Step Up For Students®

Florida Choice Scholarships

PRIVATE SCHOOL FAMILY HANDBOOK

(FTC, FES-EO, & FES-UA Private School Students)

Welcome

This handbook is designed to help you navigate the Florida Tax Credit (FTC) Scholarship and the Family Empowerment Scholarship for Educational Options (FES-EO) programs. Inside, you will find in-depth guidance, from applying for the scholarship to using it in accordance with the law.

If you need assistance along the way, our team is ready to help. The Step Up For Students Customer Engagement Center is available Monday through Friday from 8:00 a.m. to 5:00 p.m. EST to support families with any questions or concerns.

You can connect with us by:

Inquiry Form

Send us a question or message online

(877) 735-7837

Speak directly with a team member

Live Chat

Click the red “Chat with Us” tab on the right-hand side of our website

Students, regardless of household income, who are residents of Florida and eligible to enroll in a K-12 public school, can receive a scholarship worth an average of $8,000 to attend a private school that best meets their academic needs. To learn more about which scholarship is the right fit for your child, watch helpful videos here.

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Overview

The Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO), and Family Empowerment Scholarship For Unique Abilities (FES-UA) are scholarships that help parents and guardians customize their student's education.

Since 2023, any Florida students who are eligible to enroll in a public school for kindergarten through 12th grade are eligible for FTC or FES-EO. Students who also have qualifying disabilities are eligible for FES-UA. For more information on qualifying for an FES-UA scholarship, see the FES-UA Parent & Guardian Handbook.

The FTC, FES-EO, and FES-UA scholarships allow families to pay tuition and fees at an eligible private school. Families may use remaining funds for other education-related expenses allowed by law.

Step Up For Students is a nonprofit Scholarship Funding Organization (SFO) approved by the State of Florida to administer education choice scholarship programs.

EMA, the Education Market Assistant, is the system Step Up For Students created to help parents and guardians manage every aspect of their student's scholarship, starting with the online scholarship application.

This handbook helps parents and guardians understand the rules governing the scholarship programs and guides them through the process of applying for and using their scholarships.

Parent & Guardian Rights & Responsibilities

Parents and guardians of scholarship students are subject to all scholarship program rules and responsibilities, including the annual Sworn Compliance Statement, Terms & Conditions in EMA, relevant statutes, and rules set by the Florida Department of Education (FLDOE).

Parents or guardians of students receiving and using scholarship funds may not take possession of scholarship funds at any time and are prohibited from being paid from scholarship funds for services provided to their own scholarship student.

The terms outlined in this handbook are subject to change.

Access To School District Courses & Services

Parents and guardians may use their student's scholarship to pay for classes or services provided by public schools if they have any leftover funds after paying for their private school tuition and fees. Public schools may not report the student to the state for funding. If a public school reports a scholarship student for public funding, that student may lose their scholarship, even if they only attend the public school on a part-time basis.

A scholarship student who pays for services from a public school or district is considered to be attending a public school part time as authorized under Florida Statute 1002.44. Please see the Scholarship Participation Requirements section for more information on public school enrollment.

Data Confidentiality

The information available behind the parent or guardian login in EMA is personal and confidential.

A parent or guardian may not assign the responsibility for submitting any application or reimbursement documentation to another user and must not provide anyone, including service providers or personnel at a private school, access to a student's scholarship account by providing a username and password.

Doing so may result in a loss of scholarship eligibility and funding, or financial or criminal penalties. Step Up For Students will not be responsible for changes or purchases made by anyone other than the account owner if the login information has been shared.

This policy is intended to prevent misuse of scholarship funds and protect the confidentiality of sensitive financial and educational information that belongs to students and their parents or guardians.

Data Security

Step Up For Students will never ask a parent or guardian for the following information via email, phone call, or text message:

- Full account password or any part of it
- Full social security number (Step Up may ask for the last 4 digits for account verification purposes)
- Credit card number or banking details
- Any personal identification numbers other than the PIN provided on the scholarship application

Parents and guardians who receive any communication requesting this type of information or have received a suspicious email should not respond or click on any links. Instead, they should report the activity immediately on the Contact Us page on the Step Up For Students website.

Maintaining Up-To-Date Contact Information

Parents and guardians should keep contact information current, especially their primary email address. This is the primary way Step Up For Students will communicate important information related to a student's scholarship.

Parents and guardians should update email filters to accept messages from Step Up For Students so emails are not sent to spam or junk folders.

If there is a change of physical or mailing address, telephone number, cell phone number or email address, the information must be updated in EMA. Parents and guardians should contact Step Up For Students to update their Proof of Residency.

Qualifying & Applying For A Scholarship

Eligibility Requirements

FTC and FES-EO scholarships are available to students who are:

- Florida residents or dependent children of active-duty members of the United States Armed Forces who have received Permanent Change of Station (PCS) orders to Florida, and
- Eligible to enroll in grades K-12 in a Florida public school or received a Hope Scholarship in the 2023-2024 school year.

A student entering kindergarten must be five (5) years old on or before September 1st of the school year of their scholarship application. Students applying for a scholarship for the first time who are age five (5) or six (6) on September 1st of the school year for which they are applying must upload a valid birth certificate or non-expired passport for the student confirming their age.

Please note: Active-duty members of the United States Armed Forces who do not have a Florida residential address at the time of application but have received Permanent Change of Station (PCS) orders must provide a copy of their PCS orders in the application documents and list the Florida address of the unit to which they are being assigned.

Misrepresenting any information provided to Step Up For Students in a scholarship application could result in the revocation of the student's scholarship and may be punishable as a crime.

Applying For A Scholarship

Step Up For Students requires parents and guardians to submit a complete scholarship application each year through their EMA account, which can be accessed at StepUpForStudents.org.

EMA, the Education Market Assistant, is the system Step Up For Students created to help parents and guardians manage every facet of their student's scholarship, starting with the online scholarship application.

This video and this guide describe how to create a parent or guardian profile in EMA. Using their EMA login, parents and guardians can complete an online application and submit documentation required to confirm the student's age, income (if applicable), Florida residency, and compliance with program rules.

This guide explains how to complete an application and this checklist outlines the documents a parent or guardian should prepare when they apply.

A parent or guardian must use their phone number, physical address and email address, and no one else's, in their guardian profile.

A participating school or provider may not apply on behalf of a parent or guardian, submit documentation, or otherwise act on behalf of the parent or guardian. Schools or providers must

not request access to or obtain the parent's or guardian's information to access the student's scholarship account.

Doing so may result in revocation of the provider's participation in the program or the student's scholarship eligibility and funding and may carry a financial or criminal penalty.

Multiple Applications Prohibited

Scholarship program statutes prohibit a student from applying for more than one scholarship for the same student at the same time. If a parent or guardian has applied for one scholarship for their student and would like their student to participate in a different scholarship program, they must decline the first scholarship before applying for a different one. More information on how to decline a scholarship can be found here. The only exception to this is students who want to switch from a private school scholarship to a Personalized Education Program (PEP) scholarship or vice-versa. Those families should contact Step Up For Students to request a program switch.

If a student attends an eligible private school, parents and guardians should communicate with their child's school before changing scholarship programs to confirm which scholarships their school accepts. If they are leaving their private school for a different scholarship, they must contact their school to withdraw their student's enrollment before applying for a new scholarship.

A parent or guardian may only submit one application per scholarship program. Parents or guardians should make sure all students for whom they wish to apply are added to the 'My Students' section in EMA before submitting their application.

A scholarship student can only be linked to one parent or guardian account. If the student appears on multiple accounts, it may delay application processing or funding. In the event of a change in guardianship or the passing of a parent or guardian, please contact our Customer Engagement Center to make necessary changes.

Proof of Residency

Applying parents and guardians must prove they are residents of Florida to be eligible for an FTC or FES-EO scholarship.

This checklist outlines documents that can serve as proof of residency.

Proof of Residency For Active-Duty Military Families

Students who are dependent children of active-duty members of the United States Armed Forces with Permanent Change of Station (PCS) orders to move into Florida can apply for an FTC or FES-EO scholarship.

If a new student is moving to Florida, but has not yet established residency, the parent or guardian must:

- Upload the PCS orders in the Proof of Residency section of the scholarship application

- Be sure the physical address in their guardian profile matches the newly assigned unit address on the PCS orders they submit
- Once residency in Florida is established, call Step Up For Students at (877) 735-7837 to provide an updated Proof of Residency

Students will not receive funds until an updated Proof of Residency is received, and the physical address is updated in the guardian profile in EMA.

Award Prioritization

Scholarship applications will be reviewed on a first-come, first-served basis. Scholarships will be awarded in this order of priority:

1. Renewal students (those who received and utilized FTC or FES-EO Scholarship funding during the 2024-2025 school year)
2. Students whose families have a household income up to 185% of Federal Poverty Level by household size, or students who are in foster or out-of-home care
3. Students whose families have a household income between 186% and 400% of Federal Poverty Level by household size
4. Students whose families have a household income greater than 400% of Federal Poverty Level by household size, or students whose families do not provide income information to be considered for application priority

PERSONS IN FAMILY/HOUSEHOLD	PRIORITY 1 ≤185%	PRIORITY 2 186%-400%
1	$28,952.50	$62,600.00
2	$39,127.50	$84,600.00
3	$49,302.50	$106,600.00
4	$59,477.50	$128,600.00
5	$69,652.50	$150,600.00
6	$79,827.50	$172,600.00
7	$90,002.50	$194,600.00
8	$100,177.50	$216,600.00
9	$110,352.50	$238,600.00
10	$120,527.50	$260,600.00
	Each Additional Household Member + $10,175	Each Additional Household Member + $22,000

Based on guidelines published by the Department of Health & Human Services in National Registry on January 2025

Household Members

To calculate the correct household size and establish application priority, all household members must be included on an application. The application will prompt parents or guardians to add additional household members, if applicable.

An additional household member is anyone residing at the same address who is not listed on the scholarship application as a student, parent, or guardian. If a household member is under the age of 18, they must be a dependent of the parent or guardian to be included as a household member on the application. If the household member is 18 years or older, employment information must be provided for this person if they share expenses or income.

Proof of Income

To be considered for application priority, the scholarship application must list all income sources for all household members 18 years or older.

Sources of income include:

- Paychecks
- Cash wages
- Self-employment or business income

- Unemployment benefits
- Social Security
- Income and disability for every household member (including children)
- Child support
- Interest or investment income

No Priority

A parent or guardian may choose to decline to provide income documentation. To do so, the parent or guardian must select "YES" to opt out of providing income documentation within the scholarship application.

The application will be processed without priority. For record-keeping purposes, the household will be reported as having an income greater than 400% of the federal poverty level.

Application Deadlines

For renewal Private School students, the last day to submit a scholarship application for the 2026-2027 school year is April 30, 2026. This process for renewal students also requires parents and guardians to confirm the scholarship is being accepted or declined by May 31, 2026. Any applications submitted after the renewal application deadline will be treated as new applications.

For new Private School students, the last day to submit a scholarship application for the 2026-2027 school year will be November 15, 2026. This process for new students also requires parents and guardians to confirm the scholarship is being accepted or declined by December 15, 2026.

Any applications submitted after the renewal application deadline will have the same priority as new applications.

Application Deadline Exceptions

The following students are excluded from the standard application deadline and can apply for a scholarship any time during the school year:

- Dependents of active-duty members of the United States Armed Forces
- Students in foster care or out-of-home care
- Students who experience a bullying or harassment incident at their public school

Parents and guardians with these exceptions applying for a scholarship outside of application season will need to call Step Up For Students at (877) 735-7837 to have an application opened for their student.

The following documents are requested for the applicable deadline exclusions:

- Dependents of an active-duty member of the United States Armed Forces: Permanent Change of Station orders
- Foster child: A copy of the Foster Placement documentation, or other similar legal documentation

- Students who experience bullying: A completed Hope Scholarship Notification Form

Scholarship Participation Requirements

Once awarded a scholarship, the parent or guardian can access their student's Award ID by logging in to EMA, as outlined in this video.

Public School Enrollment Prohibition

A student cannot be enrolled in a public school at the same time they are receiving and using scholarship funds, so parents and guardians should ensure proper public-school withdrawal. To do this, you may request that the district or charter school complete the Standard Withdrawal Form for Students Entering K-12 Scholarships (Form IEPC-SWF) in accordance with Fla. Admin. Code R. 6A-6.0952.

⚠️ **Important:** A student cannot receive both a state-funded FTC or FES-EO scholarship and be reported enrolled in a public school. This is prohibited, as it would constitute the student being funded by the state twice. However, FTC and FES-EO scholarship students may access individual classes and services provided by a public school or district as long as the cost is covered by the student. The cost can be covered using FTC or FES-EO scholarship funds or by paying out-of-pocket. Parents or guardians of scholarship students who participate in classes at a public school must ensure that the public school or district reports the student as privately paying. Otherwise, the student may be incorrectly reported as enrolled in public school, which could result in the loss of the scholarship.

Florida public schools include:

- A charter school
- A developmental research or laboratory school
- Any other Florida public school
- Florida Virtual School or any other online public school as a non-private-pay student
- The SEED School of Miami
- a College-Preparatory Boarding Academy
- The Florida Scholars Academy
- The Florida School For The Deaf and The Blind
- Early Steps Extended Option

Students may not receive multiple K-12 scholarships under FES-UA, FES-EO, FTC, or PEP at the same time.

More information for students who want to leave their current scholarship program for another option is available in the Leaving the Scholarship Program section.

Full-Time Eligible Private School Option

Private school scholarship students must be educated full-time at the physical location of an eligible private school. Step-by-step instructions for parents or guardians whose student has been awarded a scholarship are available from Step Up For Students here.

Once a student is awarded a scholarship:

1. The parent or guardian must select an eligible, participating private school. This tool can help families find participating schools in their area.
2. The parent or guardian must then provide the student's Award ID to their chosen school. The Award ID is available under the My Students tab in EMA. This video provides a step-by-step guide.
3. The school will use the Award ID to enroll the student in EMA.
4. The parent or guardian will confirm enrollment in EMA.

After a student enrolls in an eligible private school, the school and parent or guardian must both certify the agreed-upon tuition and fee rate for the student. The agreed-upon tuition and fee rate may include discounts or other considerations. It may be less, but not more, than the school's published tuition and fee rate for the student's grade level.

The agreed-upon amount of tuition and fees in EMA should not exceed any amount the parent or guardian has agreed to pay the eligible private school. Schools participating in the scholarship program cannot charge a different rate for scholarship students and non-scholarship students. The same published tuition schedule must apply to all students, whether on scholarship or paying privately.

For example: If a school and a parent agree to a tuition and fee rate of $8,000, the amount charged in EMA should be $8,000, or less.

Many participating private schools charge more than the value of the scholarship. In some cases, they may decide to provide scholarship students with supplemental financial assistance. The parent or guardian should work with the school but may be required to pay the difference between the value of the scholarship and the full tuition and fees.

If a student is enrolled at a school before a scholarship has been awarded, the parent or guardian will be responsible for paying any tuition and fees due to the school.

Once funding has begun, if a full-time student unenrolls from their private school at any time during the school year, the student will be unable to access any funds for other expenses until they have enrolled again in a participating private school.

Transferring Among Participating Private Schools

Students using the private school scholarship option may transfer their scholarship among participating private schools. If a parent or guardian is not satisfied with the private school they have chosen, they may find another one.

Before a parent or guardian withdraws their student from the private school, they should notify the school and understand the school's transfer policy.

A student must withdraw from their school in EMA before they can enroll in another participating private school in EMA.

If a student's scholarship requires full-time enrollment in an eligible private school, funding has been distributed to their account, and the student withdraws and does not re-enroll in an eligible private school within thirty (30) days, the student's scholarship account must be closed and any remaining funds for that quarterly payment period must revert to the state.

The transfer process may include a final payment to the private school the student is leaving. If a payment is owed to that school, it must be approved by the parent or guardian. If the school has been overpaid, Step Up will invoice the school for the overpayment.

If a student transfers to a different participating school in the same quarter, the first school the student attended for ten (10) days or more during that quarter will receive the full quarter's payment.

Quarter	Dates
Quarter 1	July 1 - September 30
Quarter 2	October 1 - December 31
Quarter 3	January 1 - March 31
Quarter 4	April 1 – June 30

The parent or guardian and the two schools may negotiate any amount owed to the new school from the quarterly payment made to the first school. This is not required, but, in the spirit of partnership for the good of the student, is highly recommended.

Parents and guardians should allow five business days for the current school to withdraw their student. If the student has not been withdrawn after five business days, they should contact the Customer Engagement Center at Step Up For Students.

Leaving The Scholarship Program

Parents and guardians must notify Step Up For Students immediately if a scholarship student:

- Plans to enroll in any public school, including Florida Virtual School or another online school, where they will be reported to the state for funding. (Students may use their scholarships to pay for individual courses or other part-time services provided by these institutions but may not attend on a full-time basis)
- Moves out of state

Failure to notify Step Up For Students could result in a loss of funding, loss of future eligibility, or financial or criminal penalties.

If state records show a student enrolled in a public school after receiving scholarship funds, the funds deposited into the student's account for that school year will be returned to Step Up For Students or the State of Florida.

If a student is found enrolled in public school or another scholarship program, their parent or guardian will be notified by email and should contact Step Up For Students immediately.

Annual Assessment Requirement

Students in grades 3-10 attending an eligible private school using FTC or FES-EO scholarship funds are required to take a nationally norm-referenced test identified by the Florida Department of Education or to take the statewide assessments pursuant to Florida Statute 1008.22.

More information, including a list of approved assessments, is available from the department here.

Students with disabilities for whom standardized testing is not appropriate are exempt from this requirement. These students must submit the Standardized Testing Exemption Form.

Continuing Program Eligibility

Once a student's scholarship has been funded, a parent or guardian may submit a renewal application each year to continue with the scholarship as long as they meet residency requirements and remain eligible to enroll in a Florida public school.

The student will remain eligible until they return to public school, graduate high school, or turn twenty-one (21) years old.

A student will need to apply for the scholarship as a new student if they:

- Do not renew their scholarship and "sit out" a year
- Leave the program and later seek to resume participation

If a student turns twenty-one (21) years old, graduates high school, or enrolls full-time in public school, but still has funds remaining in their scholarship account, the parent or guardian may continue to access and spend those funds on eligible expenses until no funds remain in the scholarship account. Accounts will be closed after two years without any spending activity.

Placement In Residential Programs

If a scholarship student is placed in any residential program, the parent or guardian must confirm how participating students meet the mandatory school attendance requirement.

- If the program uses any Florida public school, including a full-time online school, the student may lose their scholarship eligibility if the online school reports them to the state for funding.
- If the program includes a private school that is approved by the Florida Department of Education, the student's scholarship funds may be available to cover the cost of tuition and fees.

Funding For Scholarships

Funding for FTC comes from tax credit funds raised from corporate donors by Step Up For Students.

Funding for FES-EO comes from the State of Florida.

Funding Amounts

Scholarship funding amounts are determined by the Florida Legislature annually. Families can refer to the 2025-2026 funding chart for an overview of scholarship amounts by county and grade level. To understand how the scholarship funding amount is determined, please see the information below.

The amount of scholarship funding a student receives is based on two factors:

- The student's grade level
- The student's county of residence

The funding amount, based on the student's grade level and county of residence, will be determined with Quarter 1 funding, and any grade level or county changes made after Quarter 1 funding will not impact funding for that school year.

Scholarship Funding Requirements & Proration

To receive scholarship funding, parents and guardians must:

- Select an eligible private school for their student
- Request the scholarship by the dates listed in the Application Deadlines section
- Accept or decline the scholarship by the dates listed in the Application Deadlines section
- Provide the student's award ID to the school at time of enrollment
- Approve each quarterly payment before scholarship funds may be paid to an eligible private school

Scholarship funding is prorated based on the dates when the above steps are complete:

- Students who complete steps by September 30, 2025, will receive 100% of the total award amount for that school year
- Students who complete steps by January 15, 2026, will receive 50% of the total award amount for that school year

Students who do not complete their enrollment by January 15 will not receive scholarship funding for the 2025-2026 school year.

Scholarship Funding Schedule

Scholarship funds are deposited into student scholarship accounts quarterly.

A Scholarship Funding Organization must verify a student's eligibility to participate in the program at least thirty (30) days before receiving funding from the state.

Once the Florida Department of Education receives a verified list of eligible students from Step Up, they will distribute scholarship funds quarterly on the following dates:

2025-2026 School Year Enrollment Deadline Dates	Funds Delivered To Step Up
June 15*	August 1*
July 15*	September 1*
September 30	November 1
December 15	February 1
February 15	April 1

* There are two funding dates for the first quarter.

For students enrolled full-time in an eligible private school, Step Up will make quarterly payments for tuition and fees within seven (7) business days after both the school and the parent or guardian have approved the payment. It is the responsibility of the parent or guardian to approve any eligible invoices in EMA.

If a student attends their school for at least 10 days during a quarterly payment period, their school will receive the full distribution for that quarter.

Step Up may sometimes provide supplemental funding to students who were not funded on the above schedule. Step Up will communicate this with impacted families via email.

Once tuition and fees are paid to the private school, students may use any remaining funds for other eligible expenses. More information is available in Authorized Uses of Scholarship Program Funds or the program Purchasing Guide.

If Step Up For Students deposits excess funds in error to a student's scholarship account, Step Up will recover the excess funds by potentially adjusting future funding amounts. Parents and guardians should be aware of the amount of funds in the student's scholarship account when making purchases and try to avoid spending any funds that may have been deposited into the student's account by mistake. If a student switches scholarship programs mid-year, Step Up may need to recover excess funds tied to their previous scholarship program.

Parents and guardians may not receive any payment, refund, or rebate of scholarship funds from a provider.

Funding Continuation & Rollover

Once funds are deposited into the student's account, parents or guardians may use the funds for items and services described in the sections below.

A student's unspent scholarship funds may be rolled over from one school year to the next. However, under Florida law, Step Up For Students cannot transfer funds into a student's FTC or FES-EO scholarship account if it raises the account balance above $24,000. Step Up For

Students cannot transfer funds into a student's FES-UA scholarship account if it would raise the account balance above $50,000.

If a student enrolls in a public school, graduates from high school, or reaches 21 years of age on or before July 1 (whichever comes first), the student will not be eligible for additional scholarship funding. Funds received while a student is eligible for the program will remain in their account in EMA.

Accrued Interest

Florida law requires Step Up For Students to establish separate scholarship accounts for each scholarship student. It also requires Step Up For Students to record interest on each student's account and ensure any interest is reserved for that student's benefit and added to their account balance.

Timeline

The table below outlines when interest accrued on scholarship funds will be deposited into the students' account, according to the quarter in which it was earned:

Interest Accrual Period	Deposit to Student Account by
July - September	October 31
October - December	January 31
January - March	April 30
April - June	July 31

Funding Discontinuation

No additional funds will be deposited into a student's scholarship account if the student becomes ineligible. A student becomes ineligible if any of the following apply:

- The student is found to be enrolled in a public school.
- The student either graduates from high school or turns 21 years old on or before September 1st of the school year for which they are submitting a scholarship application, whichever occurs first.

Funding Revocation

A student's scholarship account will be closed and remaining funds, including any contributions to the Florida Prepaid College Plan or the Florida 529 Savings Program, will be returned to the state if any of the following occurs:

- The Florida Department of Education Commissioner deems the student ineligible due to fraud or abuse
- Three consecutive years pass after high school graduation without enrollment in an eligible postsecondary program

- Two consecutive fiscal years (July 1 – June 30) pass with no spending activity from the student's account

Parents and guardians must approve each quarterly payment to their students' school and may not designate any organization or individual to approve the payment on their behalf. Parents and guardians who fail to approve quarterly payments for the eligible private school where their student is enrolled may forfeit their scholarship.

Transferring Among Scholarship Funding Organizations

Students may only receive scholarship funding from one Scholarship Funding Organization (SFO) at a time.

A parent or guardian may choose to transfer from one SFO to another. The steps required to transfer depend on your situation, so please refer to the section below that applies to your student.

If a student completes a transfer, please note that the transfer of funds may take several weeks.

Student Applied with Another SFO and Has Not Been Funded

If the parent or guardian applied with a scholarship funding organization (SFO) other than Step Up For Students, and the student has not yet been awarded a scholarship or received any funds, they must first decline the pending scholarship with the current SFO before applying through Step Up For Students.

Student Applied with Another SFO, Has Been Funded, and Wants to Transfer

If the student has already been awarded a scholarship and received funds through another SFO, the parent or guardian must first submit a new application through Step Up For Students and receive eligibility confirmation. Once eligibility has been confirmed, the parent or guardian should then contact the current SFO to request a scholarship transfer to Step Up For Students.

Authorized Uses of Scholarship Program Funds

Scholarship program funds must be used for eligible expenses that meet the individual educational needs of the scholarship student. Step Up For Students will first commit the total amount of tuition and fees, up to the amount of funding a student was awarded that school year, to the selected school. Step Up For Students bills the student's account quarterly for tuition and fees before a parent or guardian can access any remaining scholarship funds. Once the tuition and fee amount is paid to the private school, students with additional funds available in their accounts may use them for other eligible expenses.

Please see the appendix at the end of this handbook for a chart outlining the Authorized Uses of Funds and payment types (direct pay or reimbursement) for each program. Eligible expenses are detailed in the program Purchasing Guide.

The following categories of items and services are approved uses for the scholarship funds:

- Instructional materials

- Curriculum and curriculum materials
- Tuition and fees:
    - At an eligible private school for full-time, in-person learners
    - At an eligible postsecondary institution, including those participating in the National Council for State Authorization Reciprocity Agreements (NC-SARA)
    - For dual enrollment
    - For an approved pre-apprenticeship program
    - At an approved online or virtual provider
    - As a private-pay student for Florida Virtual School
- Standardized testing fees, including test proctoring and administration
- Contracted services provided by a public school or school district
- Part-time tutoring and Choice Navigator services

Reimbursement requests submitted for an item or service not listed as an eligible expense may result in delayed processing or denial of the reimbursement if the request does not include an approved pre-authorization. More information is available below under Pre-Authorization.

See our YouTube page for videos about reimbursements and other useful topics.

General Purchasing Rules

Making Successful Purchases

Before making purchases out-of-pocket, submitting reimbursement requests, or ordering through MyScholarShop, parents and guardians should check to ensure:

- The purchase is an eligible use of scholarship funds; and
- The student has sufficient funds in their account to cover the purchase.

If a purchase was previously approved due to error, under another program, or under a previous year's rules, that does not mean it will be approved in the future.

The parent or guardian may view the student's account balance on the online statement provided in EMA. A family cannot receive reimbursements for amounts that exceed the available balance in the student's account.

Step Up For Students approves purchases and reimbursement requests in accordance with Florida statutes related to the scholarship program, rules set by the Florida Department of Education, and internal policies and procedures.

Shipping Guidelines

- MyScholarShop Purchases: All purchases made through MyScholarShop must be shipped to the Florida mailing address listed on the student's scholarship account.
- Reimbursed Purchases: For purchases submitted for reimbursement, items must be shipped to either a Florida address or a Florida P.O. Box.

- Shipping fees: All shipping types, including import/export duty, expedited, and overnight fees are eligible uses of scholarship funds and are reimbursable.
- Parents/guardians who are active-duty members of the United States Armed Forces and received permanent change of station orders to this state or, at the time of renewal, whose home of record or state of legal residence is Florida are exempt from this and may have items shipped outside of Florida.

Fee Guidelines

- Shipping fees: All shipping types, including import/export duty, expedited, and overnight fees are eligible uses of scholarship funds and are reimbursable.
- Credit card fees: Credit card fees are reimbursable with the exception of credit card fees added to a private school tuition and fees invoice.

Pre-Authorization Requests

Pre-authorization requests can be submitted for expenses planned in the future. Once a request is approved, it can be used to submit a reimbursement or to make a MyScholarShop purchase.

Payment method information must be kept up to date in EMA to complete a pre-authorization.

Include detailed information about the item or service requested for pre-authorization, along with any supporting documents for the purchase.

If the pre-authorization request is approved, the item or service on the proof of purchase must match the approved pre-authorization; otherwise, the request may be denied.

If the pre-authorization request is put on hold, log into EMA to see the reason why it was put on hold, provide the required information or documentation, and re-submit the pre-authorization request.

If the pre-authorization request is denied, the reason for the denial will be listed in EMA. Denied pre-authorization requests may not be appealed, so no further action may be taken.

Parents and guardians should allow up to sixty (60) days for pre-authorization requests to be reviewed and processed after all required documentation has been submitted. The status of pre-authorization requests can be monitored in EMA. The deadline to submit pre-authorization requests for 2025-2026 is May 29, 2026.

Frequency of Purchase Limits

Scholarship program rules limit the frequency with which families can purchase certain items using scholarship funds.

These rules apply by calendar year. For example, a desk may have a two-year purchasing frequency, meaning a student who purchased a desk on November 10, 2025, will be eligible to purchase another desk using scholarship funds on or after November 11, 2027.

Frequency of purchase rules apply to all scholarship programs, even if a student changes programs. For example, if a parent or guardian purchased a desk with FES-UA funds on November 10, 2025, the student would not be eligible to purchase a desk using any other scholarship until November 11, 2025.

More details are available in the program Purchasing Guide.

Items That Are Lost, Stolen, or Broken Beyond Repair

If an item purchased with scholarship funds is broken beyond repair, it may be replaced with a similar item of equal or lesser value.

A parent or guardian must submit a pre-authorization request and documentation from a repair shop or service technician showing the item is beyond repair. Photos of the damaged item do not qualify as sufficient documentation.

If the item can be repaired, scholarship funds may be used to cover the cost of repair, but they cannot be used to cover the cost of a replacement.

If an item was stolen, a parent or guardian must submit a pre-authorization request and police report for review.

Replacement of lost devices will not be approved.

If a replacement item is authorized, the two calendar-year time period will reset. For example, a student who purchased a television on July 10, 2025, but then is authorized to purchase a replacement on October 10, 2026, will not be eligible to purchase another television using scholarship funds until October 11, 2028.

Direct Payment To Eligible Private Schools

Full-Time Eligible Private School Students

Students with a private school scholarship (all FES-EO and FTC students) must enroll in a participating private school through EMA. A list of schools eligible to serve scholarship students can be found in the Florida Private Schools Directory.

Once a student's enrollment is confirmed, the school can receive payment of scholarship funds by submitting an invoice for tuition and fees and the parent or guardian has approved payment to the school.

Step Up commits eligible private school tuition and fees from student's account quarterly before a parent or guardian can access any remaining scholarship funds.

Note: If a school charges more than a student's scholarship amount for tuition and fees, families may pay for the difference using rollover funds in their account

Individual Classes, Extracurricular Activities, or Services At An Eligible Private School

Students enrolled full-time at an eligible private school may use any scholarship funds remaining after paying for full-time tuition and fees to take individual classes or participate in extracurricular activities at a different eligible private school.

Students who wish to do so must not enroll in multiple private schools as a full-time student.

Each class or activity must be paid for through the school's EMA marketplace account or by reimbursement.

Eligible expenses include academic services, athletics, clubs, extracurricular activities, individual classes, and testing.

Payments made to a private school that is not approved by the Florida Department of Education to participate in a student's scholarship program cannot be reimbursed.

Direct Payment For Services

Step Up For Students allows parents and guardians to pay directly for some eligible educational services. Providers wishing to participate in direct payment for educational services from scholarship students must set up an account in EMA and submit a service catalog.

Requests for payment directly to a provider may only be approved after the service has been rendered.

More information on how to use the EMA marketplace can be found here.

MyScholarShop

Step Up For Students has developed MyScholarShop, an online marketplace where parents or guardians can purchase eligible educational items without any upfront cost.

MyScholarShop will become accessible within a few weeks after funds are deposited into a student's account. Parents or guardians can log in to EMA to access MyScholarShop.

If an item is not in MyScholarShop or the program Purchasing Guide, it may still be an eligible expense. If an item is in MyScholarShop, it may not be an eligible item for all scholarship programs for direct purchasing or reimbursement. Additionally, if a parent purchases an item out of pocket that is identical to one within MyScholarShop for a lesser amount, the parent must be reimbursed for that item if it is eligible for their scholarship program.

Parents or guardians should submit a pre-authorization form if they are unsure if an item is eligible.

More information on how to use MyScholarShop can be found here.

MyScholarShop Guidelines

- The parent or guardian should ensure they have enough available funds in the student's scholarship account to cover the entire purchase.
- If an item requires pre-authorization, the pre-authorization request must be approved before a parent or guardian places the order. The approved pre-authorization number must be included in the appropriate field to avoid a delay or denial of order.
- If an item has an associated purchasing rule, such as size, quantity, or frequency limitation, those same rules apply in MyScholarShop.
- MyScholarShop orders will ship to the mailing address listed in the guardian profile in EMA. Parents and guardians should confirm their listed mailing address before completing an order.
- Step Up For Students reserves the right to deny requests.

MyScholarShop Returns

Returns are completed through the vendor they were purchased from and not through Step Up For Students. Items may not be returned to a store.

Individual vendors list their return policies and instructions in MyScholarShop.

Once the vendor has received the item, it may take up to a few weeks for the funds to be credited to the student's scholarship account.

How To Get Reimbursed

Parents and guardians who choose to pay for eligible tuition, fees, items or services out of pocket may apply to have those expenditures reimbursed from their student's scholarship account.

Step Up For Students approves reimbursement of items within the guidance of Florida statutes related to the scholarship programs, as well as Florida Department of Education rules and Step Up For Students policies and procedures.

Step-by-step instructions for submitting a reimbursement request in EMA are available here.

Reimbursement Timing

Reimbursement requests are year specific. Items or services must be purchased using 2025-2026 scholarship funds between July 1, 2025, and June 30, 2026. Requests for reimbursements using scholarship funds from the 2025-2026 school year must be submitted by July 31, 2026.

The table below shows when eligible purchases can be made and when corresponding reimbursement requests must be submitted. Parents and guardians should allow up to sixty (60) days for reimbursement requests to be reviewed and processed after all required documentation has been submitted.

Reimbursement Type	Eligible Purchase Window	Reimbursement Request Window
Reimbursements	July 1, 2025 - June 30, 2026	July 1, 2025 - July 31, 2026
Eligible Reimbursements Before Scholarship Year Begins	Any time before July 1, 2025	July 1, 2025 - July 31, 2026
Eligible Reimbursements for Advance Services	Within 4 months of the reimbursement request, or within 1 year if the provider attests the service is nonrefundable	July 1, 2025 - July 31, 2026

Eligible Reimbursements Before Scholarship Year Begins

The categories listed below are eligible for advance purchase, meaning they can be purchased before July 1 of the year the student is awarded a scholarship. However, reimbursement requests must be submitted between July 1 and June 30 or the year the student is awarded a scholarship. This is intended to give families flexibility to plan ahead, while ensuring that the correct year's scholarship funds are used.

- Eligible Private School Tuition and Fees, including individual classes or extracurricular activities at an eligible private school
- Home Education Instructional Program Tuition and Fees
- Public School Contracted Services
- Dual Enrollment Classes
- Full-Time Private Tutoring
- Postsecondary Institution Tuition and Fees
- State-Approved Virtual Instruction Provider
- State-Approved Online Course
- Curriculum

In these instances, reimbursements should be submitted during the school year in which the service is rendered (or curricula is used), but the proof of purchase may be from the immediately preceding fiscal year. The only exception to this process would be an eligible private school or Home Education Instructional Program (HEIP) fees which can be paid for and reimbursed in the previous school year, if the parent has funds available to do so.

For example, if a student receives instruction from a home education instructional program during the 2025-2026 school year, a parent or guardian should apply for reimbursement between July 1, 2025, and June 30, 2026, but the proof of purchase may be dated July 1, 2024, or later.

Eligible Reimbursements For Advance Services

Parents or guardians can apply for reimbursement for services up to four months in advance. For example, if a tutor asks for payment in advance, a parent can apply on August 15 for reimbursement of tutoring fees paid through December 15. An invoice showing specific dates or a general term like “semester 1” may both be accepted, as long as the service period falls within the four-month limit.

Requests submitted for services more than four months in advance may be approved through the remainder of the school year, up to one year, if the provider attests that the services paid in advance are non-refundable.

Parents and guardians must submit a signed and dated letter from the provider stating the payment is non-refundable or submit published policies from the provider showing these requirements.

Reimbursement Statuses

As a reimbursement is processed in EMA, it will progress through three statuses:

- **Submitted:** Step Up For Students has received the reimbursement request for the identified purchase.
- **In Review:** Step Up For Students is reviewing the reimbursement request.
- **Completed:** Step up For Students has reviewed the reimbursement request, and a decision on the reimbursement request is pending.

Once the reimbursement is completed, it will be flagged as either:

- **Approved:** The reimbursement request will be fulfilled for the identified purchase, and payment is on the way.
- **Denied:** The reimbursement request will not be fulfilled for the identified purchase. Step Up For Students will provide the denial reason via email to the email address in EMA. Common denial reasons include incorrect or insufficient documentation for the purchase, or the purchase was submitted using the wrong category. More information about appealing a denied reimbursement is available in Appeals.
- **On Hold:** The reimbursement request needs further action, information, or documentation from the parent or guardian. Step Up For Students will provide information via email to the email address in EMA.

If additional documents are requested for an On Hold reimbursement and none are submitted within thirty (30) days, it will automatically be denied, and the parent or guardian will need to submit a new reimbursement request.

Advance Reimbursement

Parents and guardians can apply for reimbursement for services up to four months in advance. For example, if a tutor asks for payment in advance, a parent can apply on September 1st for reimbursement of tutoring fees paid through the end of December.

Requests submitted for services more than four months in advance may be approved through the remainder of the school year, up to one year, if the provider attests that the services paid in advance are non-refundable. Reimbursements for services that will take place in the following school year should not be submitted until July 1st of that school year.

Parents and guardians must submit a signed and dated letter from the provider stating the payment is non-refundable or submit published policies from the provider showing these requirements.

Required Supporting Documentation

For a reimbursement request to be approved, the parent or guardian will need to show proof of payment and that the purchase is a qualified use of scholarship funds.

Step Up For Students may request additional documentation or clarification when the reimbursement request is reviewed. The parent or guardian will be notified via email to the email address in EMA.

Proof of Payment

The following documents can serve as proof that the parent or guardian paid for the purchase:

- Receipt showing the full transaction date (MM/DD/YY), provider name, amount paid, and payment method, such as the last four digits of a credit or debit card.
- Credit or debit card statement showing the full transaction date (MM/DD/YY), provider name, and amount paid. (Please black out account numbers and information not related to the reimbursement.)
- PayPal receipt showing the full transaction date (MM/DD/YY), provider name, amount paid, and funding source.
- Check showing the front and back of the cleared check, full payment date (MM/DD/YY), provider name, and amount paid. (Please black out the routing and full account numbers.)
- Provider invoice showing the full transaction date (MM/DD/YY), provider name, amount paid, and payment method, such as Visa, Amex, Discover, credit card, or debit card.

An invoice that does not show it has been paid in full and does not show the means of payment (such as the number of the credit or debit card used), will not count as proof of payment.

If the provider's name on the proof of payment does not match the provider listed on the invoice or receipt, supporting documentation from the provider will be required to explain the difference (this can be in the form of a letter).

Proof of Payment For Private School Tuition Using Tuition Management Systems

A private school's tuition management system (e.g. FACTS, Blackbaud, TADS) may include the information needed to provide proof of payment.

The billing statement should include:

- School's name and address
- Scholarship student's first and last name as listed in EMA
- Description of each payment to be reimbursed (including but not limited to tuition, registration fee, book fees, etc.)
- Date of full payment (mm/dd/yy)
- Amount of each transaction

A tuition management system account may show activity related to multiple students and transactions. Each reimbursement request should include the specific scholarship student, and the specific transactions, for which the parent or guardian is seeking reimbursement.

If a private school's tuition management system groups students by family and does not show spending for individual students, a parent or guardian can submit an invoice from the school with appropriate documentation as stated in Tuition and Fees at an Eligible Private School.

Cash, Checks, & Private Sellers

Cash payments to a provider require a signed, dated letter from the provider on their letterhead that includes:

- Provider's name
- Scholarship student's first and last name
- Description of service (tuition, registration, etc.)
- Date of full payment (mm/dd/yy)
- Amount of purchase
- Method of payment (cash/check)

Requests for reimbursement of cash purchases from private sellers that are not affiliated with a company or institution (garage sale, Facebook Marketplace, Craigslist, private tutors) will be denied.

When making purchases from private sellers, payment in the form of a personal or cashier's check, money order, PayPal, Venmo or other electronic payment method is required. This form of payment provides verification of the purchase, which is required for reimbursement.

When submitting a cashier's check, a copy of the cashier's check or a bank receipt confirming the purchase is required.

Payment With Credit Card Points, Gift Cards, & Cash Equivalents

Purchases made using reward or loyalty points, credits or gift cards may only be eligible for reimbursement if the proof of payment clearly shows the cash value of the payment method.

For example: A parent or guardian makes an eligible purchase for $40.48. They pay $30 with their credit card and $10.48 using reward points.

They can be reimbursed for the full purchase price of $40.48 if the receipt from their purchase clearly shows a full price of $40.48, and the full purchase was for eligible expenses.

If the receipt does not show the full purchase price, they can only be reimbursed for $30 – the portion paid with a credit card.

Reimbursement For Installment Payments

If an approved purchase is made using layaway, an installment plan, or a buy now, pay later service such as Klarna or Affirm, Step Up For Students cannot reimburse the full purchase amount until all payments have been made.

However, each installment payment on the approved purchase is eligible for reimbursement once the payment has been made.

Note: Parents or guardians utilizing a payment plan for Florida Theme Park admission must wait until the ticket or pass has been paid in full (or up to $299) before submitting their reimbursement request.

Documenting Eligible Uses of Scholarship Funds

Each purchase category has specific requirements for documentation demonstrating that it qualifies as an eligible use of scholarship funds.

Details on eligible uses of scholarship funds are available in the program Purchasing Guide.

Instructional Materials, Curriculum, or Curriculum Materials

The invoice or receipt must include:

- Item(s) purchased
- Full date of purchase, including year
- Place of purchase
- Amount of the purchase, including item price, subtotal, taxes, fees, discounts, and total
- Method of payment (see Proof of Payment section)

If there are several items listed on the receipt, underline or highlight the item(s) the reimbursement request is for. If possible, purchase the item(s) in a different transaction.

Physical Education (P.E.)

The invoice or receipt must include:

- Provider's company or league name, if applicable
- Type of service rendered
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- Service rate
- Method of payment (see Proof of Payment section).

*The scholarship student's first and last name are required for classes, instructional services, and lessons. They are not required for purchased goods, rentals, or general admission tickets.

Electives & Enrichment

Reimbursement requests for elective classes, enrichment classes, or lessons must include documentation demonstrating the provider meets the requirements for part-time tutoring or Choice Navigator services, or has one of the following:

- A valid or expired Florida educator's certificate
- Minimum of three years of experience in the relevant subject area as demonstrated by a full LinkedIn profile or resume
- Currently enrolled in a postsecondary educational institution as a student of the relevant subject area
- Degree from a postsecondary educational institution in the relevant subject area
- Certification or national accreditation in the relevant subject area

Additionally, the invoice or receipt must include:

- Scholarship student's first and last name
- Instructor's first and last name
- Provider's company name, if applicable
- Type of service rendered
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- Service rate
- Method of payment (see Proof of Payment section).

FLDOE Approved Pre-Apprenticeship Program

The invoice or receipt on craftsperson or company letterhead must include:

- Scholarship student's first and last name
- Name of the FLDOE-approved pre-apprenticeship course
- Craftsperson name, company name (if applicable), and license number or listed on FLDOE website
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- Program rate
- Total amount due for the service
- Method of payment (see Proof of Payment section)

More information about FLDOE approved pre-apprenticeship programs can be found here.

Part-Time Tutoring Services or Choice Navigator Services

The invoice or receipt on business letterhead must include:

- Scholarship student's first and last name
- Tutor's or choice navigator's first and last name

- Tutor's company name, if applicable
- Type of service rendered
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- Tutor's hourly rate (not required for Choice Navigator services)
- Total amount due for the service
- Method of payment (see Proof of Payment section)

To ensure correct processing, each reimbursement request should include documentation, in English, of the service provider's license number or credentials.

Documentation of Credentials

To qualify as a part-time tutor or a Choice Navigator, a provider needs to document their credentials in English.

If the provider of these services has not already been approved in EMA, reimbursement requests for these services should include documentation of their credentials.

Options for acceptable documentation are detailed in the program Purchasing Guide.

Contracted Services Provided By A Public School or District

The reimbursement request must include:

- Scholarship student's first and last name
- Name and address of the school
- Services provided
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- A statement showing the amount paid (or billed)
- Proof of payment (see Proof of Payment section)

Tuition & Fees At An Eligible Private School

Requests for reimbursement of tuition and fees at an eligible participating private school submitted by the parent or guardian must include a complete invoice and proof of payment containing the following information:

- Tuition and fee rates
    - School's published tuition and fee rates
    - Annual tuition rate for the scholarship student
- Invoice that includes:
    - School's name and address
    - Scholarship student's first name and last name as listed in EMA
    - Date of invoice (mm/yy)
    - School year the payment is for
    - Proof of Payment (see Proof of Payment section)

Description of each payment to be reimbursed, including tuition, registration fees, book fees, etc. The program Purchasing Guide lists prohibited and eligible fees. School lunch and before- and after-school care are not covered.

If the private school uses a tuition management system (e.g. FACTS, Blackbaud, TADS), only the annual fee for use of the billing service will be eligible for reimbursement. Any fees charged for use of a credit card will not be reimbursed.

If a student withdraws or transfers, refunds (if any) will be based on the school's policy and must be paid back to Step Up For Students for credit to the student's scholarship account. The parent or guardian may not accept refunds of scholarship dollars from the school.

Tuition and fees paid to an ineligible private school that does not participate in the scholarship program are not eligible for reimbursement.

Tuition & Fees for Florida Virtual School (FLVS) As A Private-Pay Student

The reimbursement request must include:

- Scholarship student's first and last name
- Name of course paid for (or billed)
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- A statement showing the amount paid (or billed)
- Proof of payment (see Proof of Payment section)

Tuition & Fees For An Eligible Postsecondary Institution or An Approved Online or Virtual Provider

Reimbursement requests must include:

- Scholarship student's first and last name
- Name of the institution or course provider
- Course description
- Time period of service rendered (e.g. date range of services, Semester 1, Winter 1 Session, Fall Semester, etc.)
- Amount of tuition and fees
- Proof of payment, on institutional letterhead, if appliable (see Proof of Payment section)

Fees For Testing and Assessments, Including Test Proctoring & Administration

Reimbursement requests must include:

- Scholarship student's first and last name
- Date of the evaluation or test, including year
- Description of the services provided
- Amount of fees for the evaluation or test
- Documentation of the teacher's Florida Department of Education certification number or psychologist's Florida Department of Health license number or a proctor approved by the Florida Department of Education to administer annual assessments
- Proof of payment (see Proof of Payment section)

Reimbursement Process

Once approved, reimbursements can be paid to a parent or guardian from the student's scholarship account via direct deposit (ACH), check, or PayPal.

If direct deposit (ACH) is selected, the parent or guardian will be asked to submit personal banking information. If an ACH payment is rejected by the banking institution, the funds will revert to the student's scholarship account after 30 days.

Reimbursements for multiple scholarship students on multiple scholarship programs will be paid separately.

Appeals

If a reimbursement request is denied, the parent or guardian may appeal the decision once by submitting a new reimbursement request, noting in the description box it is an appeal or reconsideration request, and providing additional documentation.

After the appeal decision is made, additional appeals for the same item will not be reviewed.

Appeals will only be reviewed through the established process. Step Up For Students is unable to review appeals or resubmission requests that are sent via email or through any other customer service channel.

Reimbursement requests placed on hold for longer than 30 days after a request for additional documentation will be denied and require resubmission.

Actions That May Lead to a Loss of the Scholarship

Actions that may lead to a loss of the scholarship include, but are not limited to:

- SFO determines the student is not eligible for program renewal.
- Commissioner of Education suspends or revokes program participation or use of funds.
- Misrepresenting or withholding information on the scholarship application or reimbursement documentation.
- Failure to satisfy state compulsory attendance requirements.
- Failure of the parent or guardian to approve quarterly scholarship payments.
- Failure of the student to take a required nationally norm-referenced test or the statewide assessment.
- Moving or residing outside of the State of Florida.
- Enrolling in a public school, including the Florida Virtual School, the Florida School for the Deaf and Blind, the College-Preparatory Boarding Academy, the Florida Scholars Academy, a developmental research school, a charter school, or any other Florida public school, on a full-time basis. However, if a student enters a Department of Juvenile Justice detention center for a period of no more than 21 days, the student is not considered to have returned to a public school on a full-time basis for that purpose.
- Fraudulent activity, including taking possession of any scholarship funds by refund, resale, rebate, or credit from a provider or direct good purchase.

- Student graduates high school or reaches 21 years of age, whichever occurs first.
- Allowing another party, including a provider or school representative, to access or manage a student's scholarship account.

The above actions, or any violation of scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, loss of future scholarship eligibility, or financial or criminal penalties.

For More Information

- Document Library
- Resources Page
- FTC/FES-EO Scholarship Information
- FTC/FES-EO Purchasing Guide
- Program Facts
- Find a School Tool

Handbook Feedback Form

Step Up For Students welcomes feedback from parents and guardians to help improve this handbook. We encourage you to share your suggestions using the Parent Handbook Feedback Form.

Appendix A—Authorized Uses of Scholarship Funds Chart

Authorized Use of Scholarship Funds	Scholarship Program				Payment Method
	FES-UA	FTC/FES-EO	PEP	NWSA	
Instructional materials	X	X	X	X (DP)	DP or R
Curriculum and curriculum materials	X	X	X	X (DP)	DP or R
Tuition and fees for:					
Full-time, in-person private school	X	X			DP or R
Part-time, in-person eligible private school	X		X		DP or R
Hybrid private school			X		DP or R
Home education instructional programs	X		X		DP or R
Eligible postsecondary institution	X	X	X		DP or R
Dual enrollment	X	X	X		DP or R
Approved pre-apprenticeship programs	X	X	X		Reimbursement
Approved online or virtual provider	X	X	X		DP or R
Private-pay Florida Virtual School	X	X	X		DP or R
Approved VPK program provider	X				DP or R
Approved school readiness provider	X				DP or R
Standardized testing fees	X	X	X		DP or R
Contracted services provided by a public school or school district	X	X	X		DP or R
Private tutoring					
Full-time private tutoring	X		X		DP or R
Part-time private tutoring	X	X	X	X (DP)	DP or R
Services provided by a Choice Navigator	X	X	X		DP or R
Contributions to approved college savings programs					
Stanley G. Tate FL Prepaid College Program	X				Reimbursement
FL 529 Savings Program	X				Direct Pay
Specialized services by approved providers or a Florida hospital					
Applied behavior analysis	X				DP or R
Speech-language pathologist services	X				DP or R
Occupational therapy services	X				DP or R
Physical therapy services	X				DP or R
Listening and spoken language specialist services	X				DP or R
Fees for specialized summer education programs	X				DP or R
Fees for specialized after-school education programs	X				DP or R
Fees for summer education programs that improve reading, literacy, or math skills				X (DP)	Direct Pay
Fees for after-school education programs that improve reading, literacy, or math skills				X (DP)	Direct Pay
Transition services provided by job coaches	X				Reimbursement
Annual home education evaluation fees	X				DP or R
Fees for horse therapy	X				DP or R
Fees for music and art therapy	X				DP or R

"DP" = Direct Pay through EMA or MSS; "R" = Reimbursement. All NWSA purchases must be made by Direct Pay