Individual Cost** = the amount **billed** to the family for required tuition & fees, **after** aid/discounts have been applied.
- You will divide the **Individual Cost** into a Fall and a Spring cost.

Standard Cost

- Aid/Discounts

= Individual Cost

Fall & Spring Costs

K12 Scholarship operates on a two-semester academic year.

If your school does not operate on a two-semester schedule, refer to the dates for each semester to calculate the amounts for fall and spring cost.

Fall: July 1 – December 31

Spring: January 1 – June 30

Enrollment Type

Full-time or Part-Time

- Schools must indicate whether a student is enrolled **full-time** or **part-time**.
- Scholarship students can be **co-enrolled** at a K12 Direct Payment School and:
 - Another private school
 - A home school
 - A public school*

*Scholarship students **cannot** be enrolled at a public school full-time.**

Student Cost Example

Standard Cost Example

Current School Year	Annual
Base Tuition	5,300
Exceptional Children	6,500
Books	+ 600
Tech Fee	+ 500
Curriculum Fee	+ 400
Total	= 13,300

This will be the student's
Standard Cost

Individual Cost Example

Current School Year	Annual
Standard Cost	13,300
School Discounts	- 300
Other Financial Aid	- 1,000
Total	= 11,000

This will be the student's
Individual Cost

Fall & Spring Cost Example

Current School Year	Annual
Fall Semester	6,250
Fall Tuition	4,750
Books	600
Tech Fee	500
Curriculum Fee	400
Spring Semester	4,750
Spring Tuition	4,750
Total	= 11,000

Fall and spring costs can differ depending on when fees are charged.

In this example, fall cost is higher than the spring cost because of the fall semester fees.

Payment Processing Timelines



When? How often?

Payment processing begins in August.

- Schools certify each student **once a year**.
- Schools and parents endorse **each semester**.
- SEAA disburses funds **each semester**.



K12 Scholarship Reminder

- K12 Direct Payment Schools agree **not** to bill families in advance for tuition & fees that will be covered by a K12 Scholarship.
- Schools must **not** accept K12 Scholarship funds with the intent to reimburse scholarship families.

*Review the Endorsement & Disbursement
Webinar for more information!*

Resources

Find help for Certification topics:

- *Technical instructions*
 - *Guidance for discounts and school aid*
- And more ...*

<https://k12.ncseaa.edu/school-admins/resources/>

Managing Funds

Certification and
Endorsement

Student Withdrawals

Updating Your
Information

Refunds

Contact Us

 <https://k12.ncseaa.edu/>

 NPS@ncseaa.edu

 **919-695-8742**

*NPS email and phone are for school use only and should not be shared with parents.

