



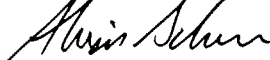
# PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William C. Harrison, Ed.D., *Chairman*

DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

**TO:** IHE Early College Financial Administrators

**FROM:** Alexis Schauss 

**DATE:** December 2, 2011

**SUBJECT:** BILLING FOR THE EARLY COLLEGE

The North Carolina Department of Public Instruction, Division of School Business looks forward to working with you and facilitating the payment of tuition and fees related to your partnership with the Early College High Schools. In order for us to be able to verify the billing for the Early College High school students and to have an adequate audit trail, we are asking each IHE partner to provide us with following information for the 2011-12 school year.

- Tuition per credit or range of credit
- Itemized fees charged by credit or range of credit

In addition, we are requesting that all IHEs provide the supporting data listed in the attached spreadsheet, this will enable us to have appropriate documentation for the payment. There are two tabs on the spreadsheet, one for instructions and one for the data that is required. We do not require the data to be entered on to the spreadsheet, but in a similar form.

We appreciate your cooperation in this and hope that it will expedite the payment process. If you have any questions, please contact Doris McCain at (919) 807-3700 or Alexis Schauss at (919) 807-3553.

AS/dkm

**OFFICE OF FINANCIAL AND BUSINESS SERVICES  
DIVISION OF SCHOOL BUSINESS**

ALEXIS SCHAUSS, Director | [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov)

6334 Mail Service Center | Raleigh, North Carolina 27699-6334 | (919) 807-3553 | Fax (919) 807-3704

An Equal Opportunity/Affirmative Action Employer



Each IHE is required to provide terms to DPI prior to billing

Terms must include the following

Tuition \$ per credit (or range of credit)

Itemized fees charged (by credit if graduated scale)

For billing:

Provide the data requested in "Detail" tab

This information does not have to be provided on the Excel file, and can be submitted in hard copy

All data fields must be provided.

**Send to**

Division of School Business

6334 Mail Service Center

Raleigh, NC 27699-6334

Attn: Alexis Schauss

or email to [alexis.schauss@dpi.nc.gov](mailto:alexis.schauss@dpi.nc.gov)

cc: [doris.mccain@dpi.nc.gov](mailto:doris.mccain@dpi.nc.gov)