

Getting Started with K12 Programs

Private Schools in North Carolina

Private schools in North Carolina must register with the Division of Nonpublic Education (DNPE). Once a school is registered with DNPE, the school may apply through the North Carolina State Education Assistance Authority (SEAA) to receive Opportunity Scholarship and Education Student Accounts (ESA+) program funding.

Registration with each agency is separate and registration with DNPE does not automatically guarantee registration with SEAA.

North Carolina Division of Nonpublic Education



The Division of Nonpublic Education (DNPE) oversees the registration and operation of nonpublic schools in the state of North Carolina. Registration with DNPE is a prerequisite to registering as a Direct Payment school with NCSEAA. Visit their website, found [here](#), to learn more about the DNPE registration process.

North Carolina State Education Assistance Authority



The North Carolina State Education Assistance Authority (SEAA) administers the NC K12 Programs (Opportunity Scholarship and ESA+ Programs). SEAA has oversight of the K12 Program funding.



Important Dates

SEAA's New School Registration:

January 30 – June 15

All schools must complete steps 1 and 2 of the [registration process](#) no later than June 15th. Schools that complete steps 1 and 2 by June 15th will have until June 30th to submit all necessary registration documents. SEAA will not accept any additional documents or registration requests after June 30th.

What Should We Complete Before Registering with SEAA?

- Register your business – make sure you have your EIN number from the IRS, as well as a bank account open in your **school's name**.
- Register with DNPE as a **nonpublic school**. DNPE does make a distinction between homeschools and nonpublic schools. Only nonpublic schools can register with SEAA.
- Develop policies for how your school plans to operate. Policies could include how much you plan to charge in tuition, how you plan to collect tuition, and how you plan to handle students who withdraw before the end of the year.
 - SEAA can only advise on Program policy. We are not able to assist schools with their own policy development.

What Documents are Required to Register with SEAA?

Visit our Registration Checklist, found [here](#), for a list of the documents required to register a school. Additional documents may be requested as needed. Most documents provided by SEAA are to be filled out by the school, however some documents, such as your tuition and fee schedule, must be created by your school. SEAA provides webinar trainings to help schools with the registration process. Visit our Webinars page, [here](#), to view recordings of past webinars.



Families

How can a parent select my school on their scholarship application if I am not registered yet?

School registration is often a lengthy process, and it is not uncommon for families to apply before a new school's registration is complete. Families should not wait to apply for the programs while your school completes the registration process. Families are given the option to select "Unknown" as their school choice while you are in the process of registering your school. Once your registration is complete the parent can go back to their MyPortal account and update their school choice.

What is the timeline for families to apply?

New student applications for both the Opportunity Scholarship and ESA+ Programs open on February 1st. The priority application window is from February 1st to March 1st, and families are strongly encouraged to apply during this time. Families who apply after March 1st may still receive an award offer, however they are at an increased likelihood of being placed on a waitlist.

Families who apply by March 1st should expect to be notified of an award offer in early to mid-April. Families who apply after this date or who are placed on a waitlist will be notified of award offers on a rolling basis as funding becomes available. Award offers are not guaranteed and families should make a habit of checking their MyPortal account and email on a regular basis.

My parents are having trouble applying for the Programs, can I apply on their behalf?

No, only a parent or legal guardian with whom the child resides may complete an application for the K12 Programs. Parents are responsible for managing their MyPortal accounts. Schools are prohibited from accessing a parent's MyPortal account or possessing a parent's MyPortal login credentials.

Ways You Can Assist Families

If your parents need additional help, schools are encouraged to:



Provide translation services to a parent. SEAA offers some Program information in Spanish, [here](#).



Provide parents with access to a school computer for the purpose of applying for the Programs and managing their accounts.



Connect parents with appropriate resources such as www.ncseaa.edu, or other parents who are experienced with scholarship processes.

Payments

What can I get paid for?

Schools are paid directly for tuition and any required fees.

Fees are only permissible to be paid by the Programs if they are charged of all students in a particular grade level at the same rate. Optional fees, or fees charged per student at varying rates, cannot be paid directly to a school.

Opportunity Scholarship funding can only be used towards tuition and required fees. Students who receive ESA+ funds, however, may be able to use any funds leftover after tuition is paid to cover additional educational expenses. This could include additional services offered by your school such as tutoring. Schools are not paid directly by the Programs for these types of services. Instead, the parent would need to upload an invoice through ClassWallet to authorize the release of funds to the school. Click here to learn more about [allowable expenses](#).

What is the timeline for payment to a school?

All new schools are required to attend a series of webinar trainings before they may begin receiving payment from the Programs. A new school registering for the first time with the Programs should expect to begin receiving payment (for fall semester) in early September provided all webinars are attended in a timely manner. In future years, schools can expect fall semester disbursement to begin in late August. SEAA will not disburse funds earlier than this, and schools should plan accordingly.

Our school begins billing parents before the start of the school year. Can I charge my families up front and then reimburse them once the Scholarship disburses?

No, schools are not permitted to take payments from a family with the intention of reimbursing them later with scholarship funds. This only applies to the portion of tuition that would be covered by the student's Program funding. If the family will still owe a balance to your school despite scholarship funding, your school may bill the family for that portion of tuition as you would normally.

Withdrawals

What happens if a Scholarship recipient withdraws from my school?

Schools are required to report to SEAA any time a Scholarship recipient stops attending the school. Depending on the amount of time the student attended, schools may be required to refund a pro-rated portion of the student's Scholarship funds back to SEAA. Review our withdrawal policy, found [here](#), to learn more about this requirement.

Online/Distance Education

Can I provide online/distance/virtual education?

Yes, but in order to participate all schools are required to offer the option of in-person instruction as well.

Updating Information

How do I update my information with SEAA if it changes?

Schools are responsible for maintaining up to date contact information in their MyPortal account. Visit our website, [here](#), for more information on how to update your school's information with our Programs.

Be sure to check your email and MyPortal account on a regular basis to avoid missing important communications from the K12 Programs. Be sure NPS@ncseaa.edu and noreply@ncseaa.edu are saved to your contacts list

Contact Information

Didn't find what you're looking for?

NPS@ncseaa.edu

919.695.8742*

*this is the designated school administrator line; families should use the following information to contact the programs: [K12 Programs - NCSEAA](#).

Useful Resources

[School Administrators - NCSEAA](#)

[New School Registration - NCSEAA](#)

[Registration Checklist - NCSEAA](#)