Recipient Certification Instructions: Nonpublic School Portal (full year)

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How to certify a student

The following instructions are for both the Disabilities Grant and Opportunity Scholarship Program. Follow the steps below to certify each student listed. Please notify SEAA if you discover any inaccuracies in the student’s contact information.

Quick Instruction Guide

1. Indicate if the student is attending for the current school year.
2. Choose the student’s Grade Level for the current school year.
3. Enter your school’s Standard Cost (annual cost).  (All dollar amounts should be rounded to the nearest dollar. Do not use a dollar sign ($), a comma, or a decimal when entering dollar amounts.
4. Enter your school’s Individual Cost for this particular student (annual cost).
5. Enter the student’s Fall Tuition / Fees Owed.
6. Select the appropriate prior Spring Enrollment Eligibility status.
7. Repeat Step 1-6 for each student on the list.
8. Click the Lock and Submit button to send your certified list to SEAA.

DO NOT click the Lock and Submit button before you certify every listed student. Locked lists cannot be edited.

Definitions

Standard Cost

Standard cost is every student’s required tuition and fees a nonpublic school charges per school year and grade level.

Calculation

The formula for calculating a student’s standard cost for the entire school year is:

\[
\text{[GRADE LEVEL BASE TUITION]} + \text{[REQUIRED FEES]} = \text{[STANDARD COST]}
\]

Required fees are educational costs such as books, technology, or curriculum. Athletic or extra-curricular activity fees are considered optional; do not include these costs in the fee portion of the calculation.

If a previously-enrolled student participates in your fixed tuition rate plan, then report the current costs for that grade level according to the plan’s tuition schedule.

This cost does not include any amount a student may receive from a Disabilities Grant or Opportunity Scholarship.
Current School Year | Annual
--- | ---
Grade Level Base Tuition | 5300
Books | + 600
Tech Fee | + 500
Curriculum Fee | + 400
| Total | = 6800

### Individual Cost

Individual cost is the amount the student owes for the entire school year after applying any discount and/or other financial aid to the student will receive.

### Calculation

The formula for calculating a student’s Individual cost for the school year is:

\[
\text{STANDARD COST} - (\text{SCHOOL DISCOUNTS} - \text{STUDENT AID}) = \text{INDIVIDUAL COST}
\]

This cost does not include any amount a student may receive from a Disabilities Grant or Opportunity Scholarship.

Current School Year | Annual
--- | ---
Standard Cost | 6800
School Discounts | - 500
Financial Aid | - 500
| Total | = 5800

### Fall Tuition/Fees Owed

The Fall Semester Cost is the required amount the student owes for the fall semester. The fall semester is the first semester, or first half of a school’s academic year.

### Calculation

\[
(\text{SEMESTER GRADE LEVEL BASE TUITION} + \text{SEMESTER REQUIRED FEES}) - (\text{SEMESTER SCHOOL DISCOUNTS} + \text{SEMESTER STUDENT AID}) = \text{SEMESTER COST}
\]

In this example the school requires the student to pay the total curriculum fee at the beginning of the school year.
<table>
<thead>
<tr>
<th>Amount per semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level Base Tuition</td>
<td>2,650</td>
<td>2,650</td>
<td>5,300</td>
</tr>
<tr>
<td>Books</td>
<td>+300</td>
<td>+300</td>
<td>+600</td>
</tr>
<tr>
<td>Curriculum Fee, once</td>
<td>+400</td>
<td></td>
<td>+400</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>+250</td>
<td>+250</td>
<td>+500</td>
</tr>
<tr>
<td>School Discounts</td>
<td>-250</td>
<td>-250</td>
<td>-500</td>
</tr>
<tr>
<td>Student Aid</td>
<td>-250</td>
<td>-250</td>
<td>-500</td>
</tr>
<tr>
<td><strong>Per Semester Cost</strong></td>
<td>=3100</td>
<td>=2700</td>
<td>=5800</td>
</tr>
</tbody>
</table>

The **Disabilities Grant** pays a maximum of $4,000 per semester per student while the **Opportunity Scholarship** pays a maximum of $2,100 per semester per student. The awarded amount may never exceed the student’s required tuition and fees after any school discounts or student aid is applied.

**Enrollment Eligibility**

**Renewal**

Student is a previous Opportunity Scholarship or Disabilities Grant recipient (whether or not at your school).

**Public School**

Student is transferring from a NC public school. A student must have attended the previous full semester (prior Spring). A full semester is defined as no fewer than 75 school days.

**Kindergarten or 1st grade**

The student will be in Kindergarten or 1st grade in the current school year.

**Recent Adoption (Opportunity Only)**

The student was legally adopted within the last year.

**Foster Youth (Opportunity Only)**

The student is currently in foster care.

**Resident in NC 6 months (Disabilities Only)**

The student has been a NC resident for the past six months.

**None of the above**

Contact SEAA via email if you choose this option.

Opportunity: [opportunityscholarships@ncseaa.edu](mailto:opportunityscholarships@ncseaa.edu)  
Disabilities: [dgrants@ncseaa.edu](mailto:dgrants@ncseaa.edu)