



NC K12 Programs New School Registration

An Introduction to
Opportunity & ESA+ Scholarships;
and New School Registration

NCSEAA

North Carolina State Education
Assistance Authority

Helping North Carolina
Students Plan and Pay
for Their Education



In addition to
K12 Programs



Higher Education
Grants & Scholarships



Career-Specific
Programs



CFNC.org & FAFSA
Outreach



State Education
Loan Servicing



Residency
Determination Service



529 Savings Plan

AGENDA

Opportunity Scholarship

1. Basics
2. How It Works:
 - For Schools
 - For Families

3. ESA+

How Schools Register to Accept Funding

4. Resources
5. Required Steps & Documents to Submit



OPPORTUNITY SCHOLARSHIP

OPPORTUNITY SCHOLARSHIP



Award Tiers:

- Determine the **amount** of the scholarship award for all students
- Determine the **priority** in awarding for new students (on applications received *in February*)
- **Families of prospective new students should apply in February!**

Scholarship Amounts

- Awards estimated for 2024-2025: from \$3,300 to \$7,400 annually
- SEAA disburses funds in late August for fall semester & in January for spring

<https://www.ncseaa.edu/wp-content/uploads/sites/1171/2020/10/HHIncomeEligibilityGuidelines.pdf>

How Does It Work? (*Schools*)

A school registers with SEAA to accept Opportunity Scholarship funding and becomes a **Direct Payment School**.

1. **Annually in August:** Schools provide cost information for each student and confirm that the student is enrolled (*Certification*).
2. SEAA calculates the award amount.
3. **Each semester (August & January):** Schools approve the award amount and confirm student attendance (*Endorsement*).
4. Parents also approve the award amount via Endorsement.
5. SEAA disburses funds electronically to schools.

*****All processes are electronic, in MyPortal.*****

How Does It Work? *(Families)*

Students receiving funds in one year are **renewals** and are awarded first the next year.

Applications for new students:

- Application period opens: **February 1** for 2024–2025 school year
- Parents of new students should apply in February
- Electronic submissions only, in MyPortal via www.ncseaa.edu
- Eligibility determined immediately for Opportunity & within a few weeks for ESA+
- New student awards offered in April





ESA+ SCHOLARSHIP

ESA+ SCHOLARSHIP PROGRAM



Scholarship Amounts

- Awards \$9,000 per school year
- Students with certain disabilities may be eligible for \$17,000 per year

ESA+ functions like Opportunity Scholarship, AND/OR ...

- Parents manage an electronic account to pay for products or services related to educating a child with disabilities
- Parents can pay for tuition and be reimbursed if the student attends a school which is not a Direct Payment School; if the school is registered with DNPE

New School Registration

TIMELINE




Interested in becoming a Direct Payment School?

- Registration opens: **late January** each year, and closes: **June 15** each year
- The process can take as little as a few weeks or as long as several months depending on a school's responsiveness
- SEAA offers training via live webinars, recorded videos, a handbook, and more
- Schools have access to a dedicated customer service support team

Resources Online

School Administrators

MyPortal Login 

Downloadable Forms for School Administrators

Webinars and Videos

Annual Requirements

Tuition and Fee Schedule Requirement

Graduation Roster Instructions

Financial Review

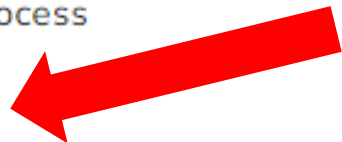
Testing and Reporting Process

New School Registration

Registration Checklist

<https://www.ncseaa.edu/k12/school-administrators/>

- Review steps now and begin process at the end of January
- Review the Nonpublic School Agreement as you consider becoming a Direct Payment School



Key Registration Steps



Before registering with the K12 Programs, be sure you have:

- Registered your business with the IRS and have an EIN number
- Opened a bank account in your school's name or the name of your business if the school is a DBA
- Registered with DNPE as a **nonpublic school**

Key Registration Steps



New School Signup Request

Please enter the following with the most current information about your school. Click **submit** below afterwards to request an account be created for your school.

Nonpublic School Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
City:	<input type="text"/>	*
State:	NC	
Zip:	<input type="text"/>	*
County:	<Choose One>	*
Phone:	<input type="text"/>	*
Fax:	<input type="text"/>	
Director of School First Name:	<input type="text"/>	*
Director of School Last Name:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Notifications Email Address:	<input type="text"/>	*
Tax ID:	<input type="text"/>	*
Fiscal Year-End Date:	<input type="text"/> (mm/dd)	*

* Indicates a Required Field

Submit a request for an account on [MyPortal](#) once you have decided to participate in the K12 Scholarship Programs. This is step 2 in the registration process.

The School Support Team will let you know beginning in January when the process is open for you to complete registration. Please note, we must confirm your registration with DNPE before your request for a MyPortal account will be approved.

Key Registration Steps

The school official with **the Highest Decision Making Authority** (the HDMA) must complete a background check. Use the link on www.ncseaa.edu to order the background check.

The HDMA will have access to MyPortal, although the HDMA may also obtain MyPortal Credentials for another staff member who may be administering the program on a day-to-day basis.

Documents are completed and submitted electronically, via MyPortal, with a few exceptions.



Required Documents:

- Signed Agreement
- Banking Forms (*for electronic deposit*)
- MyPortal Credential Request Form
- Tuition and Fee Schedule

Post-Registration: What to Expect

After completing registration, schools will:

- Be listed both on our website and in MyPortal as a Direct Payment School
- Be able to access reports of students that have applied for the Programs and selected your school
- Be required to attend a series of onboarding webinars in August*

*Required before schools can receive payment.

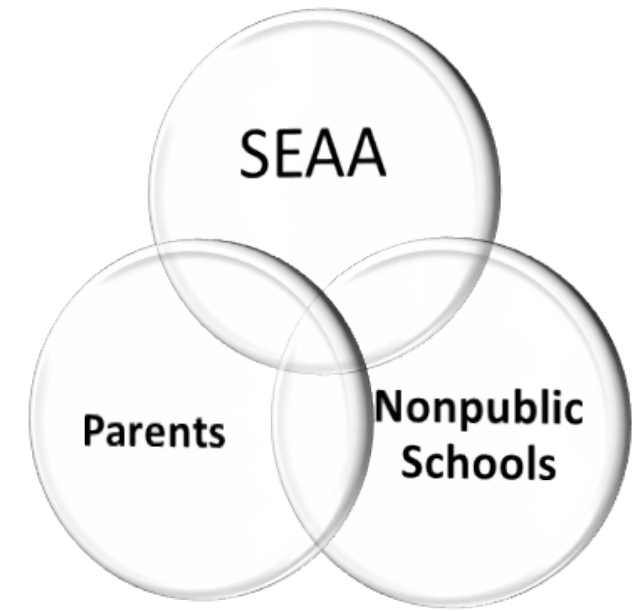


Ways Schools Can Assist Families

While schools are not permitted to take action on behalf of a family, we understand families sometimes need extra help. Families often turn to their school when they need help first because they are more familiar with your staff. When parents need help with the K12 Programs, schools are permitted to:

- Provide translation services to a parent
- Provide parents with access to a school computer so they may apply for the Programs or manage their account
- Connect parents with appropriate resources

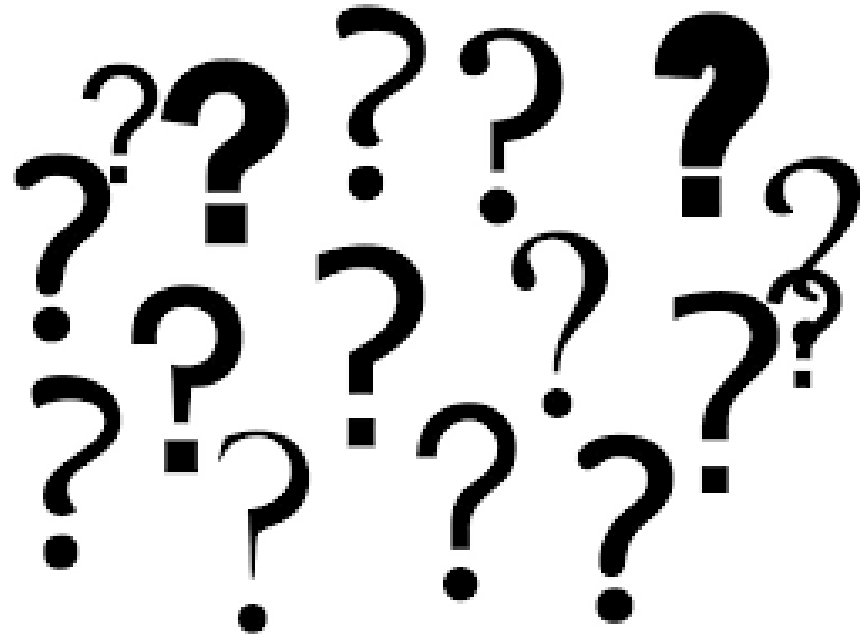
Click [here](#) for Spanish language resources



Tips!

- **Mistakes cause delays!** Be sure to complete registration forms carefully and accurately, as corrections add additional time to the registration process.
- **Check your email often!** Our primary means of communicating with you will be through the email addresses you provide on your MyPortal registration request form. Please list a school-issued email that you check regularly. Schools may update their email address at any time from MyPortal.
- **Start early!** Registration takes time. If you know you are interested in registering as a Direct Payment School, please begin reviewing the documents found on our [Registration Checklist](#). Starting early ensures your school has time with our team to revise and make corrections if needed. Schools who submit documents last-minute risk having incomplete or incorrect registration materials and will not be approved to accept funds.

Questions?



CONTACT US



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NPS@ncseaa.edu (for schools only)



855-330-3955 (for families)

919-695-8742 (for schools only)