Ohio | Department of Education

Cleveland Scholarship Program

How to Enter Tuition for the Cleveland Scholarship

1. Log onto the SAFE account and click on the Cleveland link. The Nonpublic School Information page should be the first page that comes up.
2. Click the *Admitted Students* button on the left menu. The user should now be on the Admitted Students Search page. All accepted students for the school should be listed.
3. Click the *Select* button next to the student's name. The Admitted Student Links page should now be showing.
4. Click the *Student Enrollment Detail* link. The Student Enrollment Detail page should now be showing.
5. Review the information listed for grade level and first date of attendance. If the information is inaccurate, correct it.
6. Enter the remaining information according to the table below:

Name	Purpose	Access Level
Gross Tuition Amount:	Enter the total base tuition. Fees may not be billed to O.D.E	School Nominators Scholarship Program Staff
Total Discount Amount:	Enter the total amount of any scholarships or discounts the student may have qualified for. Do not include the EdChoice or Cleveland Scholarships.	School Nominators Scholarship Program Staff
Description:	Briefly describe the scholarships or discounts if applicable. Common examples include but are not limited to: staff member discounts, parishioners, members, multi child, or financial aid from other sources	School Nominators Scholarship Program Staff
Tuition After Discount:	Field will display Gross Tuition Amount - Total Discount Amount	System Calculation
Percent of Time:	The percent of time a student will spend at the nonpublic	School Nominators

Name	Purpose	Access Level
	school each day. This is most often used for children who are attending the private school part of the day and a joint vocational program for the remainder of the day. The default value is 100 % but may be adjusted if needed. Do **not** adjust the percent of time if you have a student who has transferred to your school in the middle of the year. The system will prorate the total annual tuition amount based on their first date of attendance at your school.	Scholarship Program Staff
Description:	Briefly describe the reason that the student is spending less than 100% of their day at the private school. The most common description is that they are attending a joint vocation program.	School Nominators Scholarship Program Staff
ODE Reduction Percentage:	This percentage is used by O.D.E. staff to reduce the tuition paid to the private school for that school year. The default reduction percentage is zero.	Scholarship Program Staff
Description:	Briefly describe the reason that the reduction is greater than 0%. The most common description is due to a late application request from a private school.	Scholarship Program Staff
Net Tuition Amount:	(Gross Tuition Amount - Total Discount Amount) * ((Percent of Time /100) * ((100 - ODE Reduction Percentage)/100))	System Calculation
Maximum Award Amount:	The maximum scholarship amount possible for that particular grade level	System Calculation
Amount Paid by ODE:	O.D.E. will pay the lesser of the scholarship maximum or the net annual tuition calculated above.	System Calculation