

All K12 Direct Payment Schools must submit a Tuition and Fee Schedule to NCSEAA annually to maintain participation with the K12 Programs. NCSEAA cannot disburse funding to a school for tuition amounts that exceed those reported on the Tuition and Fee Schedule.

The Tuition and Fee Schedule must be submitted in MyPortal no later than **June 30th** for schools completing the New School Registration Process, and no later than **July 15th** for returning schools.

Schools are responsible for clearly setting forth their tuition and fee rates and billing policies on their Tuition and Fee Schedules. Schools should ensure that they meet the following Program requirements:

- The Tuition and Fee Schedule should be comprehensive enough to allow NCSEAA staff to compare the amounts reported on the schedule to the amounts reported for individual students at the time of certification and understand how those amounts were calculated.
- Schools must ensure that the Tuition and Fee Schedule they submit to the K12 Programs is true and accurate. Schools will not be permitted to make changes to the tuition and fees they have reported to the Program once the school year has started.

Please Note: A Tuition and Fee Schedule is required of all schools, regardless of whether they will have Program recipients enrolled in their school for the year in which the schedule is being requested.

Creating a Tuition and Fee Schedule

The instructions below serve as a guide for schools on how to create a Tuition and Fee Schedule.

Tuition and Fee Schedule Requirements

Acceptable Tuition and Fee Schedules submitted to NCSEAA must include:

- The name and address of the school
- Reference to the school year for which the Tuition and Fee Schedule is being requested
- The base tuition charged by the school for the school year and an itemization of any fees charged
- The tuition charged for any Exceptional Children tracks or additional curriculum offered
- The frequency at which tuition and fees are billed to a family

General Rules for Fees That the Scholarship Will Cover

- The allowable costs for which the Scholarships may be used, as set forth in statute, are “tuition and fees for books, transportation, equipment, or other items required by the nonpublic school.”
- In order to be covered by the Scholarship, fees must be charged for every student (or all students in a specific grade level if the fee is grade specific)
- Fees may also be covered if they are assessed per household*
- A fee that is not charged directly by the school, but instead is purchased by the parent directly from a store or vendor (for example, books or uniforms), would not be covered
- A fee will not be allowed if it is unique to a specific student
- A fee must be charged for and applied to the school year for which the student has the award
- Fees can only cover K12 expenses

*For information on how to report fees billed per household to the NC K12 Programs, see the [MyPortal Certification Instructions](#).

A school may charge tuition and fees that the NC K12 Programs will not cover. The tuition and fees that are not covered by the NC K12 Programs should still be reported on the school’s Tuition and Fee Schedule but should not be included when the school completes certification in August. Fees cannot be covered by the NC K12 Programs if they are considered optional, are not charged of all students at a particular grade level or are not for K12 expenses. Fees not covered by the NC K12 Programs may include, but are not limited to:

- Withdrawal fees
- Fees to fulfill required parent service or volunteer requirements
- Community college fees
- Tutoring fees or additional support plans billed on an individualized basis
- Before and after school care

Exceptional Children or Special Education Curriculum

If a school offers an Exceptional Children (EC) or special education curriculum, the curriculum track must be included on the school’s required Tuition and Fees Schedule for the school year. The costs and services provided must be the same for every student in that student’s curriculum track and grade level to be included during the certification process.

Individualized tutoring plans that vary in cost should be reported on the school's Tuition and Fee Schedule but should not be included during certification. The Qualified Tuition and Fees are what the NC K12 Programs can directly pay to the schools through the **Disbursement** process. The Education Student Accounts Program (ESA+) has additional options for qualified education expenses (<https://www.ncseaa.edu/k12/esa/8617-2/>).

Billing Cycle

The K12 Programs use the following academic calendar. Year-round schools must also abide by this definition of semesters when reporting tuition and fees to NCSEAA:

- Academic Year: July 1st - June 30th
 - Fall Semester: July 1st – December 31st
 - Spring Semester: January 1st – June 30th