



North Carolina State Education
Assistance Authority

Nonpublic Schools: *Certification and Endorsement*



Agenda

1. Certification

- *Completed once per year per student*
- *Students who are not attending your school still need to be Certified*
- *What can be included for qualified tuition and fees*

2. Correcting Errors

- *Corrections cannot be made in MyPortal for students once they are Endorsed*

3. Endorsement

- *Completed twice per year per student (Fall and Spring Semesters)*
- *Schools must Endorse before Endorsement is available for the parent*

4. CSV Upload Option

- *Useful option for large schools with a lot of students*
- *Can be used to complete both Certification and Endorsement*

5. Disbursement

- *Funds are Disbursed to schools once Certification and Endorsement are completed*

Tuition and Fees

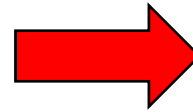
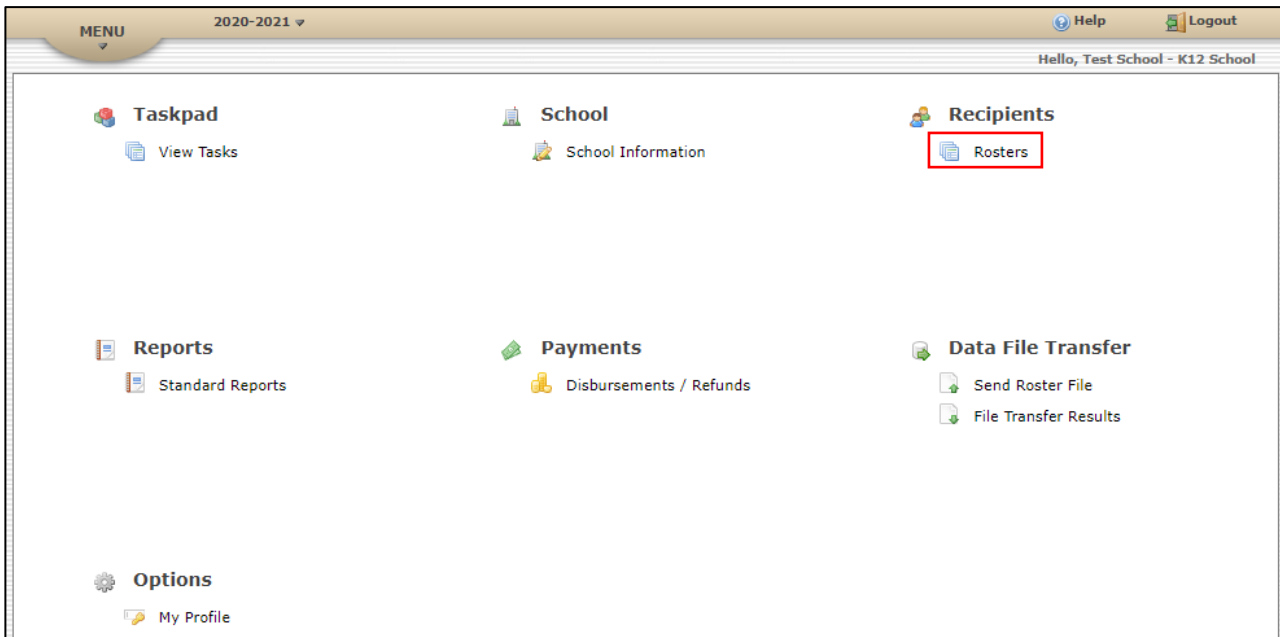
Acceptable Tuition and Fees

- 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*)

Unacceptable Tuition and Fees

- Lunch fees
- Transportation fees
- Maintenance or building 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*)
- Athletic fees
- Extracurricular activity fees

Rosters



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

Term:

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

Roster: Not Yet Certified

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

Term: All Terms

The Certification Roster displays students who chose to attend your school when they accepted the Opportunity Scholarship and/or Disabilities Grant. See [Certification Instructions](#) for more information.

Previous Page 1 Next [\(expand all\)](#) [\(contract all\)](#)

(714347729) Sibling, Test

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Programs Accepted: Opportunity Scholarships,Disabilities Grant	Full or 90: Full	K12 School Grade Level: Fourth Grade	Current Year Attending: Yes	
Standard Cost: 10000	Individual Cost: 10000	Fall Tuition/Fees Owed: 6000	Spring Tuition/Fees Owed: 4000	Certify Student <input checked="" type="checkbox"/>

[Save](#)

OR

Roster: Not Yet Certified

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

Term: All Terms

The Certification Roster displays students who chose to attend your school when they accepted the Opportunity Scholarship and/or Disabilities Grant. See [Certification Instructions](#) for more information.

Previous Page 1 Next [\(expand all\)](#) [\(contract all\)](#)

(714347729) Sibling, Test

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Programs Accepted: Opportunity Scholarships,Disabilities Grant	Full or 90: Full	K12 School Grade Level: <Choose One>	Current Year Attending: No	
Standard Cost: 	Individual Cost: 	Fall Tuition/Fees Owed: 	Spring Tuition/Fees Owed: 	Certify Student <input checked="" type="checkbox"/>

[Save](#)

No students were found for the roster you selected.

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

Term: <Choose One>

Correcting Errors

Roster: Offered and Certified

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

Term: All Terms

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

(714347729) Sibling, Test

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Programs Accepted: Opportunity Scholarships, Disabilities Grant	Full or 90: Full	K12 School Grade Level: Fourth Grade	Current Year Attending: Yes	
Standard Cost: 10000	Individual Cost: 10000	Fall Tuition/Fees Owed: 6000	Spring Tuition/Fees Owed: 4000	Certify Student <input checked="" type="checkbox"/>

> Save

(777006321) Student, Test

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Programs Accepted: Opportunity Scholarships	Full or 90: Full	K12 School Grade Level: Third Grade	Current Year Attending: Yes	
Standard Cost: 5000	Individual Cost: 5000	Fall Tuition/Fees Owed: 2500	Spring Tuition/Fees Owed: 2500	Certify Student <input checked="" type="checkbox"/>

> Save

> Save All

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

Endorsement

Roster: **Not Yet Endorsed**

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

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 Disabilities Grant Program and/or Opportunity Scholarship, the school may be required to return the disbursed funds to the SEEA.
- 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 **Page 1** Next [\(expand all\)](#) [\(contract all\)](#)

(714347729) Sibling, Test (Fall)

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Full or 90: Full	K12 School Grade Level: Fourth Grade	Current Year Attending: Yes		
Standard Cost: 10000	Individual Cost: 10000	Fall Tuition/Fees Owed: 6000	Spring Tuition/Fees Owed: 4000	Endorse Student Yes

Status	Program	Term Award	Annual Award
	DGrants	\$3,900.00	\$5,800.00
	Opportunity	\$2,100.00	\$4,200.00

Save

Roster: **Endorsed**

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

Term: Fall

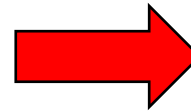
Previous **Page 1** Next [\(expand all\)](#) [\(contract all\)](#)

(714347729) Sibling, Test (Fall)

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Full or 90: Full	K12 School Grade Level: Fourth Grade	Current Year Attending: Yes		
Standard Cost: 10000	Individual Cost: 10000	Fall Tuition/Fees Owed: 6000	Spring Tuition/Fees Owed: 4000	Endorse Student Yes

Status	Program	Term Award	Annual Award
	DGrants	\$3,900.00	\$5,800.00
	Opportunity	\$2,100.00	\$4,200.00

Save



Roster: **Endorsed**

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

Term: Fall

Previous **Page 1** Next [\(expand all\)](#) [\(contract all\)](#)

(714347729) Sibling, Test (Fall) **Parent Endorsed**

Parent Name: Parent, Test	Parent Home Phone: (919) 123-4567	Parent Cell Phone:	Parent Address: 234 Five Rd, Raleigh, NC 27000	Parent Email: testfamily@ncseaa.edu
Full or 90: Full	K12 School Grade Level: Fourth Grade	Current Year Attending: Yes		
Standard Cost: 10000	Individual Cost: 10000	Fall Tuition/Fees Owed: 6000	Spring Tuition/Fees Owed: 4000	Endorse Student Yes

Status	Program	Term Award	Annual Award
	DGrants	\$3,900.00	\$5,800.00
	Opportunity	\$2,100.00	\$4,200.00

Save

CSV Upload: Certification

	D	F	G	N	O	P	Q	R	S	T	U	V	W
1	School Name	Student Last Name	Student First Name	Opportunity Program Accepted	Disabilities Grant Program Accepted	Full or 90	Certify Student	K12 School Grade Level	Current Year Attending	Standard Cost	Individual Cost	Fall Tuition Fees Owed	Spring Tuition Fees Owed
2	Test School	Sibling	Test	Y	Y	Full							
3	Test School	Student	Test	Y	N	Full							

	D	F	G	N	O	P	Q	R	S	T	U	V	W
1	School Name	Student Last Name	Student First Name	Opportunity Program Accepted	Disabilities Grant Program Accepted	Full or 90	Certify Student	K12 School Grade Level	Current Year Attending	Standard Cost	Individual Cost	Fall Tuition Fees Owed	Spring Tuition Fees Owed
2	Test School	Sibling	Test	Y	Y	Full	Y		4 Y	10000	10000	6000	4000
3	Test School	Student	Test	Y	N	Full	Y		3 Y	5000	5000	2500	2500

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	Y	10000	10000	6000	4000	
3	Fall	Test School	Opportunity	Sibling	Test	Full	4200	2100	4 Y	Y	10000	10000	6000	4000	
4	Fall	Test School	Opportunity	Student	Test	Full	4200	2100	3 Y	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	Y	10000	10000	6000	4000	Y
3	Fall	Test School	Opportunity	Sibling	Test	Full	4200	2100	4 Y	Y	10000	10000	6000	4000	Y
4	Fall	Test School	Opportunity	Student	Test	Full	4200	2100	3 Y	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 Endorsed .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

[HOME](#) > [Payment Processing](#) > [View Refunds/Disbursements](#)

DISBURSEMENTS

There are no disbursement entries at this time.

REFUNDS



DISBURSEMENTS

08/17/2020 Test School 1012345 \$4,200.00

Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
Opportunity	\$4,200.00	08/17/2020		Electronic Funds Transfer (EFT)	View	Print	Download File

08/17/2020 Test School 1012345 \$3,900.00

Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
DGrants	\$3,900.00	08/17/2020		Electronic Funds Transfer (EFT)	View	Print	Download File

REFUNDS



Test School
Disbursement Date: 8/17/2020 4:00:01 PM Deposit Date: N/A
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714347729	Sibling	Test	Fall	2020-2021	\$2,100.00	Opportunity
777006321	Student	Test	Fall	2020-2021	\$2,100.00	Opportunity

[Return to Previous Screen](#)

Roster: Disbursed
Campus: Test School
Program: All Programs
Academic Year: 2020-2021
Term: Fall

Previous [Page 1](#) Next [\(expand all\)](#) [\(contract all\)](#)

(714347729) Sibling, Test

(Fall)

K12 School Grade Level: [Fourth Grade](#) Current Year Attending: [Yes](#)
Standard Cost: [10000](#) Individual Cost: [10000](#) Fall Tuition/Fees Owed: [6000](#) Spring Tuition/Fees Owed: [4000](#)
Withdrawal Reason: [<Choose One>](#) Last Date of Attendance: [<Choose One>](#) Number of Weeks Attended: [<Choose One>](#)

Status	School Endorsed	Parent Endorsed	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
	Yes	Endorse	A	DGrants	3,900	3,900	3,900	5,800
	Yes	Endorse	A	Opportunity	2,100	2,100	2,100	4,200

[Save](#)



Additional Information



www.ncseaa.edu



NPS@ncseaa.edu (only for school officials)



919-695-8742 (only for school officials)
855-330-3955 (for parents)