



Endorsement & Disbursement

K12 Direct Payment Schools



NCSEAA
K12 SCHOLARSHIPS



01 Endorsement

02 Disbursement

Endorsement



What is Endorsement?



- **Verify** the student's award amount.
 - Confirm cost information entered during certification .
- Confirm the student is actively **attending**.
- School should ***never*** endorse a student before the start of the school year.

When Does Endorsement Happen?



- **After** Certification
- Once per **semester**
 - Fall: August
 - Spring: January

If the student's scholarship amount is not correct ...



- Do **not** endorse.
- Contact the SEAA School Support team for help.

Award Payment Timeline



1. School Certifies
2. School Endorses
3. Parent Endorses
4. Award Payment Disburses

Disbursement



Disbursement

- Schools receive award payment **7-10** business days after parent endorsement.
- Immediately report bank **changes** to NCSEAA.



Credit Student Accounts

- SEAA **report** details the amount paid for each scholarship student.
- K12 Scholarship awards belong to the **student recipient**.
- Scholarships are **not** transferable to other students.



Return Overpayments

- Overpayments must be returned to **SEAA**.
- Schools are **not permitted** to use award funds to:
 - Apply toward optional/future costs
 - Reimburse families*
 - Unless SEAA provides written permission



Payment Errors

- Report errors within **30 days** of disbursement.
- Additional payment **not guaranteed**.



Resources



[Reconcile Student Accounts](#)



[Certification & Endorsement
Timeline](#)



Contact Us

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

 NPS@ncseaa.edu

 **919-695-8742**

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

