



**Step Up For Students**

# **New Application Process 2025-2026**

**Family Empowerment Scholarship for  
Unique Abilities (FES-UA)**



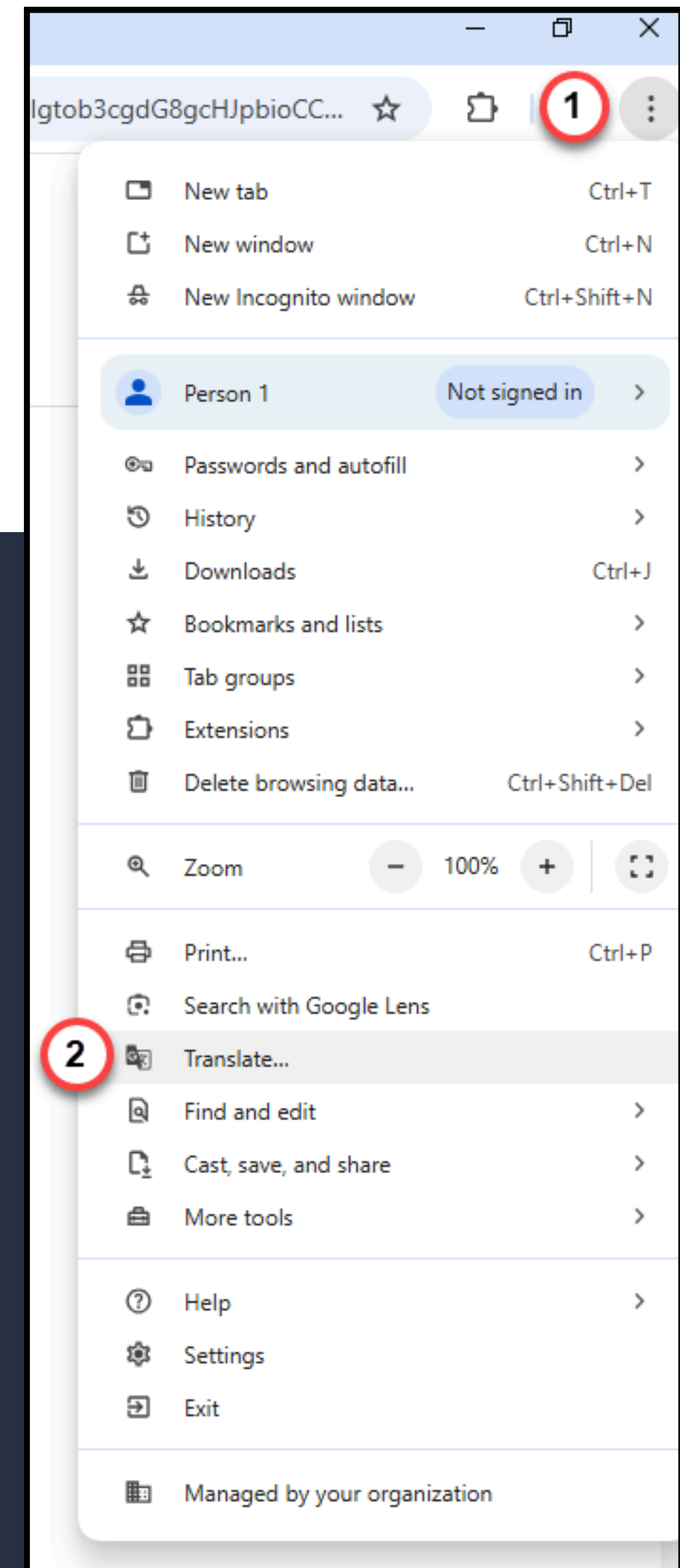


# How to change the language in EMA?

Using your 'Google Chrome' browser, follow these steps:

1. Click on the three dots (...) at the top right of the browser.
2. Select 'Translate...'

**IMPORTANT: These instructions only work with your 'Google Chrome' browser**



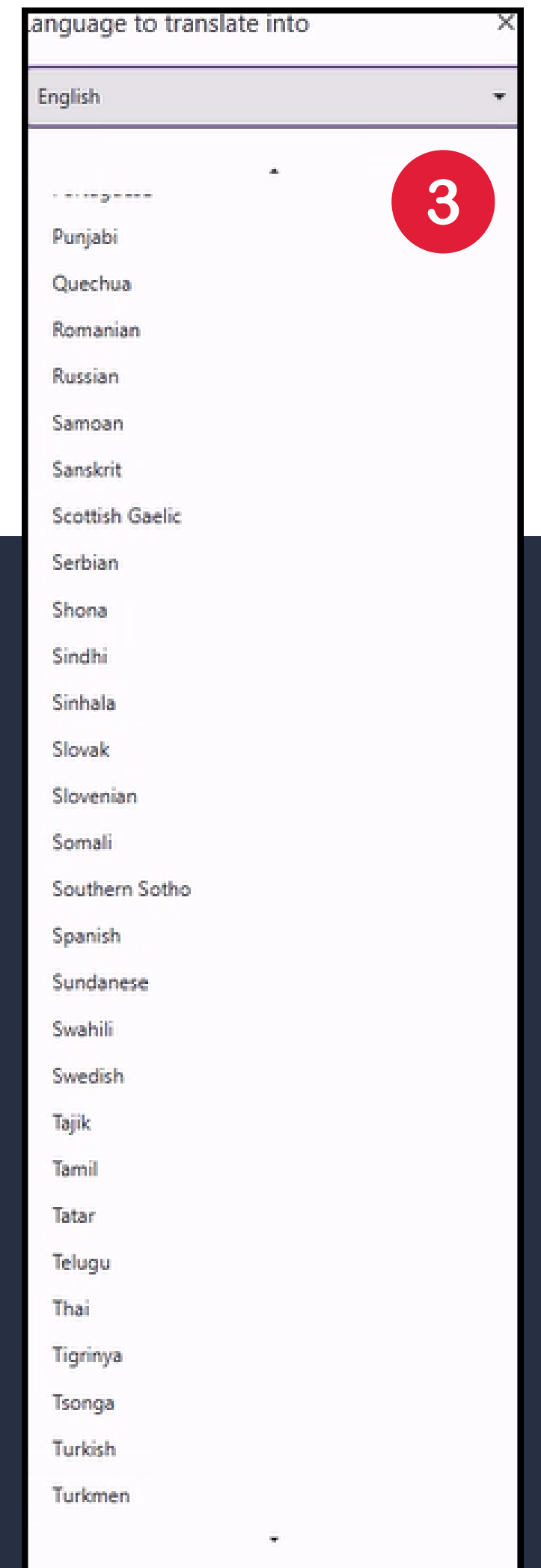


## How to change the language in EMA?

Using your 'Google Chrome' browser, follow these steps:  
(continued)

3. Finally select the language from the ' drop-down menu which best your translation needs.


Done! You can now view your page in your desired language!





# Step Up For Students

## Reminder

- Per new legislation, **families can only apply for ONE scholarship per student at the same time.** 
- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone you can easily access to confirm codes sent to call or text.
- You will receive updates via email when your application review is complete.





# Step Up For Students



## New Student Application Checklist

Click the link or scan the QR code below to review the required application documents.



## 2025-26 NEW STUDENT APPLICATION CHECKLIST

Completing an application for a Private School (FTC/FES-EO), Unique Abilities (FES-UA), or PEP Scholarship requires certain documents for review and this guide is here to help you gather everything you need.

### Proof of Florida Residency

Proof of Residency requires one document from Column A or two different documents from Column B. All documents must be current (dated within two months for recurring bills or statements), valid, and match the parent's or guardian's (primary or secondary) full name and the physical address on the application.

Column A Upload a copy of one of these documents	Column B Upload a copy of two of these documents
Utility bill (electric, gas, water)	Florida Driver's License or state-issued ID card
Mortgage statement or residential lease agreement	Paystub
Proof of current government benefits (Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence)	Insurance policy statement (auto, health, home, or renters)
Homestead or Property tax statement/assessment	Mortgage acceptance letter
Permanent Change of Station (PCS) military orders*	Property Deed
Verification of homelessness	<i>Please note: Both documents from Column B need to be from the same guardian and must be from different categories.</i>
Migrant Address Verification Letter	

\*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 or from which they are being relieved.

### Proof of child's age

A birth certificate or non-expired passport is required for:

- Unique Abilities Scholarship (FES-UA) students three to six years old
- Private School or PEP Scholarship (FTC/FES-EO/ PEP) students who are rising kindergarten and first-grade students (five to six years old on or before September 1, 2025)

### Social Security Number

A Social Security Number will need to be entered for you and your student.

*Note: FES applications require student social security numbers. If you or your student do not have a Social Security Number, leave this question blank. Your student will only be considered for a Private School Scholarship (FTC).*

### Unique Abilities Scholarship Application

Diagnosis documentation is needed for all new applications. [Click here](#) to access the list of accepted diagnosis documentation in the FES-UA Parent Handbook, Appendix A.

**Note:** Please remove password protection from all files. Document size is limited to 5 MB (only 5 documents per upload field). If your diagnosis documentation is too large, upload the pages that include the student's name, diagnosis, physician, psychologist or an autonomous APRN's information.

### Private School and PEP Scholarship Applications (FTC/FES-EO and PEP)

Proof of income is only necessary for families seeking income priority. Income documentation must be submitted for all members of the household 18 years and up

- Pay stubs from the 30 consecutive days closest to when you submit your application
- Any other sources of income, such as unemployment, social security and/or child support benefits

**Note:** If you do not input income and/or choose not to upload verification documents, you will enter the non-priority status. Step Up For Students is obligated to award scholarships to students from income-priority households first.



# Step Up For Students



**Parents, if your student turns 3 or 4 years old before December 31st of the school year in which they are applying, they will now be eligible for FES-UA. To apply, you will need to submit the child's birth certificate as documentation in addition to proof of residency and diagnosis.**



# Step Up For Students

Please go to [stepupforstudents.org](https://stepupforstudents.org) to apply for the Family Empowerment Scholarship for Unique Abilities (FES-UA).



Username Forgot Username?

Password Forgot Password?

 Show

Keep me signed in

**LOG IN**

Don't have an account? **Sign Up**

SUFS Team Member? **Sign In**





# Step Up For Students

If you have an EMA account, please enter your **username** and **password**.

If you do not have an EMA account, please click "**Sign Up**".



Username [Forgot Username?](#)

Password [Forgot Password?](#)  
 [Show](#)

Keep me signed in

**LOG IN**

Don't have an account? **Sign Up**

SUFS Team Member? **Sign In**



# Step Up For Students

## New Users

Please provide your email address and then click on the **“Send Code”** button.



### Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Email Address

**SEND CODE**

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).






# Step Up For Students

You will receive an email with a code to enter on the signup screen to continue.



Scholarships for Florida Schoolchildren 


*Para leer este correo electrónico en español, [haga clic aquí](#).*

Thanks for verifying your [\[redacted\]](#) account! Your verification code is: 710275. Please enter this code on the sign up screen to continue.

**Questions?**  
If you have questions, please [click here](#) to view our contact information.

Thank you,

Step Up For Students





# Step Up For Students

Please enter the code received via email in the verification code box and then click **“Confirm.”**



## Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

**Verification code has been sent to your inbox. Please copy it to the input box below.**

Email Address

Verification Code

**CONFIRM**

[Resend verification code](#)

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).



# Step Up For Students

Click **“Continue.”**



## Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

**Your email address has been successfully verified. Please continue to the next step.**

Email Address

**CONTINUE**

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).





# Step Up For Students

Please fill out all open boxes.

- **Account Type:** is Parent/Guardian.
- **Username:** will be your login username. (The email address is preferred)
- **Legal First Name and Legal Last Name:** is the Parent/Guardian Name.
- **Password:** This along with username will be how you access the system.

A screenshot of the "Create an Account" web form. The form is titled "Create an Account" and includes a light blue informational box at the top. Below this, there are several input fields: "Email", "Select Account Type" (a dropdown menu), "Username", "Legal First Name", "Legal Last Name", "Create Password", and "Confirm Password". The "Select Account Type" dropdown is highlighted with a blue border. The "Username" field is highlighted with a red border. The "Legal First Name" and "Legal Last Name" fields are highlighted with a green border. The "Create Password" and "Confirm Password" fields are highlighted with a yellow border. At the bottom of the form, there is a red "CONTINUE" button and a small text link for the "Privacy Policy".

Create an Account

All of the following details are required to complete your account sign up.

**GUARDIANS:** Please enter Your Legal First and Legal Last Name as it should appear on the account profile and scholarship applications (not your student's name). The names provided must match your Proof of Residency documentation. You cannot manually change this information once you click **Continue**.

ACCOUNT TYPES:

**Parent/Guardian:** The person designated to administer or manage a scholarship student's account.

**Service Provider:** A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email

Select Account Type

Username

Legal First Name

Legal Last Name

Create Password

Confirm Password

• Lowercase characters • Uppercase characters • Numbers (0-9) • Symbols

**CONTINUE**

By signing up, you agree to EMA [Privacy Policy](#)



# Step Up For Students

**Please select 3 security questions and corresponding answers.**

**The answers to the security questions will be used to verify your identity when you contact Step Up For Students.**

Set up your security questions

Security Question

Answer

Security Question

Answer

Security Question

Answer

**CONTINUE**





# Step Up For Students

Now you will be prompted to complete the 2-step verification process.

**The Primary Phone Number listed must be multifactor authentication compatible.**

**We recommend you use a cell phone you can easily access to confirm codes sent to call or text.**

A screenshot of the Education Market Assistant (EMA) Two-Step Verification interface. At the top is the EMA logo, which includes a stylized owl wearing a graduation cap and the text "EMA Education Market Assistant". Below the logo is the title "Two-Step Verification" and a sub-header: "For added security, we will send a One-Time Password (OTP) to your phone." There are two radio button options: "Text me" (selected) and "Call me". Below these are two input fields: "Country Code" with a dropdown menu currently showing "United States (+1)" and a downward arrow, and "Phone Number" with a text input field containing the placeholder "Phone number". A prominent blue button labeled "Send Code" is positioned below the input fields. At the bottom, there is a line of text: "If you have any issues, please contact us at 1-877-735-7837." followed by "Standard messaging and data rates may apply." and a link "Return to [Log In](#)".



# Step Up For Students

Please click on the link for terms, conditions, and rules. Once you have read and agreed to the terms and conditions, select the **check box** to certify and click **“OK.”**

A screenshot of a web application interface. At the top left is the logo for "EMA Education Market Assistant". The main header is "Scholarship Portal". A modal dialog box titled "Terms & Conditions" is open in the center. The dialog contains the text: "I certify that I have read, understand, and agree to the terms, conditions and rules as outlined in the [Step Up for Students Privacy Policy](#)." Below this text is a red arrow pointing to a checked checkbox. To the right of the checkbox is the text "Check the box to Certify". Below the checkbox and text is a blue button labeled "OK". Below the dialog box, the "Guardian Profile" section is visible, with a sub-header "Guardian Profile" and a note: "Please confirm that all profile information is accurate. This data will also be used to complete your applications." Below this note are two columns of form fields. The first column has a label "Guardian ID:" and an input field. The second column has a label "Name:\*" and two input fields: "Primary Parent First Name Primary" and "Parent Last Name [Edit](#)".



# Step Up For Students

The next step is to complete your Guardian Profile, a one-time step. This is where you will come if information like your address needs to be updated.

If you want everything to be in Spanish, please select Primary Language as Spanish.

A screenshot of the Scholarship Portal's Guardian Profile form. The page has a dark blue header with the "EMA Education Market Assistant" logo and "Scholarship Portal" text. A sidebar on the left contains navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "My Profile" and "Guardian Profile". It includes a confirmation message: "Please confirm that all profile information is accurate. This data will also be used to complete your applications." The form fields are organized into sections: "Guardian Profile" (Guardian ID, Name, Marital Status, Primary Language), "Mailing Address" (Street Address, City, County, State, Zip Code, Address Line 2), "Physical Address" (with a note that it must match residency documentation), and "Contact Information" (Primary and Secondary Phone numbers and types, Primary and Secondary Email). The form is pre-filled with example data for Miami, Florida, and includes an "Enter address manually" link and a checkbox for sharing addresses.



# Step Up For Students

- Enter your contact information.
- If you would like to allow anyone other than yourself to call in on your behalf, please select **“Add a Caller”** to add an authorized caller.
- For the authorized caller, set up a 4-digit PIN, and make sure your authorized caller knows the PIN.
- All fields are mandatory.
- Once completed click **“ADD”**.

The image shows a screenshot of a web form. The top section is titled "Contact Information" and contains fields for "Primary Phone:" (with a dropdown for "Phone Type - Primary:" set to "Mobile"), "Secondary Phone:" (with a dropdown for "Phone Type - Secondary:" set to "Home"), "Primary Email:", and "Secondary Email:". Below this is a section titled "Authorized Caller" with a blue button labeled "ADD A CALLER". A red arrow points from this button to a modal window titled "Authorized Caller". The modal window contains a heading "Setup a 4-digit PIN for your Authorized Caller" with an information icon. Below this is a "4-DIGIT PIN" field with "XXXX" entered. There are also fields for "First Name" (with placeholder "Enter First Name"), "Last Name" (with placeholder "Enter Last Name"), and "Email" (with placeholder "Enter Email"). At the bottom of the modal are "Primary Phone" (with placeholder "(000) 000-0000") and "Phone Type - Primary" (with a dropdown menu "Select type of phone"). At the very bottom of the modal are two buttons: "CANCEL" and "ADD".



# Step Up For Students

**The next section of your profile set up is “Manage Consents”.**

**This section gives Step Up For Students permission to contact you.**

**Please read and select “Yes” or “No” to each section.**

## **Manage Consents**

By providing an email address, I consent to receive updates about my scholarship application status as well as other emails necessary for scholarship processing and management.

### **Messages**

I authorize Step Up For Students, and its affiliates, to use the information I have provided to deliver messages to me, including, but not limited to, prerecorded messages or e-mail messages, and further authorize Step Up For Students to deliver such messages to the telephone numbers I provide. Such messages may include, but are not limited to, general information regarding status updates, programs offered by Step Up For Students, updates to the offered programs, and other information that may be relevant to me or my child. Message and data rates may apply. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

### **Marketing Purposes**

I authorize Step Up For Students, and its affiliates, to use the information I have provided for general marketing purposes and driving awareness. This may help Step Up find families like mine who could benefit from the programs Step Up offers. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

### **Parental Empowerment**

I authorize Step Up For Students, and its affiliates, to use the information I have provided for the purpose of providing me with information regarding parental empowerment and school choice. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

### **Share Contact Information**

I authorize Step Up For Students, and its affiliates, to share the information I have provided with organizations who want to provide me with information about candidates for public office. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No

### **Text/SMS Information**

I authorize Step Up For Students to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered and understand I will incur any charges that may result from receiving text messages. I further understand I may unsubscribe from SMS correspondence at any time. Message and data rates may apply. To opt-out or to view full SMS Terms and Conditions click here: <https://www.stepupforstudents.org/sms-terms/>. My consent or lack of consent will have no effect on my child's scholarship eligibility.

- Yes
- No





# Step Up For Students

**This section gives you the opportunity to select additional ways for us to communicate with you by adding your contact preferences. For example, if you want us to text you, then please select the box next to “TEXT”. Once completed click “SAVE”.**

## Manage Contact Preferences

For critical updates on my account, I prefer to be notified by...

- Email (Required)
- Text
- Personal phone call
- Pre-recorded phone message

For transactions I make on the platform, I prefer to be notified by...

- Email (Required)
- Text
- Pre-recorded phone message

For new features & promotional announcements, I want to be notified by...

- Email
- Text
- Pre-recorded phone message

SAVE



# Step Up For Students

**You will receive an email notification every time an update is made to your profile.**

**Scholarships for Florida Schoolchildren**

Greetings,

An update has been made to your EMA profile. If you would like to review the update, please log in to [EMA](#). Once you have logged in, please click the profile icon at the top right corner (*pictured below*).

Next, please click "EDIT PROFILE" (*pictured below*) to review your information. If all information is correct, no further action is needed by you at this time.

The screenshot shows the "Scholarship Portal" interface. On the left is a navigation menu with "EMA Education Market Assistant", "Dashboard", "Reimbursements", and "My Students". The main content area is titled "Guardian User" and includes a "My Applications" section with a "View All" link and a table with columns for PROGRAM, Selected, Student, and Status. A table entry shows "AVAILABLE \$522.45". In the top right corner, there is a "Sign out - Guardian user" link and a profile icon. A red circle highlights the profile icon, and another red circle highlights the "EDIT PROFILE" button in a dropdown menu that appears when the profile icon is clicked.

**Questions?**  
If you have questions, please [click here](#) to view our contact information.

Thank you,

Step Up For Students

**EMA**  
Education Market Assistant



# Step Up For Students

Once you click “SAVE,” you will be automatically taken to your “My Students” Section; here, you can **‘Find Students’**, if applicable, and/or **‘Add A Student’**.

A screenshot of the Scholarship Portal's "My Students" section. The page has a dark blue header with the "EMA Education Market Assistant" logo and "Scholarship Portal" text. A left sidebar contains navigation links: "Dashboard", "My Students" (highlighted), "Recent Transactions", and "Help". The main content area is titled "My Students" and features two student cards. The first card is for "Mary Poppins" and the second for "Elvis Presley"; both show "No Applications Yet." and a "VIEW STUDENT" button. In the top right corner, there are two buttons: "FIND STUDENTS" (red) and "ADD A STUDENT" (blue), with a red arrow pointing to the latter. Below the student cards is an "Inactive Students" section with a text block explaining that inactive students can be reactivated and that each student is limited to one EMA account. At the bottom, a table header is visible with columns for "STUDENT NAME", "STUDENT ID", and "DATE OF BIRTH".



# Step Up For Students

Click the blue box, ‘**Add A Student**’, in the top right corner to get started.

A screenshot of the Scholarship Portal interface. The top navigation bar is dark blue and contains the "EMA Education Market Assistant" logo on the left, the text "Scholarship Portal" in the center, and a notification bell icon with a red "2" and a user profile icon on the right. A large red arrow points down to the user profile icon. Below the navigation bar is a sidebar with menu items: "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area is titled "My Students" and features a red "FIND STUDENTS" button and a blue "ADD A STUDENT" button. A modal window is open, displaying the name "Elvis Presley", the text "No Applications Yet.", and a "VIEW STUDENT" button. Below the modal is a section for "Inactive Students" with a text block and a table header with columns for "STUDENT NAME", "STUDENT ID", and "DATE OF BIRTH".

EMA  
Education Market Assistant

Scholarship Portal

My Students

FIND STUDENTS ADD A STUDENT

Elvis Presley

No Applications Yet.

VIEW STUDENT

Inactive Students

Below, you will find a list of your inactive students. If you need to add one of these students to your applications you will need to click "Reactivate" to make them an active student. Each student is only allowed on one EMA account. If you are not applying for a student or they do not reside with you, you do not need to do anything, please leave them as inactive.

STUDENT NAME	STUDENT ID	DATE OF BIRTH
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# Step Up For Students

Please refrain from using nicknames when completing this section.

Once you are done, click **“Save”**.

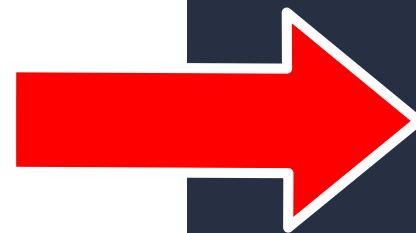
A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the current section is "New Student". The form is titled "Student Profile" and includes instructions: "Match your student's name, date of birth, and gender to their birth certificate." The form fields are: "Student's Legal First Name\*", "Student's Legal Middle Name", "Student's Legal Last Name\*", "Student's Suffix" (dropdown), "Student's Date of Birth\*" (mm/dd/yyyy), "Confirm Student's Date of Birth\*" (mm/dd/yyyy), "Student's Gender\*" (dropdown), "Student is My:" (dropdown), "Student's FLEID Number" (Optional: Enter if available), and "Student's Ethnicity\*" (dropdown). Below these are checkboxes for "Student's Race(s)": American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. At the bottom, there is a checkbox for "Does the following apply to your student?" with the option "Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools." The form has "CANCEL" and "SAVE" buttons at the bottom right.





# Step Up For Students

You will be taken to your dashboard where you can select the scholarship program you wish to apply for.



## Available Scholarships

### IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

### Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP, FTC/FESEO)

FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPEP) to direct funds towards a combination of schooling options and other eligible expenses. Please keep in mind that a Student Learning Plan will be required to receive funds for FTCPEP.

APPLY

### Students with Unique Abilities (FES-UA)

FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers.

APPLY

### New Worlds Scholarship Accounts (NWSA)

New Worlds Scholarship Accounts allow parents/guardians of VPK and K-5 public school students who struggle with reading and/or math access to funds for programs and materials designed to boost reading and math skills.

APPLY

### Transportation Stipend

The Transportation Stipend helps families cover transportation costs for K-8 students attending a different nonvirtual public school than the one they are assigned to. Eligible families receive a \$750 stipend per household to support transportation expenses.

APPLY



# Step Up For Students

## Important Notice:

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Please make sure all student have been added to the “My Students” section before applying.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation menu with "EMA Education Market Assistant" logo and links for "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area is titled "Available Scholarships". A modal window titled "Important Notice" is overlaid on the page. The notice text reads: "Scholarship program statute prohibits a student from applying for both FES-EO/ FTC (including FTCPEP) and FES-UA at the same time. Please make sure all students have been added to the [My Students](#) section before applying." Below the text are "CLOSE" and "CONTINUE" buttons. In the background, a list of scholarships is visible, including "Students with Unique Abilities (FES-UA)" with an "APPLY" button.



# Step Up For Students

## Please note:

At any time, you may select “Save as a Draft” to save your progress and come back later. You can find all your saved drafts on your dashboard, and you can select the saved drafts to continue the process.

SAVE AS DRAFT

CONTINUE

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". The navigation bar shows four steps: "Student Selection" (checked), "Student Information" (checked), "Guardian Information" (active, highlighted in red), and "Summary" (unchecked). A modal dialog box is centered on the screen with the title "Application Saved as Draft". The dialog text reads: "You can access your saved draft application under 'My Applications' on your dashboard. Click OK below to navigate to the Dashboard now." Below the text are two buttons: "OK" (blue) and "CLOSE" (grey). The background of the page is dimmed, showing a form for "Family Guardian" information.



# Step Up For Students

**Important to Note:** If you select "YES" to indicate your child is graduating, they will appear as continuing for the next school year but will not receive funding for that school year. This is common for FES-UA students who remain in 12th grade for multiple years.

Select the students for whom you wish to apply for FES-UA.

Each student can only apply for one program at the same time.

Once you have selected your students by sliding the radio button to the right, please answer the two following questions

1. Has the student graduated from 12th grade?
2. Has the student completed a high school equivalency (GED or similar)?

Then click "Continue" in the bottom right corner.

Scholarship Portal

Student Selection Student Information Guardian Information Summary

### 2025-2026 FES-UA Application

Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:  
The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

**IMPORTANT NOTICE**  
Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.  
Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

#### Who Are You Applying For?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input type="checkbox"/>	Elana Cardano	New	No Active Applications
<input checked="" type="checkbox"/>	Arabella Cardano	New	FES-UA (Draft)
<input type="checkbox"/>	Orion Cardano	New	FTC (Submitted)

1. Has the student graduated from the 12th grade?  
 Yes  No

2. Has the student completed a high school equivalency (GED or similar)?  
 Yes  No

SAVE AS DRAFT CONTINUE





# Step Up For Students

If you select 'Yes' to either question, your student would not be eligible for additional funding for the next school year.

**Scholarship Portal**

EMA Education Market Assistant

Dashboard  
My Students  
Recent Transactions  
Help

2025-2026 FES-UA Application  
Family Empowerment Scholarship for Students with Unique Abilities

Before beginning your application, please note:  
The FES-UA scholarship is available to Florida resident students who are 3, 4, or 5 years old or eligible to enroll in a Florida public school, and who have an eligible disability and a current IEP or diagnosis as described in Florida Statute 1002.385. Please verify the appropriate eligibility for your student in the Family Empowerment Scholarship for Students with Unique Abilities [Handbook](#).

**IMPORTANT NOTICE**  
Scholarship Program statutes prohibit a student from applying for more than one program for FES-UA, FTC and FES-EO. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.  
Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.  
Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

**Who are you applying for?**

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input checked="" type="checkbox"/>	Elvis Presley	New	No Active Applications
1. Has the student graduated from the 12th grade? <input checked="" type="radio"/> Yes <input type="radio"/> No			
2. Has the student completed a high school equivalency (GED or similar)? <input type="radio"/> Yes <input checked="" type="radio"/> No			
This student is ineligible and will not be added to the application.			
<input type="checkbox"/>	Mary Poppins	New	No Active Applications

SAVE AS DRAFT CONTINUE



# Step Up For Students

Once you are done selecting students, click **“Continue”** in the bottom right corner.

#### IMPORTANT NOTICE

Scholarship program statute prohibits a student from applying for both FES-EO/FTC (including FTCPEP) and FES-UA at the same time. Families may apply for both the New Worlds Scholarship Accounts and Transportation Stipend programs.

Please make sure all students have been added to the [My Students](#) section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

#### Who Are You Applying For?

APPLY?	STUDENT NAME	RENEWAL STATUS	ACTIVE APPLICATIONS ⓘ
<input type="checkbox"/>	Elana Cardano	New	No Active Applications
<input checked="" type="checkbox"/>	Arabella 1. Has the student graduated from the 12th grade? <input type="radio"/> Yes <input checked="" type="radio"/> No 2. Has the student completed a high school equivalency (GED or similar)? <input type="radio"/> Yes <input checked="" type="radio"/> No	New	FES-UA (Draft)
<input type="checkbox"/>	Orion Cardano	New	FTC (Submitted)

SAVE AS DRAFT

CONTINUE



# Step Up For Students

At any point before submitting your application, you can add an existing student via the  blue button.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". The left sidebar contains navigation links: Dashboard, My Students, Recent Transactions, and Help. The main content area shows a progress bar with four steps: Student Selection (checked), Student Information (active), Guardian Information, and Summary. Below the progress bar is a blue button labeled "← BACK TO STUDENT SELECTION". The main heading is "2025-2026 FES-UA Application" followed by "Student Information". A note states: "Please complete the below information for each student. Social Security numbers are required for all students." Below this is a list item: "1. Arabella C...". Underneath the list item is a blue link: "&gt; Show details". At the bottom right of the page are two buttons: "SAVE AS DRAFT" (grey) and "CONTINUE" (blue).



# Step Up For Students

To proceed with a selected student, click on the arrow to the left of the student's name and complete the fields below:

- Enrolled School Information
- Expected School Information

Scholarship Portal

Student Selection **Student Information** Guardian Information Summary

[← BACK TO STUDENT SELECTION](#)

### 2025-2026 FES-UA Application

#### Student Information

Please complete the below information for each student. Social Security numbers are required for all students.

1. Arabella Cardano  
[Hide details](#)

Please review the information below. If any information is incorrect, please go to [My Students](#) to update.

First Name	Middle Name	Last Name	Suffix
Arabella	Enter Middle Name	Cardano	Select
Date of Birth	Gender	Ethnicity	Race
06/20	Female	Hispanic or Latino	
Student is My:	Student's SSN/ITIN	Confirm Student's SSN/ITIN	
Daughter	000-00-0000	000-00-0000	

---

#### Enrolled School Information

School Year	Type of School *	County *	School Name *
2024-2025	Select...	Select Current County	Enter School Name

---

#### Expected School Information

School Year	Type of School *	Grade Level *
2025-2026	Select...	Select...





# Step Up For Students

Please be advised that you now have the option to choose 3 and 4 years old when choosing a grade level. Please note that students must be 3 or 4 years old by December 31 of the school year for which they are applying.

**Enrolled School Information**

School Year: 2024-2025  
Type of School: Florida Private  
County: Baker  
School Name: ABC School

During the previous school year, which program did the student receive funding from?  
Select...

---

**Expected School Information**

School Year: 2025-2026  
Type of School: Florida Private  
Grade Level: 3 years old

**Diagnosis \***

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute (including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment)

You must make at least one selection:

<input type="checkbox"/> A Specific Learning Disability	<input type="checkbox"/> High-Risk Child
<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> Hospital or Homebound
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Language Impairment
<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Dual Sensory Impaired	<input type="checkbox"/> Orthopedic Impairment
<input type="checkbox"/> Emotional or Behavioral Disability	<input type="checkbox"/> Other Health Impairment
<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Phelan-McDemid Syndrome

**Diagnosis Related Documentation**

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individualized Education Program (IEP) or 504 plan, or a diagnosis from a psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District



If you are a parent or guardian currently utilizing funds for Pre-K tuition and fees, please select "Pre-K" from the dropdown menu.



# Step Up For Students

Please select the student's diagnosis. You must select one. However, you may select more than one, if needed.

Then upload required diagnosis-related documentation. You must upload at least 1 file.

**Other Health Impairment (OHI)** Other health impairment means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. This includes, but is not limited to, **asthma, attention deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD), Tourette syndrome, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and acquired brain injury**

## Diagnosis \*

The FES-UA scholarship is available only to students who have one or more of the following disabilities described in Florida Statute 1002.385. Please note "Other Health Impairment" under the Diagnosis section means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems. For more details please see the [Handbook](#).

You must make at least one selection:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> A Specific Learning Disability | <input type="checkbox"/> High-Risk Child          | <input type="checkbox"/> Prader-Willi Syndrome   |
| <input type="checkbox"/> Anaphylaxis                               | <input type="checkbox"/> Hospital or Homebound    | <input type="checkbox"/> Rare Diseases           |
| <input type="checkbox"/> Autism Spectrum Disorder                  | <input type="checkbox"/> Intellectual Disability  | <input type="checkbox"/> Speech Impairment       |
| <input type="checkbox"/> Cerebral Palsy                            | <input type="checkbox"/> Language Impairment      | <input type="checkbox"/> Spina Bifida            |
| <input type="checkbox"/> Down Syndrome                             | <input type="checkbox"/> Muscular Dystrophy       | <input type="checkbox"/> Traumatic Brain Injured |
| <input type="checkbox"/> Dual Sensory Impaired                     | <input type="checkbox"/> Orthopedic Impairment    | <input type="checkbox"/> Visually Impaired       |
| <input type="checkbox"/> Emotional or Behavioral Disability        | <input type="checkbox"/> Other Health Impairment  | <input type="checkbox"/> Williams Syndrome       |
| <input type="checkbox"/> Hearing Impaired                          | <input type="checkbox"/> Phelan-McDermid Syndrome |  |

## Diagnosis Related Documentation

To document your child's disability, you will be required to submit a copy of the student's current, valid Florida or out-of-state Individual Education Plan (IEP), a diagnosis from a licensed Florida physician, Autonomous Advanced Practice Registered Nurse, or psychologist, or a diagnosis from a physician with an active license issued by another state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

### File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Documentation Type\*(You may upload up to 5 files.)

Enter Document Name

UPLOAD



# Step Up For Students

**Do any of these apply to your student?**

**This information helps ensure your student gets all eligible benefits. If you answered “Yes” to any of the questions above, you are required to upload supporting documentation to avoid processing delays.**

Do any of these apply to your student?

This helps ensure your student gets all eligible benefits. Some options need documentation.

- Adopted
- In foster care within the last two (calendar) years
- Dependent of an active duty member of the U.S. Armed Forces [\(See More\)](#)
- Dependent of a law enforcement officer [\(See More\)](#)

If you answered "Yes" to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

#### File Upload Requirements

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

#### Supporting documentation required

To avoid any delays, please upload supporting documents for your selection(s) above.

Documentation Type(You may upload up to 5 files.)



# Step Up For Students

Once you have completed all the sections, click **“Continue”** in the bottom right corner to proceed or **“Save As Draft”** to save and return to complete the application at a later time.

Dependent of a law enforcement officer [\(See More\)](#)

If you answered “Yes” to any of the questions above, you are required to upload supporting documentation to avoid processing delays.

**File Upload Requirements**

- Please ensure that any files you are uploading **are not** password protected.
- If you are uploading more than 1 file, you can upload up to 5 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Supporting documentation required  
To avoid any delays, please upload supporting documents for your selection(s) above.

Documentation Type\* (You may upload up to 5 files.)

Enter Document Name

[Delete](#) [Leave and Earnings Statement.pdf](#)





# Step Up For Students

After completing the previous section, you'll be directed to the "Guardian Information" section. You must review the information listed here to ensure its accuracy by clicking "View Details".

If you need to make any changes to the grayed-out fields, click on the Profile icon in the upper right-hand corner of the page, and make the necessary corrections.

Failure to do so may result in processing delays. You will need to enter your social security number (SSN) or individual taxpayer identification number (ITIN) and provide proof of residency.



Student Selection

Student Information

Guardian Information

Summary

## 2025-2026 FES-UA Application

### Guardian Information

Primary Guardian\*

[View Details](#)

SAVE AS DRAFT

CONTINUE

## 2025-2026 FES-UA Application

### Guardian Information

Primary Guardian \*

[Hide details](#)

Please review the information below. If any information is incorrect, please go to your [Profile](#) and make sure that your information is up-to-date to avoid processing delays.

First Name *	Middle Name	Last Name *	Suffix
Adalyn	Enter Middle Name	Cardano	

Marital Status *	Primary Language *	Email - Primary *	Email - Secondary
Single. I have never been...	English	ad@cardano.com	Enter Secondary Email

Phone - Primary *	Phone Type - Primary *	Phone - Secondary	Phone Type - Secondary
(904) 454-6558	Mobile	(000) 000-0000	

SSN/ITIN	Confirm SSN/ITIN
***-**-XXXX	***-**-XXXX

#### Physical Address

Street Address *	Address Line 2
8500 Southside Blvd	Suite/Apartment (Optional)

City: *	County: *	State *	Zip Code: *
Jacksonville	Duval	Florida	32256



# Step Up For Students

## Proof of Residency

Please ensure that the documents you submit are:

1. Valid
2. Current (dated within 2 months, if a recurring bill/statement)
3. Match the primary or secondary guardian's full name as well as the current physical street address provided on the application. Refer to the guidelines listed on the slide for the list of acceptable documents for submission.

### Proof of Residency \*

Step Up For Students requires detailed Proof of Residency provided by the primary or secondary guardian. All documents must be current (less than two months old, if a recurring bill/statement), valid and match the primary or secondary guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B (see below). Please select the type of document you are submitting, then upload.

You will not be able to continue with the application unless the required documents are uploaded.

Is your student a dependent child of an Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders? [See more](#) information on required documents.

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paysub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD/TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders <a href="#">(See More)</a>	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*

\*A secondary document is necessary

Reminder: The documents must match the primary or secondary guardian's full name, and the current physical street address provided on the application.

#### File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

#### Proof of Documentation Type

Select type of document

Must not be more than two months old.  
Must include full name and current physical address.  
\*A secondary document is necessary.

SAVE AS DRAFT

CONTINUE



# Step Up For Students

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD,TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders <a href="#">(See More)</a>	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	Property deed*

\*A secondary document is necessary

You're missing a Proof Of Residency document.  
Because you uploaded a "Florida driver's license or state-issued ID" document type, you will need to provide a total of 2 Proof of Residency documents. Please reference Column B in the Document Guidelines table. [Update information.](#)

SAVE AS DRAFT
CONTINUE

**If you submit only one document from column B, you will receive an error message. However, you can easily fix this by simply scrolling up and submitting another document type.**

**The Proof Residency Residency (POR) documents from Column B must both be in the same guardian's name.**

- If you submit a FL driver’s license, you will also need to submit another document type, such as an automobile insurance statement.**
- If you submit two paystubs for income verification/ Proof of residency, the paystubs will only count as one document type. Therefore, you will still need to submit another document.**



# Step Up For Students



**Required Documentation if your student is a dependent child of an **Active-Duty member of the United States Armed Forces** moving into or out of Florida on Permanent Change of Station orders.**

Is your student a dependent child of an Active-Duty member of the United States Armed Forces moving into or out of Florida on Permanent Change of Station orders? [See less](#) information on required documents.

If your student is a dependent child of an Active-Duty member of the United States Armed Forces and you or the secondary guardian have:

**PCS orders to move into Florida but do not yet have a residential address in Florida (new students only)**

1. Upload the new PCS orders as Proof of Residency.
  - The primary or secondary guardian's physical address on the application must match the newly assigned unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.
2. Once residency in Florida is established, contact Step Up For Students to provide an updated Proof of Residency (refer to the chart below).
  - Note: students will not receive funds until an updated Proof of Residency is received, and the physical address is updated in the Guardian Profile.

**PCS Orders to move out of Florida but whose home of record or state of legal residence is Florida (FES-UA & FTCPEP renewal students only)**

1. Upload a Leave and Earnings Statement, IRS Domicile 2058 or DFAS Form 702 in the Student Information section (previous screen) of the application.
2. Upload the new PCS Orders as Proof of Residency.
  - The primary or secondary guardian's physical address on the application must match the relieved unit address on the PCS orders. If changes need to be made, go to the Guardian Profile to update.





# Step Up For Students

Once you have completed all the questions in the “Guardian Information” section, click **‘Continue’** to proceed to the next section.

#### File Upload Requirements

- Please ensure that any files you are uploading are not password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof of Documentation Type

Select type of document



UPLOAD

[Delete](#) [Utility bill \(electric, gas, water\).png](#)

*Must not be more than two months old.  
Must include full name and current physical address.  
\*A secondary document is necessary.*

SAVE AS DRAFT

CONTINUE



# Step Up For Students

Now you should be on the “Summary” section of the application. The summary page gives you an overview of all submitted documents and completed sections.

A screenshot of the '2025-2026 FES-UA Application Summary' page. The page has a navigation bar at the top with four tabs: 'Student Selection', 'Student Information', 'Guardian Information', and 'Summary'. The 'Summary' tab is active and highlighted in red. Below the navigation bar, the page title is '2025-2026 FES-UA Application' followed by 'Application Summary'. A message states: 'Please verify you have no required information missing and can continue with the application process by clicking submit.' Below this is a yellow 'IMPORTANT NOTICE' box containing three paragraphs of text. At the bottom, there are two tables. The first table, 'STUDENTS', has columns for 'STUDENTS', 'AGE', 'GRADE', 'DIAGNOSIS', and 'DOCUMENTATION'. It lists one student, Arabella C, with age 14, grade 10, and no diagnosis. The second table, 'GUARDIANS', has columns for 'GUARDIANS', 'TYPE', and 'DOCUMENTATION'. It lists Adalyn Cardano as the primary guardian with a utility bill as documentation.

STUDENTS	AGE	GRADE	DIAGNOSIS	DOCUMENTATION
1. Arabella C	14	10	No	<a href="#">Arabella_IEP.pdf</a> <a href="#">Leave and Earnings Statement.pdf</a>

GUARDIANS	TYPE	DOCUMENTATION
Adalyn Cardano	Primary	<a href="#">Utility bill (electric, gas, water).png</a>

You can review to go back and change anything you would like. You can use the headers on top of the page to navigate to different sections.



# Step Up For Students

**Make sure to click on each box once you have read and agreed to the terms and conditions. You will also be required to complete the Sworn Compliance Statement.**

## Parent/Guardian Terms & Conditions

By submitting this scholarship application, under the penalty of perjury, I certify the following:

- I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and I understand that continued physical residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or my student moves out of the State of Florida while my student is participating in a scholarship program.
- The information I am providing in the course of the scholarship application and management process is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of the scholarship application or revocation of a scholarship award.
- I understand additional information and/or documentation related to my application may be requested at any time post-award for auditing purposes. I understand if a post-award audit determines my student is not eligible, their scholarship may be rescinded.
- I have read, understand, and agree to the policies outlined in the Step Up For Students parent/guardian materials, including the [Parent/Guardian Handbook](#), [Program Purchasing Guide](#), these Terms & Conditions, and the Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the parent/guardian materials without notifying me of any such updates. I understand that I am bound by the terms of these materials.
- I understand that if I am seeking income prioritization for my student, I authorize Step For Students to access information needed for income eligibility determination and verification held by other states or federal agencies, including but not limited to the Department of Revenue, the Department of Children and Families, the Department of Education, the Department of Economic Opportunity, and the Agency for Health Care Administration.
- I understand that a student enrolled on a full-time basis in the Florida Virtual School, the Florida School For The Deaf and Blind, the College-Preparatory Boarding Academy, the Florida School for Competitive Academics, the Florida Scholars Academy, a developmental research school, a charter school, or any other Florida public school is ineligible to receive a Family Empowerment Scholarship or a Florida Tax Credit scholarship. If my student enrolls on a full-time basis during this school year, it will result in forfeiture of scholarship participation and the return of any remaining scholarship funds. This does not prohibit students using the Family Empowerment Scholarship or Florida Tax Credit Scholarship from attending one or more of these programs on a part-time basis, provided they are meeting regular school attendance requirements per s. 1003.01(16)(b)-(d), F.S. in some other way. *Any participation in a public school on a part-time basis while receiving a scholarship must be paid for by the guardian using either personal or scholarship funds. A scholarship student may not be reported for state funding by a school district and receive a scholarship at the same time.*
- I understand that I may not apply for multiple scholarships under the Family Empowerment Scholarship and the Florida Tax Credit Scholarship programs for an individual student at the same time.
- I understand that failure to comply with any responsibilities or policies associated with a choice scholarship program may result in scholarship suspension, revocation, and/or reporting to the Florida Department of Education.
- I understand that I am responsible for procuring the services necessary to educate my student(s) and that if I do not, and if my student's account is inactive for two consecutive fiscal years, my student's scholarship account must be closed, and any remaining funds shall revert to the state.
- I understand that if my student is awarded a scholarship, the district school board is not obligated to provide my student with a free, appropriate public education.
- If utilizing scholarship funds for direct payment to an eligible private school, I understand that I must approve each payment to the eligible private school before the scholarship funds may be deposited by funds transfer. I may not designate any entity or individual associated with the eligible private school as my attorney in fact to approve a funds transfer.
- I affirm that any scholarship funds may only be used to support the procurement of eligible goods and services that meet the educational needs of the eligible student to whom scholarship funds are awarded.
- I understand that if my student is awarded a scholarship, I must inform his/her public school district that he/she will attend a private school during the 2025-26 school year.





# Step Up For Students

**You will also be required to complete the Parent/Guardian Terms & Conditions Make sure to click on the box at the bottom once you have read and agreed to the terms and conditions.**

## Sworn Compliance Statement

The Family Empowerment Scholarship and Florida Tax Credit Scholarship program statutes include parent and student responsibilities that parents and students must follow to participate in the scholarship programs. Pursuant to ss. 1002.394(10) and 1002.395(7), F.S. I affirm that:

- I will file an initial application for participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs by the date established by the eligible nonprofit Scholarship Funding Organization.
- I will inform the student's public school district that the student is going to be participating in the FES-EO, FTC, or FTCPEP program.
- I understand that participation in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs must be renewed annually.
- I understand that if I or my student at any time become ineligible for the scholarship program, including, but not limited to, enrolling in a full-time public school or residing outside of the state of Florida, my scholarship will be forfeited. In the event of ineligibility, I will immediately inform Step Up For Students so that the student's scholarship status may be updated.
- I understand that a Scholarship Funding Organization may not transfer any funds to an account of a student determined eligible under ss. 1002.394(3)(a) or 1002.395, F.S. which has a balance in excess of \$24,000.
- I will renew participation in the program each year. A student whose participation in the program is not renewed may continue to spend scholarship funds that are in his or her account from prior years unless the account must be closed pursuant to s. 1002.394(5)(a)2, F.S.

### For FES-EO and FTC Program Students:

- I will select and enroll the student at a full-time in-person, eligible, participating private school.
- I understand the student is required to take the norm-referenced assessment offered by the eligible, participating private school or I may choose to have the student participate in the statewide assessments outlined in ss. 1002.394(7)(d) and 1002.395(7)(d), F.S. If I choose this option, I understand I am responsible for transporting the student to the assessment site designated by the school district.
- I understand I must approve scholarship payments to the eligible, participating private school the student attends.
- I will meet with the private school's principal or the principal's designee to review the school's academic programs and policies, specialized services, code of student conduct, and attendance policies before my student is enrolled.
- I understand that the student must remain in attendance at the eligible, participating private school throughout the school year, unless excused by the school for illness or other good cause.

### For FTCPEP Students:

- I affirm that program funds will only be used for authorized purposes serving the student's educational needs, as described in s. 1002.395(6)(d), F.S., and that I will not receive a payment, refund, or rebate from an approved provider or for any funds provided under this section. I will not take possession of any funding provided by the state for the Florida Tax Credit Scholarship Program. This does not include reimbursements for expenditures approved by the Florida Tax Credit Scholarship Program.
- I understand that enrolling in a DOE-approved PEP Hybrid eligible private school for at least two school days per week requires that I address how the remaining instructional hours will be spent in my student's Student Learning Plan. I will be responsible for all eligible expenses in excess of the amount of the scholarship and for the education of the student.
- I will submit my student's Student Learning Plan to the Scholarship Funding Organization and revise the plan at least annually before program renewal.
- I will require the student to take a nationally norm-referenced test identified by the Department of Education, or a statewide assessment under s. 1008.22, F.S. and I will provide the assessment results to the Scholarship Funding Organization before the student's program renewal.
- I will procure the services necessary to educate the student. When the student receives a scholarship, the district school board is not obligated to provide the student with a free appropriate public education.

A parent/guardian who fails to comply with any of the above responsibilities forfeits the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs.

I certify that I, and any applying student, meet the residency requirements for the scholarship programs in the State of Florida and understand that continued physical residency is a requirement to remain eligible for scholarship participation. I understand I must notify Step Up For Students if either myself or the student move out of the State of Florida while the student is participating in the Family Empowerment Scholarship or Florida Tax Credit Scholarship programs. Any student participating in the Family Empowerment Scholarship or Florida Tax Credit Scholarship found to not be a Florida resident will be in violation of ss. 1002.394 or 1002.395, F.S., as applicable.

Additionally, I understand that a student cannot be enrolled in public school on a full-time basis or participate in multiple scholarships under this section at the same time, including the Family Empowerment Scholarship for Unique Abilities, or the New Worlds Scholarship Accounts programs while participating in the Family Empowerment Scholarship for Educational Options or Florida Tax Credit Scholarship programs. If your child enrolls in public school on a full-time basis during this school year, you will forfeit your student's Family Empowerment Scholarship or Florida Tax Credit Scholarship.

I have read and agree to the compliance statement.





# Step Up For Students

Please type your name in the box and sign your name in the signature box. Please click **“Keep”** if you wish to keep your signature. If you want to change your signature, you can click **“Clear”** and sign again.

Please Sign Here  
Signature Of \*

Parent Guardian

*Parent Guardian*

KEEP CLEAR

SAVE AS DRAFT SUBMIT

The image shows a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of \*". Below this is a text input field containing "Parent Guardian". Underneath the input field is a signature box containing a cursive signature of "Parent Guardian". At the bottom of the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR" (grey). At the bottom right of the entire interface are two more buttons: "SAVE AS DRAFT" and "SUBMIT".





# Step Up For Students

**After approving your signature, you may choose the “Save As Draft” option to complete your application later or “Submit”.**

Please Sign Here  
Signature Of \*

Parent Guardian

*Parent Guardian*

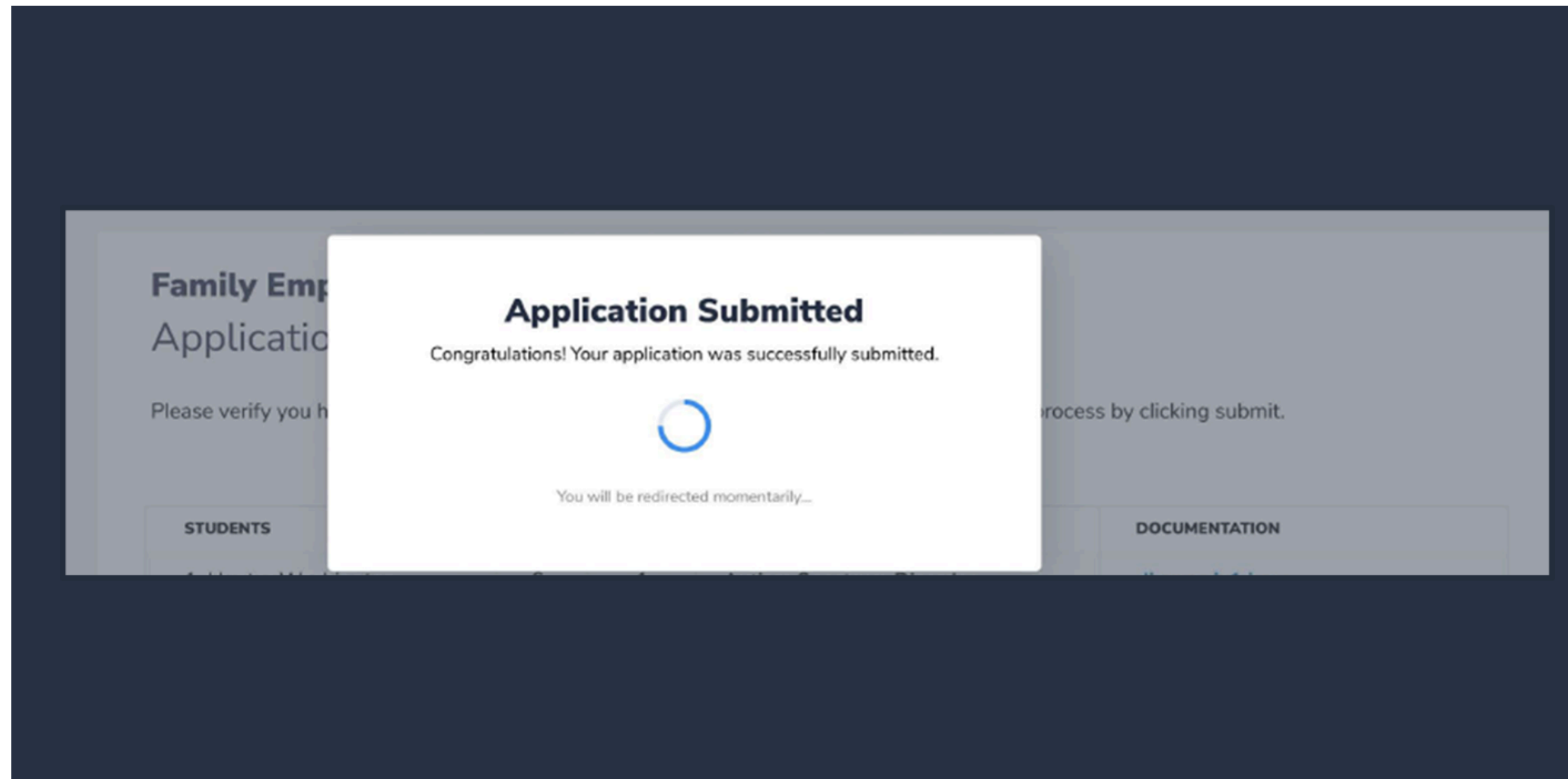
KEEP CLEAR

SAVE AS DRAFT SUBMIT



# Step Up For Students

**By clicking “Submit”, your application will be sent for processing. You will get a confirmation notice on your screen.**





# Step Up For Students

**Your application is complete. Now you may return to the “Dashboard” where you can review your recent application and view the status of your application.**



# Step Up For Students



You have student(s) who have been determined eligible! Please use the Action Items to accept or decline the student's scholarship. This is required by Florida law. [X]

**Education Market Assistant**

- Dashboard
- My Students
- Recent Transactions
- Help

### Dashboard

**Action Items**

Your 2025-2026 FES-UA application has eligible student(s). Please accept or decline their scholarship. **Pending Action**

Your 2025-2026 FTC application has eligible student(s). Please accept or decline their scholarship. **Pending Action**

### My Recent Applications

[View All](#)

- 2025-2026: FES-UA **COMPLETE**
- 2025-2026: FTC **COMPLETE**

### My Students

[View All](#)

Student Name	Current Funds Available	Application Status	Buttons
Orion C...	No funds available yet. Funds will be available once a scholarship is in the "Funded" status.	FTC (25-26) <b>Eligible</b>	<a href="#">VIEW STUDENT</a>
Elan...	No Applications Yet.		<a href="#">VIEW STUDENT</a>
Arabel...	No funds available yet. Funds will be available once a scholarship is in the "Funded" status.	FES-UA (25-26) <b>Eligible</b>	<a href="#">VIEW STUDENT</a>

After your application, has been processed, you can now view your applications under "Action Items" to accept or decline your student's scholarship.



# Step Up For Students

## Dashboard

### ★ Action Items

Your 2025-2026 FES-UA application has eligible student(s).  
Please accept or decline their scholarship. >

⚠ Pending Action

Your 2025-2026 FTCPEP application has eligible student(s).  
Please accept or decline their scholarship. >

⚠ Pending Action

A screenshot of the 'Scholarship Portal' interface. The top navigation bar includes the EMA logo (Education Market Assistant) and the title 'Scholarship Portal'. A sidebar on the left contains menu items: Dashboard, My Students, Recent Transactions, and Help. The main content area shows 'Application Details' for application ID 200003746, with application type 'FES-UA New' and status 'Complete'. Below this, a 'Students' section lists 'Arabella' as 'Eligible' with a green dot and a '&gt; View Details' link. A red arrow points to this link. At the bottom right of the student entry are 'DECLINE SCHOLARSHIP' and 'ACCEPT SCHOLARSHIP' buttons. An 'ADD A STUDENT' button is also visible in the top right of the application details section.

Click on the arrow to the right of the application in pending action status as indicated above.

You should be able to see the student who is 'Eligible' for the specific application on the screen.





# Step Up For Students

## Application Details

ADD A STUDENT

APPLICATION ID  
200003746

APPLICATION TYPE  
FES-UA New

STATUS  
Complete

### Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella C. Eligible

DECLINE SCHOLARSHIP

ACCEPT SCHOLARSHIP

## Step-by-Step Guide to Your Scholarship

Here's an overview of the steps for the FES-UA, FTC/FES-EO, and FTCPEP scholarships.

PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS
<b>1. Submit Application</b> A student may only apply for one scholarship at a time under the FES-UA, FTC/FES-EO, and PEP scholarship programs. If you need to remove a student from a scholarship application, you can do so after closing this pop-up.	<b>2. Eligibility Determination</b> Applications are processed in the order they are received. Step Up will notify you by email if your student is eligible to receive a scholarship or if additional information is needed.	<b>3. Accept or Decline Scholarship</b> If your student is determined eligible, you must log in to EMA to accept or decline the scholarship. This is required by Florida Law. Please note: Pending your student's scholarship program, additional steps may be necessary.	<b>4. Awarded or At Capacity</b> After accepting a scholarship, you will receive either confirmation of the award OR a notice that the scholarship program has reached capacity. This notification will be sent by email.	<b>5. Next Steps in EMA</b> For FTC/FES-EO, you must use your student's Award ID to enroll with an eligible private school in EMA to receive scholarship funds. For FES-UA, enrollment is not required to receive scholarship funds, but if your student is going to attend an eligible private school, you may use your student's Award ID to enroll in EMA. For FTCPEP, you must complete a Student Learning Plan for the current school year to receive funding.	<b>6. Students Funded</b> Step Up will distribute funds on a quarterly basis.

### Need to change scholarships?

You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.

On this page, you may click the highlighted link to see an overview of the scholarship award and funding process.

A step-by-Step Guide to Your Scholarship will now appear.



# Step Up For Students

## Step-by-Step Guide to Your Scholarship

Here's an overview of the steps for the FES-UA, FTC/FES-EO, and FTCPEP scholarships.

PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS	PARENT/GUARDIAN	STEP UP FOR STUDENTS
<p><b>1. Submit Application</b></p> <p>A student may only apply for one scholarship at a time under the FES-UA, FTC/FES-EO, and PEP scholarship programs. If you need to remove a student from a scholarship application, you can do so after closing this pop-up.</p>	<p><b>2. Eligibility Determination</b></p> <p>Applications are processed in the order they are received. Step Up will notify you by email if your student is eligible to receive a scholarship or if additional information is needed.</p>	<p><b>3. Accept or Decline Scholarship</b></p> <p>If your student is determined eligible, you must log in to EMA to accept or decline the scholarship. This is required by Florida Law. Please note: Pending your student's scholarship program, additional steps may be necessary.</p>	<p><b>4. Awarded or At Capacity</b></p> <p>After accepting a scholarship, you will receive either confirmation of the award OR a notice that the scholarship program has reached capacity. This notification will be sent by email.</p>	<p><b>5. Next Steps in EMA</b></p> <p>For FTC/FES-EO, you must use your student's Award ID to enroll with an eligible private school in EMA to receive scholarship funds. For FES-UA, enrollment is not required to receive scholarship funds, but if your student is going to attend an eligible private school, you may use your student's Award ID to enroll in EMA. For FTCPEP, you must complete a Student Learning Plan for the current school year to receive funding.</p>	<p><b>6. Students Funded</b></p> <p>Step Up will distribute funds on a quarterly basis.</p>



### Need to change scholarships?

You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.

**Please note:** You can always come back to decline this scholarship and apply for another one if the application window is still open. If your student is already enrolled in a school, you'll need to withdraw them from that school before you can decline the scholarship.



# Step Up For Students

## Application Details

+ ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

### Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella Cardano ● Eligible

DECLINE SCHOLARSHIP

ACCEPT SCHOLARSHIP

Hide Details

First Name	Arabella
Middle Name	
Last Name	Cardano
Suffix	
Date of Birth	06/20/2010
Gender	Female
Ethnicity	Hispanic or Latino
Race	
Relationship to Guardian	Daughter
Student's SSN/ITIN	
Current School Year	2024-2025
Current Type of School	Florida Private
Current School Name	Oak Hill High

## Application Details

+ ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

### Students

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabell ● Eligible

DECLINE SCHOLARSHIP

ACCEPT SCHOLARSHIP

> View Details

To see the details in the application, simply click on the 'View Details' link.

The information is now accessible for the qualifying student. You can perform this action for all eligible students in your account.



# Step Up For Students



Scholarship Portal

VIEW ALL > APPLICATION DETAILS

Application Details ⊕ ADD A STUDENT

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

**Students**

Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella ● Eligible > View Details

**DECLINE SCHOLARSHIP** **ACCEPT SCHOLARSHIP**

Guardians must choose to 'Decline Scholarship' or 'Accept Scholarship' on this screen.

**Please note: no scholarship determination will be made until you accept or decline your student's scholarship.**



# Step Up For Students

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the breadcrumb is "VIEW ALL > APPLICATION DETAILS". The main content area is titled "Application Details" and includes a table with the following information:

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Below the table, there is a section for "Students" with a "View Details" link. A modal dialog box is overlaid on the page, titled "Ready to accept the FES-UA scholarship?". It contains the following text: "Once you accept the scholarship, you will receive either confirmation of the award OR a notice that the program has reached capacity. This notification will be sent by email. You can also return here anytime to check your status." Below the text are four progress indicators: "Application Submitted" (green checkmark), "Student Determined Eligible" (green checkmark), "Scholarship Accepted" (green checkmark), and "Awarded or At Capacity" (grey circle). At the bottom of the dialog are "CANCEL" and "ACCEPT SCHOLARSHIP" buttons.A screenshot of the Scholarship Portal interface, similar to the previous one. The page title is "Scholarship Portal" and the breadcrumb is "VIEW ALL > APPLICATION DETAILS". The main content area is titled "Application Details" and includes a table with the following information:

APPLICATION ID	APPLICATION TYPE	STATUS
200003746	FES-UA New	Complete

Below the table, there is a section for "Students" with a "View Details" link. A student named "Arabell" is listed with a green dot and the text "Eligible". A red arrow points from the "Eligible" status to a new status: "Scholarship Accepted" with a green checkmark and a date "Accepted on 6/16/2025".

If you decide to accept the scholarship, you will either receive confirmation of the award or a notification indicating that the program has reached its capacity. An email will be sent to inform you. Feel free to return here at any time to check on your status.

Once you accept the scholarship, you will notice 'Scholarship Accepted' displayed next to the student's name.





# Step Up For Students

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation menu with 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main area displays 'Application Details' for application ID 200125445, application type 'FES-UA New', and status 'Complete'. A table lists a student, Arabella Cardano, with a 'Scholarship Accepted' status. A modal dialog box is open, asking 'Are you sure you want to decline the scholarship?' and providing instructions on the consequences of declining. The dialog has 'CANCEL' and 'DECLINE SCHOLARSHIP' buttons.

This screenshot shows the same 'Scholarship Portal' interface after the decline. The student Arabella Cardano now has a 'Scholarship Declined' status, indicated by a red 'X' icon and the text 'Scholarship Declined Declined on 6/16/2025'. A red arrow points to this status change. The 'Accept Scholarship' button is still visible below the student's name.

If you choose to decline the scholarship, the student will be removed from the FES-UA scholarship program and will be eligible to apply for other scholarships.

Please follow the steps given prior to apply for a different scholarship.

When you decline the scholarship, you will notice 'Scholarship Declined' displayed next to the student's name.

A black outline illustration of a hand holding a rectangular sign. The sign contains the word "HELP" in bold, black, uppercase letters. The background of the entire image is a light blue color with a repeating pattern of question marks in a slightly darker shade of blue.

**HELP**

**What steps should I take if I mistakenly decline my student's scholarship?**





# Step Up For Students

To reinstate a scholarship for a student, just click the

**VIEW STUDENT**

button on the dashboard corresponding to that particular student.

The screenshot shows the Scholarship Portal interface. The top navigation bar includes the EMA logo and the text 'Scholarship Portal'. The main dashboard area is divided into several sections:

- Action Items:** A section with a checkmark icon and the text 'No Action Items. All urgent matters have been taken care of.'
- My Recent Applications:** A list of applications with status indicators. Two applications are shown, both marked as 'COMPLETE':
  - 2025-2026: FES-UA
  - 2025-2026: FTC
- My Students:** A grid of student profiles. The 'Arabella Gordon' profile is highlighted with a red box and a red arrow pointing to its 'VIEW STUDENT' button. The profile details include:
  - Current Funds Available: FES-UA \$2314.50
  - FTC (25-26) status: Declined
  - Award ID: 200001212
  - Matrix Score: 253
  - Program Award Amount: \$9258.00



# Step Up For Students

Next, click on the  button.

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with options: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Child Seven". At the top right of the main area are a notification bell with a red "1" and a user profile icon. Below the title bar are two buttons: "Apply For Scholarship" (blue) and "Open Student Learning Plan" (pink). A "PRINT AWARD ID" button is also visible in the top right. The "Student Profile" section includes fields for Student ID, Name (Child ), DOB, Gender (Male), Ethnicity (Hispanic or Latino), Race (N/A), Relationship To You (Son), and Student FLEID number. An "EDIT" button is next to the profile title. The "Current Funds Available" section shows "FES-EO" and "\$0.00". The "Applications" section shows "FES-UA (25-26)" with a "Declined" status, "Award ID: Pending", and "Program Award Amount: Pending". A red arrow points from the "Declined" status to a "VIEW APPLICATION" button, which is circled in red.



# Step Up For Students

On this page, click the blue-highlighted [Accept Scholarship](#) button.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal". On the left is a navigation menu with "EMA Education Market Assistant" logo and links for "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area shows "Application Details" with a table of application information and a list of students. A red arrow points to a blue "Accept Scholarship" button in the "Scholarship Declined" section.

APPLICATION ID	APPLICATION TYPE	STATUS
200125445	FES-UA New	Complete

**Students**  
Please see the scholarship status of your student(s) below. Once your application has been reviewed, you will receive an email about each student's eligibility. Florida law requires parents and guardians to accept or decline their student's scholarship. You can accept or decline a scholarship as long as applications are still being accepted for the school year and as long as the student is not enrolled in a school within EMA. [See an overview of the scholarship award and funding process.](#)

Arabella Cardano ● At Capacity <a href="#">View Details</a>	<b>Scholarship Declined</b> Declined on 6/16/2025 <a href="#">Accept Scholarship</a>
--	--





# Step Up For Students

A pop-up will appear, giving you the option to select the **CANCEL** button to return or the **ACCEPT SCHOLARSHIP** button to proceed.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the sub-header is "Application Details". A pop-up window is centered on the screen with the title "Ready to accept the FTC scholarship?". The pop-up contains the following text: "Once you accept the scholarship, you will receive either confirmation of the award OR a notice that the program has reached capacity. This notification will be sent by email. You can also return here anytime to check your status." Below the text is a progress bar with four steps: "Application Submitted", "Student Determined Eligible", "Scholarship Accepted", and "Awarded or At Capacity". The first three steps are marked with green checkmarks, and the fourth is marked with a grey circle. At the bottom of the pop-up are two buttons: "CANCEL" (grey) and "ACCEPT SCHOLARSHIP" (blue). The background interface shows a sidebar with "Dashboard", "My Students", "Recent Transactions", and "Help". The main content area displays "APPLICATION ID 203!" and "Comments" with a note "Last updated 01/06/2025 Received". There is also a "Students" section with a table entry for "Child Seven" with a status of "Eligible" and a "View Details" link. A notification in the bottom right corner says "Scholarship Declined" with a red "x" icon and a link to "Accept Scholarship".



# Step Up For Students

If you clicked the blue **ACCEPT SCHOLARSHIP** button, you will be directed to this page.

Please note that this notation **Scholarship Accepted** will display.

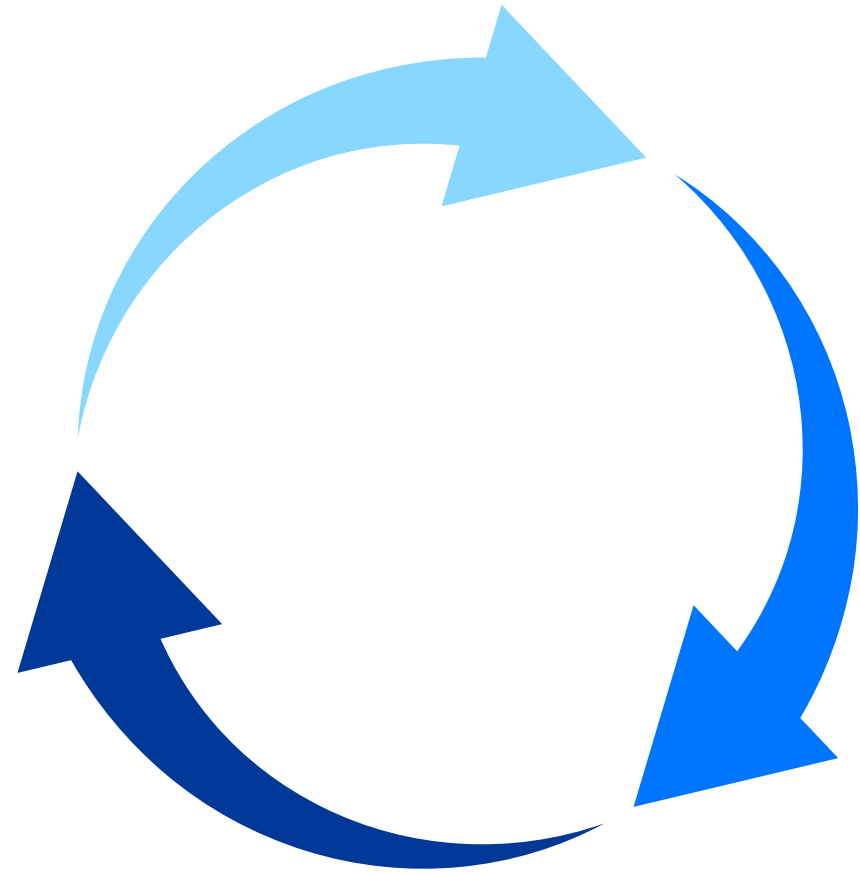
The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'Application Details'. It includes a table with the following data:

APPLICATION ID	APPLICATION TYPE	TOTAL HOUSEHOLD INCOME	STATUS
20356265	FTC New	\$0.00	Complete

Below the table is a 'Comments' section with the text: 'Last updated 01/06/2025 Received'. Underneath is a 'Students' section with a paragraph of text and a link: 'See an overview of the scholarship award and funding process.' At the bottom, there is a student entry for 'Child' with a green dot and the text 'Eligible' and '> View Details'. A red arrow points from this entry to a red-bordered box containing the text 'Scholarship Accepted' with an information icon.



# Step Up For Students



## Application Statuses

Status	Meaning
Pending	Your student's eligibility status is still under review. Please monitor your EMA account for updates.
Awarded	Your application was approved, and the student has been determined eligible for a scholarship. Please note, your student has not yet been funded for the applying school year.
Funded	Your student's scholarship has been funded to your EMA account. You may now utilize the funds in your account.
At Capacity	This scholarship has reached its capacity, as defined in statute, for this school year, and a scholarship for which you applied is not currently available for your student.



# Step Up For Students



**After a student is awarded, if you plan to use your student's scholarship at an eligible participating school, you need to contact the school to start the enrollment process.**

**Enrollment in EMA is optional for FES-UA students and will allow schools to invoice scholarship funds directly from students' accounts quarterly. Payments will be made to schools within seven (7) business days after both the school and the parent or guardian approves the invoice in EMA from the private school.**





# Step Up For Students

## Student ID:

This is your student's unique identification number that will be needed for the engagement center to look up your students' application.

A screenshot of the Scholarship Portal interface. The top navigation bar includes the EMA logo and the text "Scholarship Portal". Below the navigation bar are three main action buttons: "Apply For Scholarship", "Open Student Learning Plan", and "New Reimbursement". The main content area is divided into two columns. The left column contains a "Student Profile" section with an "EDIT" button and a list of fields: Student ID (20009667), Name (TestKH Test), DOB (6/15/2018), Gender (Male), Ethnicity (Hispanic or Latino), Race (Black or African American), Relationship To You, and Student FLEID number. The right column contains a "Current Funds Available" section showing "New Worlds Scholarship Accounts" with a balance of "\$0.00". Below that is an "Applications" section showing a "New Worlds Scholarship Accounts" application with a status of "Funded" and an "Award ID: 20001636". A blue arrow points from the "Award ID" to the right, and a red arrow points from the "My Students" menu item to the "Student ID" field.

## Award ID:

Give this number to an eligible private school of your choice. They will use this number to enroll your student.





# Step Up For Students

Once an eligible private school enrolls the student in their system, you will receive an email notification asking you to log in and review the enrollment request.



## ENROLLMENT NOTIFICATION

Dear [REDACTED]

You have received a request to approve a School Enrollment Form from School [REDACTED] for the student named below.

**Student's Name:** [REDACTED]

**Academic Year:** 2025-2026

A School Enrollment Form links your student to the selected private school for billing purposes. When you accept a School Enrollment Form, you are approving the use funds from your student's [REDACTED] Scholarship Account to pay the school directly for the amount of the tuition and fees or the available balance in your student's account, whichever is less. Payments to the school will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.



# Step Up For Students

The screenshot shows the EMA Scholarship Portal dashboard. The left sidebar contains navigation links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and 'Dashboard'. It features a section for 'Enrollment Requests' with a 'NEW' badge. Below this, there are three cards, each representing a student's enrollment request for the 2024-2025 school year. Each card includes the student's name, school, start date (8/15/2024), annual tuition & fees (\$5,000.00), a discount (\$1,000.00), and the amount due to the school (\$4,000.00). Below each card, there is a note explaining the conditions for enrollment and two radio buttons for 'Confirm Enrollment' and 'Decline Enrollment'. A blue 'SUBMIT' button is located at the bottom of each card.

Student Name	School	Start Date	Annual Tuition & Fees	Discount	Amount Due To School
Braden	Smith Elementary	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00
Tiffany	Alachua Special Education	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00
Taylor	Smith Elementary	8/15/2024	\$5,000.00	\$1,000.00	\$4,000.00

If the 'Amount Due to School' equals your total annual obligation to the school (which includes the scholarship and out-of-pocket payments), please confirm enrollment.

If the 'Amount Due to School' (including your obligations beyond the scholarship award) is not correct OR if your student will not attend this school, please decline enrollment.



# Step Up For Students

The screenshot shows the Scholarship Portal interface. The top navigation bar includes the EMA logo (Education Market Assistant) on the left and a notification bell with '18' and a user profile icon on the right. The main header reads 'Scholarship Portal'. Below this, the user's name 'testninesix march' is displayed. The main content area is titled 'Tuition & Fee Invoices' with a 'NEW' badge. A message states: 'Please approve or deny the following Tuition & Fee invoices.' Below this is a table with the following data:

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	INVOICE AMOUNT	ACCEPT	DECLINE
2025-2026	[REDACTED]	[REDACTED] ACADEMY F [REDACTED]	07/15/2024	\$3,376.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025-2026	[REDACTED]	[REDACTED] ACADEMY I [REDACTED]	07/15/2024	\$3,695.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025-2026	[REDACTED]	[REDACTED] ACADEMY [REDACTED]	07/18/2024	\$304.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All payments to schools must be verified and approved by the guardian quarterly. You can view, approve or deny these school payments from your dashboard. NOTE: No payments to a school will be made until this action has been taken.



# Step Up For Students

## Contact Us

Monday-Friday 8:00am-5:00pm EST



Chat with us [sufs.org](https://www.sufs.org)



877-735-7837