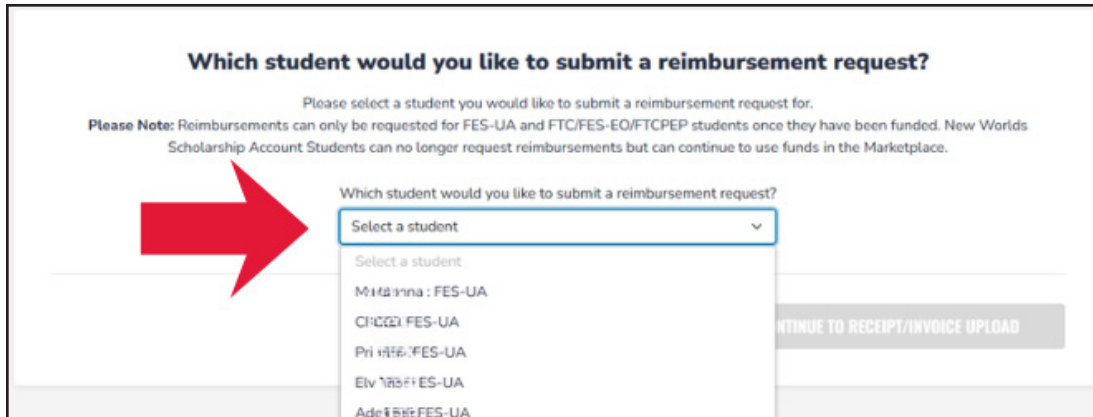


Step 3: Select Your Student

Use the drop-down menu to choose the student you're submitting a reimbursement for.



Which student would you like to submit a reimbursement request?

Please select a student you would like to submit a reimbursement request for.

Please Note: Reimbursements can only be requested for FES-UA and FTC/FES-EO/FTCPPEP students once they have been funded. New Worlds Scholarship Account Students can no longer request reimbursements but can continue to use funds in the Marketplace.

Which student would you like to submit a reimbursement request?

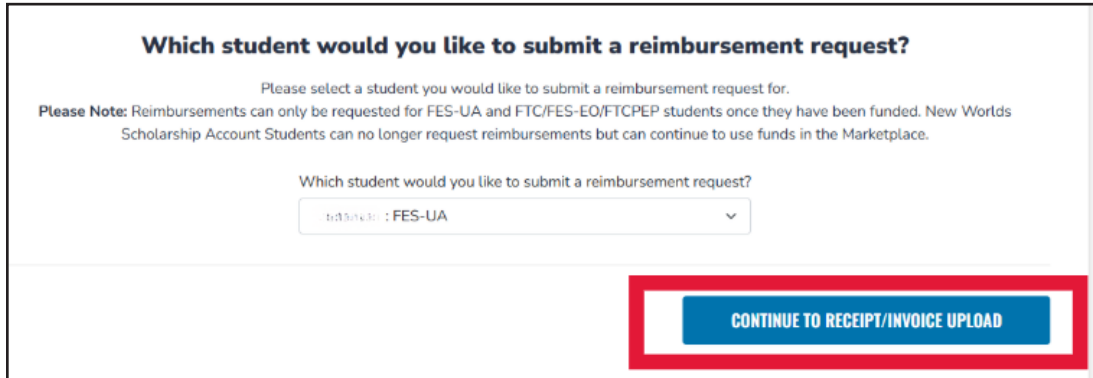
Select a student

- Select a student
- Miriana : FES-UA
- CHCZ : FES-UA
- Pri vif : FES-UA
- Elv 185 : FES-UA
- Adri 185 : FES-UA

CONTINUE TO RECEIPT/INVOICE UPLOAD

Step 4: Continue to the Receipt/Invoice Upload Tool

Once your student is selected, the **CONTINUE TO RECEIPT/INVOICE** button will turn blue and become active. Select this button.



Which student would you like to submit a reimbursement request?

Please select a student you would like to submit a reimbursement request for.

Please Note: Reimbursements can only be requested for FES-UA and FTC/FES-EO/FTCPPEP students once they have been funded. New Worlds Scholarship Account Students can no longer request reimbursements but can continue to use funds in the Marketplace.

Which student would you like to submit a reimbursement request?

Miriana : FES-UA

CONTINUE TO RECEIPT/INVOICE UPLOAD

Step 5: Upload Your Receipt or Invoice

Upload your receipt or invoice by either dragging and dropping the file or clicking **Browse** to select it.


Note:

- Submit one reimbursement per receipt and/or invoice.
- The file type must be PNG, JPG, JPEG, or PDF.


Student Selection **Receipt/Invoice Upload** Item/Service Selection Item/Service Details Additional Documents Summary

Upload a receipt or invoice for Green Bruce.

Upload an original, unaltered receipt or invoice from the vendor or provider. The type of information required on the receipt or invoice may differ from one expense category to another and is outlined in the [Parent/Guardian Handbooks](#). Please submit one reimbursement per receipt or invoice.



Drag and drop file here or [Browse](#) to select file.
Upload a document up to 5MB, no passwords. Accepted: PNG, JPG, JPEG, PDF.

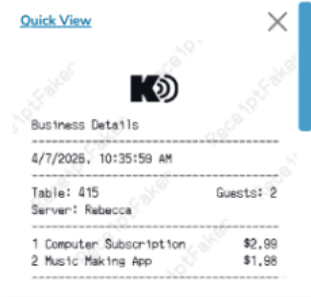
 **BROWSE**

Step 6: Review Your Receipt or Invoice

You will see a preview of the receipt or invoice for you to review. When you are ready, select **CONTINUE TO ITEM/SERVICE SELECTION** to move forward.

receipt.png

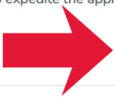
[Quick View](#) X



Note: If the receipt and/or invoice is difficult to read, please upload a clear copy or a different document, if you have one.

We were not able to detect items or services on your document.

We were not able to detect descriptions and amounts for the items and/or services on your document. We recommend you upload a different document to help expedite the approval process or you can choose to proceed with this document.



Step 7: Select Items for Reimbursement

This is where you choose the items you want to be reimbursed for. You can select individual items or choose **Select All** to request reimbursement for everything listed on the receipt.

When you are ready, select **CONTINUE TO ITEM OR SERVICE DETAILS** to move forward.

Step 8: Complete the Details for Your Item(s)

Fill out the required fields for each item. If you need to add another item to your reimbursement, select **ADD ITEM**.


Once all items are added and the required fields are complete, select **CONTINUE TO ADDITIONAL DOCUMENTS** to move forward.

Step 9: Add Your Additional Documents

If you have any additional documents to upload, such as proof of payment if it is not included on your receipt or invoice, or provider credentials if the provider is not listed in EMA, please upload them here.

Want to add additional documents?

Upload any supporting documents, such as **Proof of Payment** if it is not included on your receipt or invoice, or **Provider Credentials** if the provider is not listed in EMA.
If you do not have any additional documents to upload, skip this step and continue to the Summary.



Drag and drop files here or [Browse](#) to select files.
Upload a document up to 5MB, no passwords. Accepted: PNG, JPG, JPEG, PDF. Max 50 files.

BROWSE

[BACK](#) [CONTINUE TO SUMMARY](#)

If you do not have any additional documents, select **CONTINUE TO SUMMARY** to move forward.

Step 10: Review Your Purchase(s)

Please take a moment to review the purchases you are requesting reimbursement for.

Review your purchase(s) for Mo Donna.

N/A 1 x \$2.99 + \$0.13 Tax/Shipping	\$3.12	✎
N/A 2 x \$0.99 + \$0.09 Tax/Shipping	\$2.07	✎
Total	\$5.19	

By submitting this reimbursement, I attest, under penalty of law, that my student is not enrolled FULL TIME in a public school for the 2025-2026 school year. Public school includes: neighborhood district schools, magnet schools, state-funded full-time enrollment in Florida Virtual School, charter schools, Early Steps Extended Option, VPK-SIS, and other public school options outlined in our handbooks.
I acknowledge that if my student is found to be enrolled in public school full time, they are not eligible for the scholarship and will not receive funding for the 2025-2026 school year.
Please note: If your student IS currently enrolled in public school full time, you should NOT submit the reimbursement and must decline your student's scholarship by navigating to your 2025-2026 scholarship application.
By submitting this reimbursement, I also affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs. Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. For further information, please review the [Parent/Guardian Handbooks](#).

[BACK](#) [SUBMIT FOR APPROVAL](#)

If everything looks correct, you can continue by selecting **SUBMIT FOR APPROVAL**.

Step 11: Your Confirmation Number

You will receive confirmation of your reimbursement request, along with a reimbursement number for your records.

Thank you! We have received your reimbursement request for Reimbursement #60000131.

One of our team members will review your request soon. You will receive a notification via email once your reimbursement has been processed or you can check back here for status updates.

[REQUEST ANOTHER REIMBURSEMENT](#)

[Check the status of your reimbursement requests](#)

Scholarship Portal

Reimbursements

To submit a reimbursement request, please keep your payment method information up to date. You can update your payment method information at any time [here](#).
Note: This step should only be completed if you intend to submit reimbursement requests.

[NEW](#) [SEARCH](#)

ID #	PROGRAM #	DATE #	PROVIDER #	STUDENT #	AMOUNT #	STATUS #	VIEW	RECEIPTS
60000131	FES-LJA	04/07/2026	Test	Mo Donna	\$3.12	Submitted	View	View Receipt

From 1 to 1 of 1 50

From here, you can choose **REQUEST ANOTHER REIMBURSEMENT** or check the status of an existing reimbursement.