

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

Certification: Qualified Tuition and Fees

Acceptable 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

Unacceptable 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)

Certification: Examples of Qualified Tuition and Fees

Acceptable 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*)

Unacceptable 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*)
- Supplemental services***

Tuition and Fees Continued: 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 billed at the same amount of all students enrolled in the EC curriculum is **ACCEPTABLE** and may be reported during certification.
- Charges that differ based on the level of services the student is receiving are **UNACCEPTABLE** and should not be reported during certification. Supplemental Services are charges unique to individual students.

Tuition and Fees Continued: Supplemental Services

- **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?**

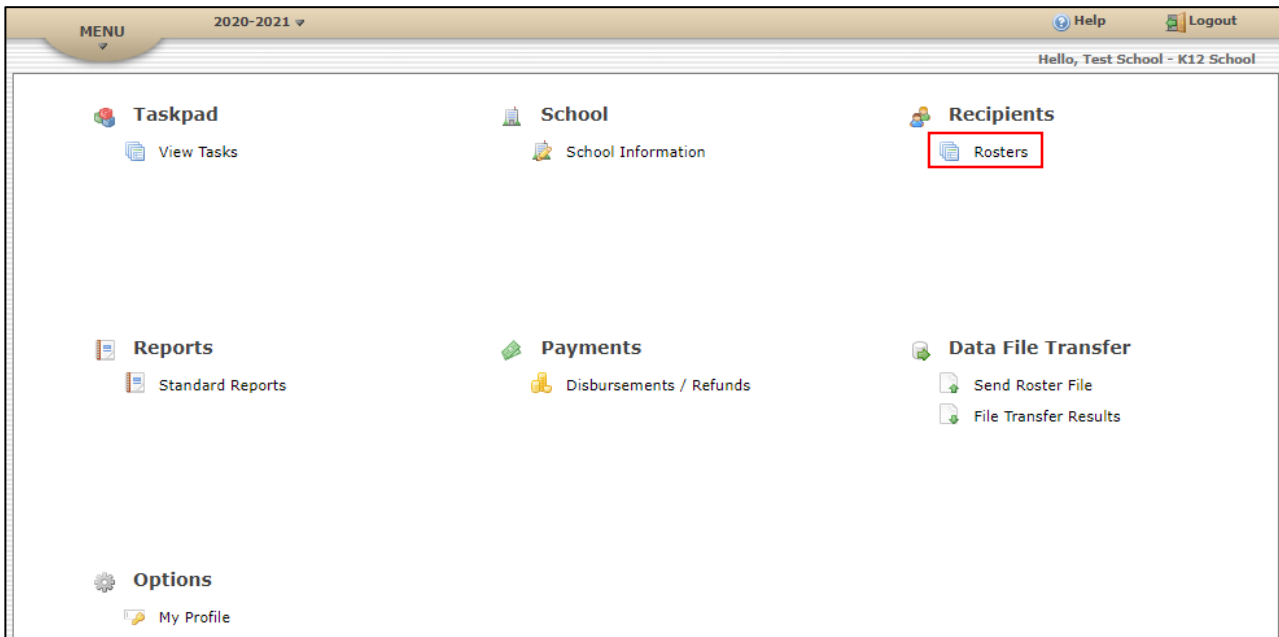
- Instead of reporting the cost for supplemental services during certification, schools should provide an invoice to families for these services. The school receives payment via ClassWallet.
- **IMPORTANT:** To receive ESA+ funds for Supplemental Services, your school must have signed the **School and School Employee Provider Agreement** and set up a ClassWallet account.

Tuition and Fees Continued: Supplemental Services

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 **acceptable tuition and fees** and the school can report the cost during certification.

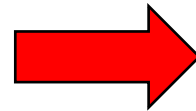
Example 2: *ESA+ Students B and C* receive tutoring at \$100 per hour. *Student B* receives 3 hours of tutoring a week and *Student C* receives 6 hours of tutoring a week. This tutoring is a **Supplemental Service** and is invoiced separately to parents.

Certification: Rosters



The dashboard shows a navigation menu with the following sections:



- Taskpad**: View Tasks
- School**: School Information
- Recipients**: Rosters (highlighted with a red box)
- Reports**: Standard Reports
- Payments**: Disbursements / Refunds
- Data File Transfer**: Send Roster File, File Transfer Results
- Options**: My Profile







You are currently working with the 2020-2021 Academic Year.

Term: <Choose One> v

Rosters - Action Required

	View and Print (PDF)	Update Online	Download File (CSV)
 Not Yet Certified	PDF	Online	Download
 Not Yet Endorsed	PDF	Online	Download

Informational Rosters

	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
 Disbursed	PDF	Online	Download

Certification: The Not Yet Certified Roster

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 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	Sixth Grade	Attending Full-time	
Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:	Certify Student
<input type="text" value="9000"/>	<input type="text" value="8550"/>	<input type="text" value="4550"/>	<input type="text" value="4000"/>	<input checked="" type="checkbox"/>

Certification: The Not Yet Certified Roster

Roster: **Not Yet Certified**

Campus: Test School

Program: All Programs

Academic Year: 2023-2024

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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 ([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	Sixth Grade <input type="button" value="v"/>	Attending Part-time <input type="button" value="v"/>

Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:	Certify Student
<input type="text" value="9000"/>	<input type="text" value="8550"/>	<input type="text" value="4550"/>	<input type="text" value="4000"/>	<input checked="" type="checkbox"/>

Certification: The Not Yet Certified Roster

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:
Opportunity Scholarships, Education Student Accounts	Full	<Choose One> <input type="button" value="v"/>

Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Year Attending:

Certify Student

Certification: The 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

Correcting Errors: The Offered and Certified Roster

Roster: Offered and Certified

Campus: Test School

Program: All Programs

Academic Year: 2023-2024

Term: All Terms

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: Opportunity Scholarships, Education Student Accounts Full or 90: Full K12 School Grade Level: Sixth Grade Current Year Attending: Attending Full-time

Standard Cost: 9500 Individual Cost: 9000 Fall Tuition/Fees Owed: 4500 Spring Tuition/Fees Owed: 4500 Certify Student

Save

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
<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
<input checked="" type="checkbox"/> Disbursed	PDF	Online	Download

Endorsement

Endorsement: The 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 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: <input type="text" value="9000"/>	Individual Cost: <input type="text" value="8550"/>	Fall Tuition/Fees Owed: <input type="text" value="4550"/>	Spring Tuition/Fees Owed: <input type="text" value="4000"/>	Endorse Student <input type="text" value="Yes"/>

Status	Program	Term Award	Annual Award
	Opportunity	\$3,246.00	\$6,492.00
	ESA+	\$1,304.00	\$2,058.00

Endorsement: The 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](#)

Roster: **Endorsed**
Campus: Test School
Program: All Programs
Academic Year: 2023-2024
Term: All Terms

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

(714452170) Student, Test (Fall) **Parent Endorsed**

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

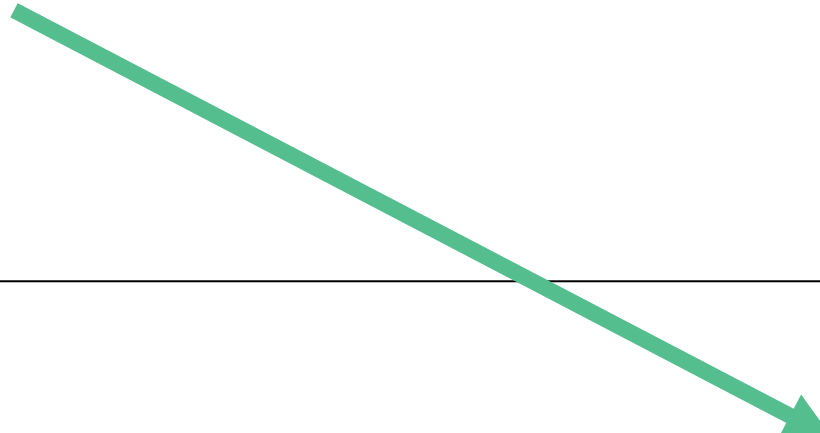
Full or 90: Full
K12 School Grade Level: Sixth Grade
Current Year Attending: Yes

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](#)



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

	D	F	G	N	O	P	Q	R	S	T	U	V	W			
1	School Na	Student L	Student F	Opportunity	Education	Student Account	Full or 90	Certify Student	K12 School	Grade Level	Current Year	Attending	Standard Cost	Individual Cost	Fall Tuition	Spring Tuition
2	Test Scho	Student	Test	Y	Y		Full									
3	Test Scho	Student	Sibling	Y	N		Full									

	D	F	G	N	O	P	Q	R	S	T	U	V	W			
1	School Na	Student L	Student F	Opportunity	Education	Student Account	Full or 90	Certify Student	K12 School	Grade Level	Current Year	Attending	Standard Cost	Individual Cost	Fall Tuition	Spring Tuition
2	Test Scho	Student	Test	Y	Y		Full	Y	6 F		9000	8550	4550	4000		
3	Test Scho	Student	Sibling	Y	N		Full	Y	4 P		8000	7500	4000	3500		

File name: 2020-2021 Not Yet Certified
 Save as type: CSV (Comma delimited)

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. The system will verify and apply the data you are uploading against the year associated in the file.

Select the type of roster you want to send:

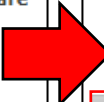
Not Yet Certified Roster

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

Choose File No file chosen

Upload File

No files have been sent



Roster Type: Not Yet Certified Roster
 File Info: 2020-2021 Not Yet Certified.csv - 2 Records

Does the file format look correct?
 As a precaution, you are required to confirm the file format of the file you just uploaded. Only the first 25 records will be displayed.

Confirm File Format & Process Cancel File



File Sent for Processing

Your file has been sent for processing. Your result files should be available for download within 24 hours.



Download File Transfer Results

Result files from 8/17/2020 3:30:55 PM - 2020-2021 Not Yet Certified.csv

1012345-Eligible.csv	- Eligible Students
1012345-Ineligible.csv	- Ineligible Students
1012345-AllProcessed.csv	- All Students
1012345-Exceptions.csv	- Exceptions Students

Downloads are in CSV format. CSV files are recognized by most spreadsheet programs, including Microsoft Excel™.

CSV Upload: Endorsement

	C	E	F	H	I	R	S	T	U	V	W	X	Y	Z	AA
1	Term Description	School Name	Program Short Name	Student Last Name	Student First Name	Full or 90	Annual Award Amount	Term Award Amount	K12 School Grade Level	Current Year Attending	Standard Cost	Individual Cost	Fall Tuition Fees Owed	Spring Tuition Fees Owed	Endorse Student
2	Fall	Test School	DGrants	Sibling	Test	Full	5800	3900	4	Y	10000	10000	6000	4000	
3	Fall	Test School	Opportunity	Sibling	Test	Full	4200	2100	4	Y	10000	10000	6000	4000	
4	Fall	Test School	Opportunity	Student	Test	Full	4200	2100	3	Y	5000	5000	2500	2500	

	C	E	F	H	I	R	S	T	U	V	W	X	Y	Z	AA
1	Term Description	School Name	Program Short Name	Student Last Name	Student First Name	Full or 90	Annual Award Amount	Term Award Amount	K12 School Grade Level	Current Year Attending	Standard Cost	Individual Cost	Fall Tuition Fees Owed	Spring Tuition Fees Owed	Endorse Student
2	Fall	Test School	DGrants	Sibling	Test	Full	5800	3900	4	Y	10000	10000	6000	4000	Y
3	Fall	Test School	Opportunity	Sibling	Test	Full	4200	2100	4	Y	10000	10000	6000	4000	Y
4	Fall	Test School	Opportunity	Student	Test	Full	4200	2100	3	Y	5000	5000	2500	2500	Y

File name: 2020-2021 Fall Not Yet Endorsed
 Save as type: CSV (Comma delimited)

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. The system will verify and apply the data you are uploading against the year associated in the file.

Select the type of roster you want to send:

Not Yet Endorsed Roster

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

Choose File No file chosen
 Upload File

You have sent 1 actual data file(s) for 2020-2021

Date/Time	Roster Type	File Name
8/17/2020 3:30:55 PM	Not Yet Certified Roster	2020-2021 Not Yet Certified.csv

Roster Type: Not Yet Endorsed Roster
 File Info: 2020-2021 Fall Not Yet Endorsed.csv - 3 Records

Does the file format look correct?

As a precaution, you are required to **confirm the file format** of the file you just uploaded. Only the first 25 records will be displayed.

Confirm File Format & Process Cancel File

File Sent for Processing

Your file has been sent for processing. Your result files should be available for download within 24 hours.

Download File Transfer Results

Result files from 8/17/2020 3:30:55 PM - 2020-2021 Not Yet Certified.csv

1012345-Eligible.csv	- Eligible Students
1012345-Ineligible.csv	- Ineligible Students
1012345-AllProcessed.csv	- All Students
1012345-Exceptions.csv	- Exceptions Students

Downloads are in CSV format. CSV files are recognized by most spreadsheet programs, including Microsoft Excel™.


Disbursement

Disbursement: View Refunds/Disbursements

HOME > Payment Processing > View Refunds/Disbursements

DISBURSEMENTS
There are no disbursement entries at this time.

REFUNDS



DISBURSEMENTS

08/12/2023 Test School 123456 \$4,550.00


Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
Opportunity	\$3,246.00	08/12/2023		Electronic Funds Transfer (EFT)	View	Print	Download File
ESA+	\$1,304.00	08/12/2023		Electronic Funds Transfer (EFT)	View	Print	Download File

REFUNDS

Test School
Disbursement Date: 8/12/2023 10:20:00 AM Deposit Date: N/A
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714452170	Student	Test	Fall	2023-2024	\$3,246.00	Opportunity

[Return to Previous Screen](#)



Disbursement: Disbursement Roster

Roster: **Disbursed**
 Campus: Test School
 Program: All Programs
 Academic Year: 2023-2024
 Term: All Terms

Previous Next [\(expand all\)](#) [\(contract all\)](#)

(714452170) Student, Test (Fall)

K12 School Grade Level: Current Year Attending:
 Standard Cost: Individual Cost: Fall Tuition/Fees Owed: Spring Tuition/Fees Owed:
 Co-enrollment type: Ready to Endorse:
 Withdrawal Reason: Last Date of Attendance: Number of Weeks Attended:

Status	School Endorsed	Parent Endorsed	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
	<input type="text" value="Yes"/>	<input type="text" value="Endorse"/>	<input type="text" value="A,"/>	Opportunity	<input type="text"/>	3,246	3,246	6,492
	<input type="text" value="Yes"/>	<input type="text" value="Endorse"/>	<input type="text" value="A,"/>	ESA+	<input type="text"/>	1,304	1,304	2,058

CONTACT US



ncseaa.edu



NPS@ncseaa.edu (schools only)



(919) 695-8742 (schools only)