



NORTH CAROLINA K12 SCHOLARSHIP PROGRAMS

Nonpublic School Agreement
Thursday, January 25, 2024



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

Nonpublic School Agreement

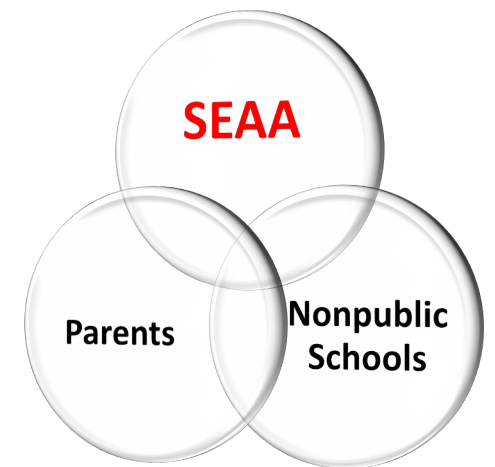
1. Stakeholder Responsibilities
2. DNPE & In-Person Instruction
3. Schools Do Not Reimburse Parents
4. Tuition and Fee Schedules / Certification
5. Testing, Graduation Data, Financial Review
6. Training & Resources



Stakeholder Responsibilities

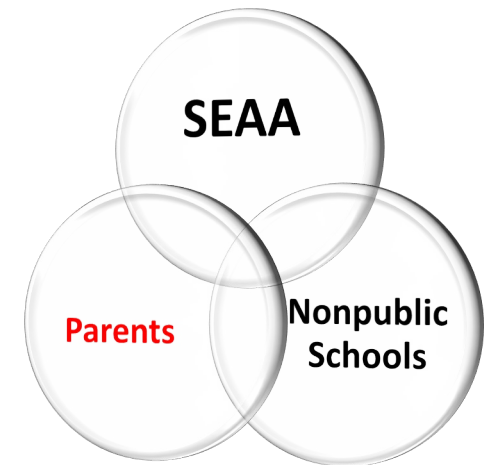
SEAA Responsibilities

- Administers the K12 Programs in accordance with North Carolina law
- Manages student applications and new school registration
- Maintains student and school records
- Disburses funding to schools on behalf of students
- Collects required documents from schools and families
- Ensures compliance with program policies



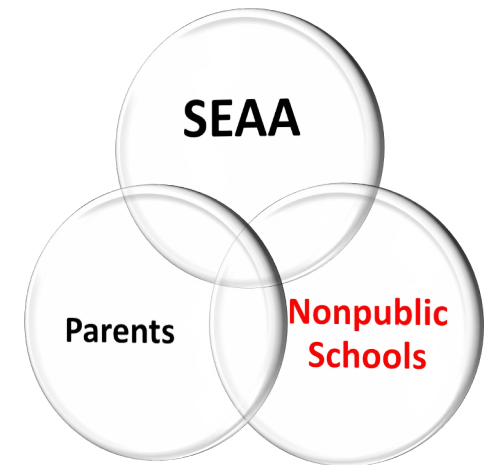
Parent Responsibilities

- Applies or renews
- Manages *all processes* related to the student record in MyPortal
- Accepts award
- Submits verification documents
- Works directly with school to enroll students
- Endorses award twice per school year



School Responsibilities

- Manages program rosters and advises SEAA of missing students
- Certifies students (enrolled or not)
- Endorses student funds
- Applies funds to student accounts
- Reconciles accounts
- Notifies SEAA of student withdrawals
- Refunds to SEAA as necessary
- Administers standardized tests
 - Submits a copy of results to SEAA
 - Provides parents with test results
- Manages student enrollment



Compliance with DNPE & In-Person Instruction

Legally Operating in the State of North Carolina

REGISTERED with DNPE means that the school meets DNPE's requirements in terms of the school's location.

SEAA is not the governing agency regarding schools' physical locations. We rely on DNPE to confirm that a school is in compliance.

Division of Non-Public Education

The North Carolina Division of Non-Public Education registers and monitors both conventional private schools and home schools through G.S. Article 39, Chapter 115C — currently consisting of over 96,000 home schools and 845 conventional private schools.

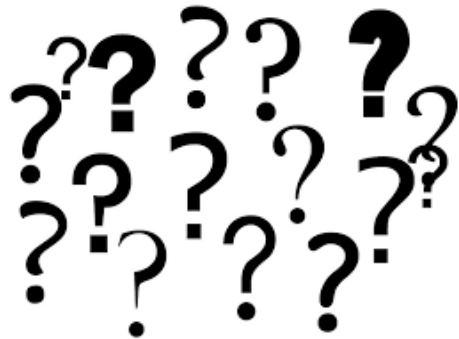
DNPE Requirements (for Direct Payment Schools)



If a School is no longer meeting DNPE requirements, or ceases to operate as a school, the school official is required to notify SEAA within two weeks.



Schools must submit enrollment information to DNPE as required.



Questions about DNPE requirements?

<https://www.doa.nc.gov/divisions/non-public-education/private-schools>

In-Person Instruction

To be compliant, schools must:

1. have a school facility where they can provide in-person instruction, and
2. offer the in-person option to their scholarship students (or to all students).



Remote instruction, in addition to In-Person Instruction, is not prohibited.



Direct Disbursement
&
No Refunds to Parents

Scholarship Payments

Schools must accept payment for tuition and fees via direct disbursement for all eligible students enrolled at the School who are awarded scholarship funds.



**Enroll the student =
Accept the student's scholarship!**

Reimbursing Parents is Prohibited



Schools must not refund K12 Scholarship funding to parents, unless specifically authorized to do so by SEAA.

An example of a situation where a refund would be authorized is when a student receives an award late in the semester, after the parent has paid tuition.

Schools should not charge tuition before the school year begins with the intention to refund parents when the Scholarship funding is disbursed to the school.

This does *not* prevent the school from charging tuition that will not be covered by the Scholarship. For costs beyond the scholarship, or costs the scholarship can't cover, schools are free to charge according to their own policies.



Tuition and Fee Schedules And Certification

Tuition and Fee Schedules

Schools submit a copy of the tuition and fees policies and schedules no later than July 15 each year. Be sure to include:

- Tuition for separate tracks (such as special education) if your school offers that
- Discounts your school applies (part-time enrollment, sibling discounts, etc.)
- Any fees you charge of all students

Reminder that schools cannot charge additional fees based on the status of the student as a Scholarship recipient.

TIP: Join (or view the recording later) the Tuition and Fee Schedule webinar on Tuesday, January 30!

Your *Certification* should match your *T/F Schedule*!

Certification = the process of certifying that a student is enrolled in your school (or not), and if enrolled, reporting that individual student's costs (once per year, typically in August)

- Your certified costs (tuition and fees) should align with your submitted Tuition and Fee Schedule.
- If there are discrepancies between your certified costs and your Tuition and Fee Schedule, you may have to return funds to SEAA.

Roster: **Not Yet Certified**
Campus: All Campuses
Program: All Programs
Academic Year: 2023-2024

The Certification Roster displays students who chose to attend your school when they accepted the Opportunity Scholarship and/or ESA+. **By completing the certification process, you are certifying to a State government agency that every student who you certify is enrolled in your school for this Academic Year.** See [Certification Instructions](#) for more information.



Criminal History Check, Testing, Graduation Data, and the Financial Review

Background Check

HDMA responsibility

The Highest Decision-Making Authority (HDMA) must complete a criminal history check:

- When initially registering as a new school
- Every 3 years if there is no change to the HDMA
- If there is a change to the HDMA (*Notify SEAA of a change to the HDMA within 5 days; we'll advise on next steps*)

The Criminal History Check is done through *Castlebranch*.

Look online for more details about determining who the HDMA is, ordering the background check, and other FAQ about changes to your school's information.

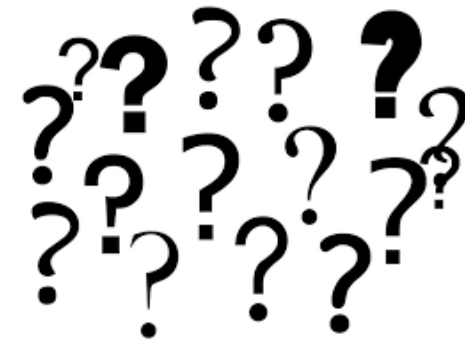
<https://www.ncseaa.edu/k12/school-administrators/7310-2/>

Testing: 3rd grade and higher



Effective with the 2024-2025 school year:

- 3rd and 8th graders take a specific standardized test.
- 11th graders take the ACT.
- K12 Scholarship Programs at SEAA will cover the cost of the tests for these 3 grade levels.
- Other grade levels (4th – 7th; 9th, 10th, 12) are tested with a nationally standardized test chosen by the school.
 - *Which test for 3rd and 8th?*
 - *What about the aggregate?*
 - *How does SEAA pay for the tests?*



Testing: *which test for 3rd and 8th graders?*



The North Carolina Department of Public Instruction (DPI) is required to recommend a standardized test.

We should all know *which test* by March or early April 2024.

The test will be a *nationally standardized test*, not the state exams (EOGs).

SEAA is researching, with DPI, how to manage accommodations for students with disabilities.

Graduation Data & Financial Review

Schools with Seniors: Each June SEAA will ask you to complete a Roster that tells us the outcome for seniors (graduated: yes or no).



Larger Schools: Schools with 70 or more scholarship students (from either program or both combined) in any semester are required to contract with a North Carolina CPA to perform a Financial Review to submit to SEAA.



Training, Resources, and Contact Information

Training

Additional training topics:

- Tuition and Fee Schedules
- Testing
- Certification, Endorsement, Withdrawals
- Financial Review
- School Agreement / Best Practices

Training may be required ...

- For new schools
- For schools experiencing administrative difficulty, or those with staff turnover
- In certain cases, for all schools

Tip: Required trainings may be offered more than once, and viewing a recording will also satisfy the requirement.

Resources

School Administrators

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

Overview

Welcome to K12 Programs administered by the North Carolina State Education Assistance Authority (SEAA). There are two scholarship opportunities available to K12 students:

1. [The Opportunity Scholarship Program](#), which is suitable for families who qualify based on income.
2. [The Education Student Accounts \(ESA+\) Program](#), which is suitable for families of [students with disabilities](#).

This website is your resource for navigating the requirements of the K12 Programs and successfully administering them at your school. See the links below for information on new school registration, annual requirements, and updating your information with the K12 Programs:

[Annual Requirements](#)

[New School Registration](#)

[Update Your Information with SEAA](#)

Look for the 24-25 handbook this summer!

Handbook for Schools
2023-2024

NCSEAA
North Carolina State Education
Assistance Authority

**A GUIDE TO THE
OPPORTUNITY
AND EDUCATION
STUDENT
ACCOUNTS
(ESA+) PROGRAMS**



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](#)

[How to Update Your School's Information with SEAA](#)

CONTACT US



ncseaa.edu



NPS@ncseaa.edu



919-695-8742 (schools only)