



Payment Processing: Training for School Administrators

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 once per year per student*
- *Students who are not enrolled in your school are certified as not enrolled*
- *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 students who are attending (Fall and Spring)*
- *Schools must endorse before Endorsement is available for the parent*

4. CSV Upload Option

- *Useful option for large schools*
- *Can be used for both Certification and Endorsement*

5. Disbursement

- *Funds are disbursed to schools after Certification and Endorsement are completed*



Certification

Certification: Qualified Tuition and Fees

Acceptable Tuition and Fees: Examples

To be allowed, fees must be charged of all students

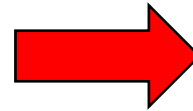
- Curriculum, Technology, Supply Fees
- Testing fees
- Books and uniforms (*only if the school is directly charging for and selling these items to the parent*)
- New student and reenrollment fees (*must be charged for and applying to the same school year that the award is for*)
- Maintenance or building fees
- Transportation

Unacceptable Tuition and Fees: Examples

- Fees for any optional services (*which may be athletic fees or lunch costs*)
- 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*)

Certification: Rosters

The dashboard features a top navigation bar with 'MENU', '2020-2021', 'Help', and 'Logout'. Below the header, the user is identified as 'Hello, Test School - K12 School'. The main content area is organized into several sections: 'Taskpad' (View Tasks), 'School' (School Information), 'Recipients' (Rosters), 'Reports' (Standard Reports), 'Payments' (Disbursements / Refunds), 'Data File Transfer' (Send Roster File, File Transfer Results), and 'Options' (My Profile). The 'Rosters' link under the 'Recipients' section is highlighted with a red box.



You are currently working with the 2020-2021 Academic Year.
Term: <Choose One>

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: 4 costs schools provide

Standard Cost

- Annual tuition and fees per grade level
- Includes all costs parents are expected to pay
- Clearly corresponds to Tuition and Fee Schedule submitted to SEAA

Individual Cost

- Annual tuition and fees
- Excludes fees not allowed by Opportunity / ESA+
- Excludes other financial aid / institutional discounts
- Does not attempt to account for Opportunity / ESA+

Fall

- Semester cost from the first half of the school year

Spring

- Semester cost from the second half of the school year

FALL AND SPRING ADD UP TO INDIVIDUAL COST



Certification: The Not Yet Certified Roster

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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 Part-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

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> ▾

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

> Save

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

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

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:	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
9500	9000	4500	4500	<input checked="" type="checkbox"/>

Save

After Certification, Stop and Doublecheck



Before you complete **Endorsement**:

Be sure the cost information you provided during **Certification** is correct.



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 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 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="button" 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

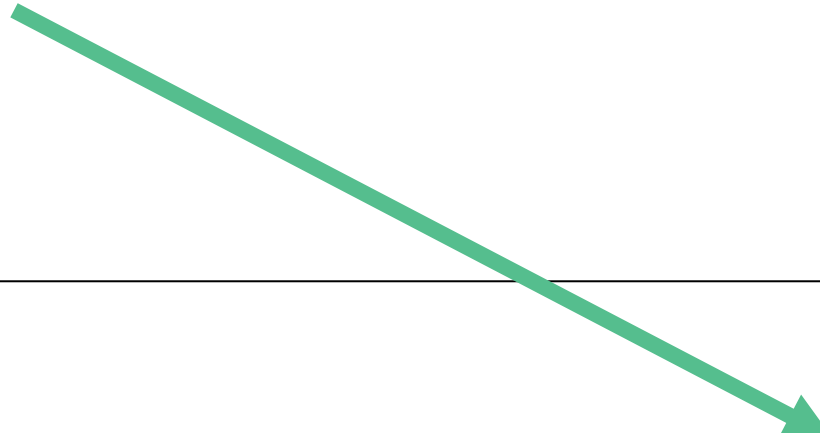
Full or 90: Full
K12 School Grade Level: Sixth Grade
Current Year Attending: Yes

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



CSV Upload Option

CSV Upload: Certification

	D	F	G	N	O	P	Q	R	S	T	U	V	W	
1	School Name	Student Level	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 School	Student	Test	Y	Y		Full							
3	Test School	Student	Sibling	Y	N		Full							

	D	F	G	N	O	P	Q	R	S	T	U	V	W	
1	School Name	Student Level	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 School	Student	Test	Y	Y		Full	Y	6 Y		9000	8550	4550	4000
3	Test School	Student	Sibling	Y	Y		Full	Y	4 P		8000	7500	4000	4000

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

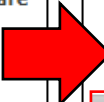
Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. The system will verify and apply the data you are uploading against the year associated in the file.

Select the type of roster you want to send:

- Click Browse and a dialog box will open.
- 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.
- Highlight the name of the file you want to upload.
- Click Open
- 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.

No file chosen

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.



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 checked="" type="checkbox"/> Yes	<input type="text" value="Endorse"/>	A,	Opportunity	<input type="text"/>	3,246	3,246	6,492
	<input checked="" type="checkbox"/> Yes	<input type="text" value="Endorse"/>	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)