



## Payment Processing Overview

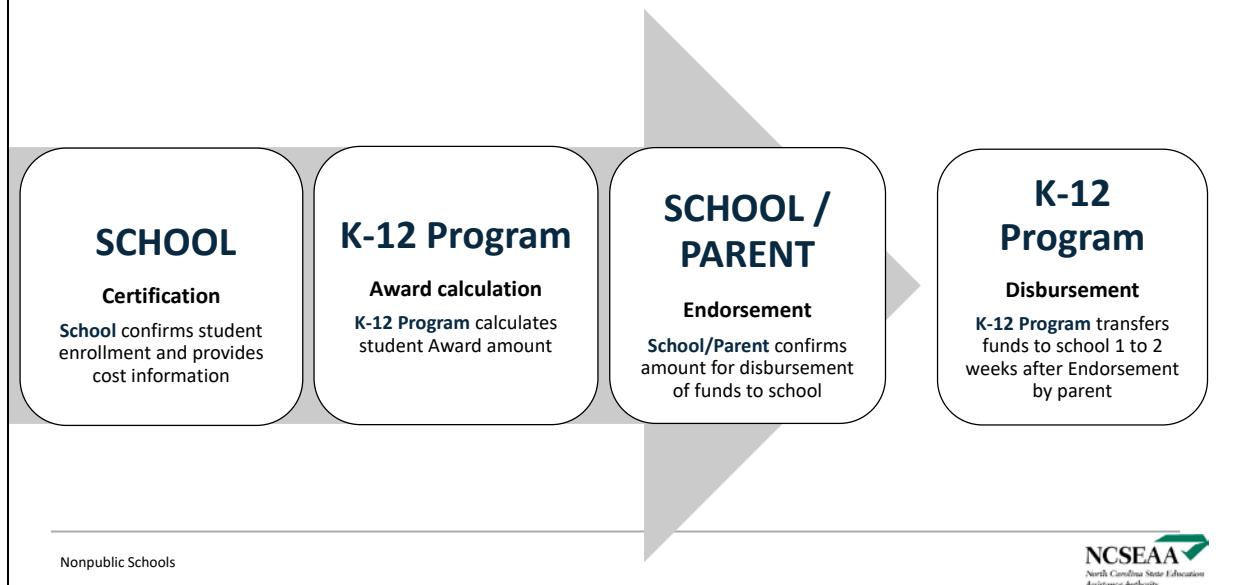
Information for School  
Administrators



Opportunity Scholarship • Disabilities Grant • Education Savings Account

The purpose of this training is to provide a high-level overview of the K12 Program payment processing. Each step is explained in greater detail in other materials.

# Payment Processing Overview



See: "After an Award: Next Steps"

Typically:

- Awards are made in spring or early summer. Parents respond to the award offer then.
- Schools certify in late August.
- Schools, and then parents, endorse for fall semester in August or September, and for spring semester in January or February.
- Disbursement is 1-2 weeks after the parent endorses.

This is a *typical* schedule. Delays occur when a student changes schools any time after August 1. Delays also occur if schools do not certify or endorse, or if parents do not endorse, in a timely manner.

# Pending Awards → Certification



**April – June:**  
Pending Awards

**August:**  
Certification

**Q:** “Why do students appear on the Pending Awards report but not on the Not Yet Certified Roster?”

**A:** Ask the parents of these students. Before students can be certified parents may need to complete action items.

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Pending Awards information is provided in spring and summer during the awarding process. Pending Awards is a REPORT. Note that Certification is processed via a ROSTER.

Why is a student on a PENDING AWARDS report and not on the NOT YET CERTIFIED roster?

- The parent did not accept the award offer, or accepted but declined later.
- The parent changed the student's school choice.
- Verification is incomplete or verification resulted in a determination that the student is not eligible.

See the Pending Awards training available at <https://ncseaa2.sites.unc.edu/files/2020/10/K12-Schools-Pending-Awards-Slides.pdf>

# Certification: Allowable Costs

## *Definitions:*

**Standard Cost** what a typical student at the grade level costs for the current year

**Individual Cost** what a particular student costs for the year (standard cost minus discounts)

Allowable Costs	Costs which are not Allowable
Required tuition	Lunch
Fees required of all students (e.g. technology, books, curriculum)	Optional Fees (e.g. field trips, sports, extra curricular programs)
	Non-Academic Fees
	After school care
	Capital / Building fees

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The K12 Programs will pay required tuition and academic fees. There are also costs for which the school cannot be paid with Scholarship or Grant funds.

Certification is the process of reporting the allowable costs in a standardized manner to the K12 Programs. Schools report an annual cost (Standard and Individual) and the fall semester cost as well as the spring semester cost.

Schools cannot charge Scholarship or Grant students fees which are not required of all students.

Contact NPS@ncseaa.edu with questions regarding unusual costs.

Certifying students incorrectly may lead to lengthy delays for payment while corrections are made. Schools which report costs incorrectly may also be at risk of non compliance with K12 Program policy.

# Certification: Technical Process

## To certify:

Choose the **Not Yet Certified** Roster

## To fix an error in certification:

Choose the **Offered and Certified** Roster

You are currently working with the 2019-2020 Academic Year.

Term: <Choose One> ▾

### Rosters - Action Required

		<a href="#">View and Print (PDF)</a>	<a href="#">Update Online</a>	<a href="#">Download File (CSV)</a>
	Not Yet Certified	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
	Not Yet Endorsed	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

### Informational Rosters

		<a href="#">View and Print (PDF)</a>	<a href="#">View Online</a>	<a href="#">Download File (CSV)</a>
	Offered and Certified	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
	Endorsed	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
	Offered, Certified, and Endorsed by Parent	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
	Disbursed	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

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Schools must complete Certification for ALL students on the Not Yet Certified Roster in early fall. If students transfer to your school mid-year, you will complete certification for that student as part of the transfer.

- Certify students as ATTENDING/ENROLLED and provide cost information;
- OR
- Certify students as NOT ATTENDING/ENROLLED.

For more help see the Certification video tutorial [here](#)

or the Certification Instructions here:

<https://ncseaa2.sites.unc.edu/files/2020/10/NPSInstructions.pdf>

Certification is once per year, even if a student has more than one award.  
(Endorsement is once per semester – twice a year – and per program.)

Do not certify students as attending/enrolled before you are certain of the student's enrollment.

Schools can update cost information as long as they have not yet endorsed. Go to the Offered and Certified Roster to fix an error in certification.

Large schools, you can certify your students in a batch. Download a file of students to certify in Excel and upload the file back to MyPortal. More information in the Certification Instructions linked above.

# Endorsement

Endorse Student  
<Choose One> ▼  
<Choose One>  
Yes  
No

## Endorsement options:

**YES** = Student is enrolled / attending and the payment amount is correct.

**NO** = Student is not enrolled / attending. The payment amount is not relevant.

## Correction Needed?

Do not endorse yes, do not endorse no!

Fix Certification errors first, via the Offered and Certified Roster.



**Offered and Certified**

[PDF](#)

[Online](#)

[Download](#)

Nonpublic Schools



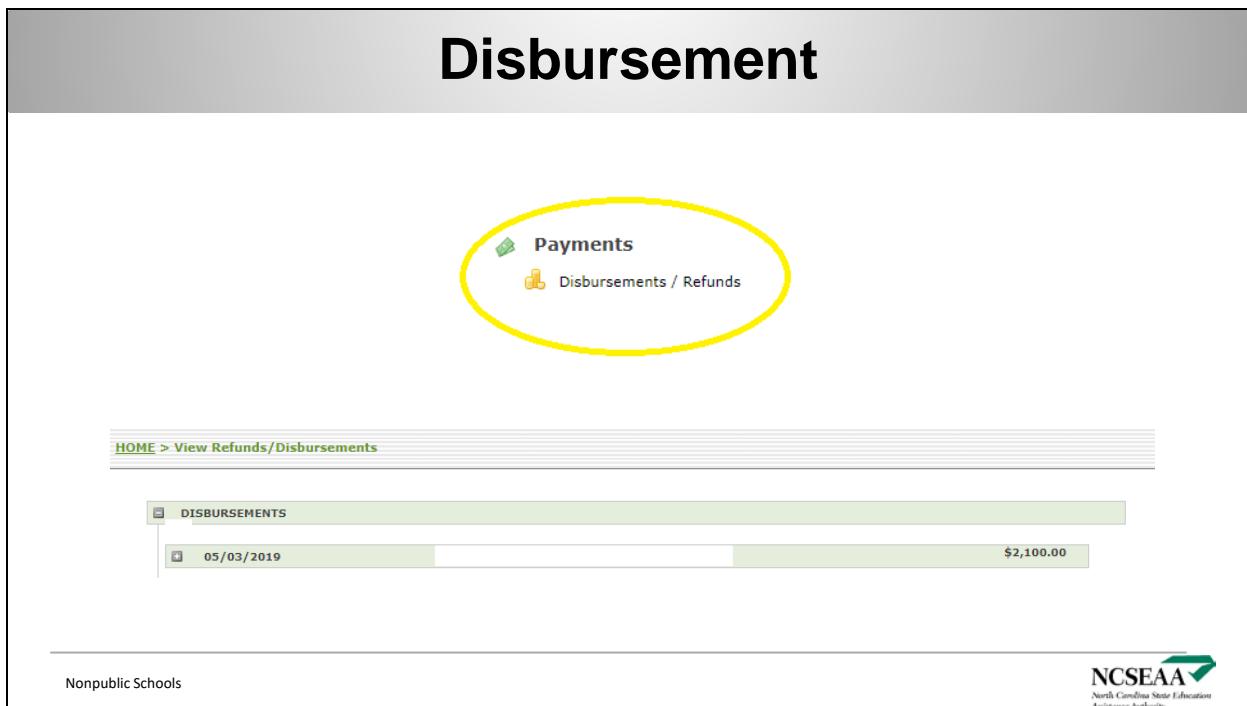
## Correction Needed?

- Do not endorse yes, do not endorse no.
- Leave the Not Yet Endorsed Roster.
- Go to the Offered and Certified Roster.
- Fix the Certification.
- Save.
- Return to the Not Yet Endorsed Roster, which will now reflect the updated numbers.
- Endorse the student.

If you have already endorsed a student, and then notice an error in the payment amount, contact NPS@ncseaa.edu immediately. As a reminder, always double check the payment amount before endorsing.

If you have received payment for a student and then question the payment amount, contact NPS@ncseaa.edu immediately. Correcting certification errors after endorsement or payment are time-consuming and should be rare.

# Disbursement



The screenshot shows the 'Disbursement' section of the MyPortal system. At the top, there are two main navigation links: 'Payments' (with a green dollar sign icon) and 'Disbursements / Refunds' (with a yellow clipboard icon). A yellow oval highlights these two links. Below them is a breadcrumb trail: 'HOME > View Refunds/Disbursements'. Underneath is a table header 'DISBURSEMENTS' with a small 'View' link. A single row in the table shows a date '05/03/2019' and a amount '\$2,100.00'. At the bottom left is the text 'Nonpublic Schools', and at the bottom right is the NCSEAA logo.

Schools receive weekly disbursements. Payment is by student and must be applied to the student's account at the school within 10 days. Payments cannot be transferred to another student or held for a future semester.

Disbursement occurs 1-2 weeks after the parent endorses the funds.

To view the list of students for whom payment is being made, go to Payments. Click to expand the disbursement. View or Print the details, or download a file.

**IMPORTANT:** The date listed is the date the file of payments is prepared by K12 Program Staff. Funds will be deposited within approximately one week of that date; that date is not the date of deposit to a school's bank.

There is also a Disbursed Roster in the section of MyPortal where you find the Not Yet Certified and other rosters. You can use either the roster or the Payments section to track your school's payments and reconcile your accounts.

# Withdrawals

- Schools must submit a withdrawal form when a student discontinues enrollment for any reason, *whether or not funds are to be returned*, if:
  - The student attended one day or more
  - The school received payment for the student

- **Official Withdrawal** *the parent notifies the school that the student is withdrawn*

**Submit a withdrawal form to the K12 Programs within 10 business days.**

- **Unofficial Withdrawal** *the student stops attending without notification from the parent*

**Submit a withdrawal form within 30 days of the student's last day of attendance.**

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Schools should only certify students as attending if they are enrolled and attending. Schools should NOT endorse a student's funds if the student has not yet attended the school.

A withdrawal form cannot be withheld from the K12 Programs due to outstanding obligations between the parent and the school.

If a refund is due to the K12 Programs, schools have 30 days to do so. For an **official withdrawal**, the school should

- Submit the withdrawal form via the Nonpublic School Portal within 10 days; and
- Send a check with a paper copy of the withdrawal form to the K12 Programs / NCSEAA within 30 days.

For an **unofficial withdrawal**, the school should send a check and a paper copy of the withdrawal form to the K12 Programs / NCSEAA within 30 days.

# Reconcile Your Accounts!

## SCHOOL ACTION REQUIRED:

- Go to **Rosters** in MyPortal.
- Select "*All Terms*" as the term
- View the **Not Yet Certified** and **Not Yet Endorsed** rosters in the "*Online*" view.

If there are any students on either of these rosters, **action is required** from the school.

## CROSS CHECK PAYMENTS DUE TO YOUR SCHOOL:

Check the **Endorsed Roster**. Have the parents endorsed?

Check the **Disbursed Roster** or the **Disbursements/Refunds** section of MyPortal. Have the K12 Programs sent payment?

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If a student does not appear on the Not Yet Certified Roster, and you think the student has a Scholarship or Grant, check first with the family. In early fall each year, some parents are finalizing their verification requirements.

By October 1, you should have completed Certification. There should be no students on your Not Yet Certified and Not Yet Endorsed rosters (unless you have a recent new student transfer to your school). By October 1, all students who have a Scholarship or Grant should have appeared on the Not Yet Certified roster. Do not assume any student has a Scholarship or Grant if you have not certified that student as attending your school.

## Additional Information



[www.ncseaa.edu](http://www.ncseaa.edu)



[OpportunityScholarships@ncseaa.edu](mailto:OpportunityScholarships@ncseaa.edu)

[Dgrants@ncseaa.edu](mailto:Dgrants@ncseaa.edu)

[ESA@ncseaa.edu](mailto:ESA@ncseaa.edu)



**1-855-330-3955 (toll-free)**

Nonpublic Schools



### Contact Information for Schools

Please do not share this information with parents or others.

**Email:** [NPS@ncseaa.edu](mailto:NPS@ncseaa.edu)

**Phone Number:** (919) 695-8742