



Family Empowerment Scholarship for
Students with Unique Abilities (FES-UA)

August 15th, 2024

Presented by Step Up For Students

OPEN HOUSE
FES-UA





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Agenda

Scholarship Updates

Communications

MyScholarShop: New Vendor Alert

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Parents/Guardians Approving Tuition & Fees in EMA

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Resources

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Communications

Subject: 2024-25 Parent/Guardian Handbooks Are Now Available

Date: 8.14.24



Dear Parent/Guardian,

The 2024-25 Parent/Guardian Handbooks for the following programs are now available:

- Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)
- Family Empowerment Scholarship for Educational Options (FES-EO), Florida Tax Credit Scholarship (FTC) and the Personalized Education Program (PEP)

The handbooks have been updated to reflect program updates and parent/guardian feedback. Please be aware that handbooks may be updated periodically throughout the year. For the most current version, always refer to our website.

To view the Parent/Guardian Handbook, Purchasing Guide and other helpful materials for your student's scholarship, please visit the appropriate section below.



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Communications

Subject: Phishing Attempt

Date: 8.3.24



Dear Parent/Guardian,

We are aware that someone is impersonating Step Up For Students by asking for donations as well as photos of your debit or credit cards. Please do not click on any links or open any attachments, forward all emails to concerns@sufs.org. Your privacy and security are our top priorities. Always be vigilant in reviewing any contact from Step Up For Students.

Best regards,

Step Up For Students



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MyScholarShop New Vendor Alert



Company Name	Description of Services	Website
Master Books	Master Books publishes Christian homeschool curriculum that will grow students' faith in their Creator and His Word in a way that will have a lasting and eternal impact. They serve grades Pre-K through 12th grade.	
Denison Algebra	Denison Algebra is a curriculum company built for homeschool families to provide quality, digital instruction in middle and high school math, particularly algebra. As homeschoolers ourselves, we understand the issues - from ill-fitting curriculum options to the onset of shaky confidence - that often come up when students hit higher level math. So, we set out to address the problem with clear, easy-to-understand courses designed for confidence-building retention and brain-friendly mastery.	



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MyScholarShop Vendor Alert

Company Name	Description of Services	Website
Pix Brix	Pix Brix are a multi-award-winning pixel puzzle brick that utilizes a unique patented connection system. This simple 1-piece slide + stack system allows the user to create 2D pixel art and 3D builds by connecting vertically, horizontally, and even diagonally. Pix Brix are a certified <u>STEM/STEAM</u> open ended building toy that fosters play, creativity, and imagination.	
Apologia	Apologia's Christian homeschool curriculum is developed in a way that puts your child first, creating content that is exciting, challenging, and rewarding to motivate students to want to learn more about the world around them.	
TalkBox.Mom	With this program, you learn a foreign language as a family the same way you learned your first: talking as life happens! The program offers learning guides to put up and use, native speaker audio practice. You may use your phone or tablet to practice.	TALKBOX.MOM



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MyScholarShop Vendor Alert

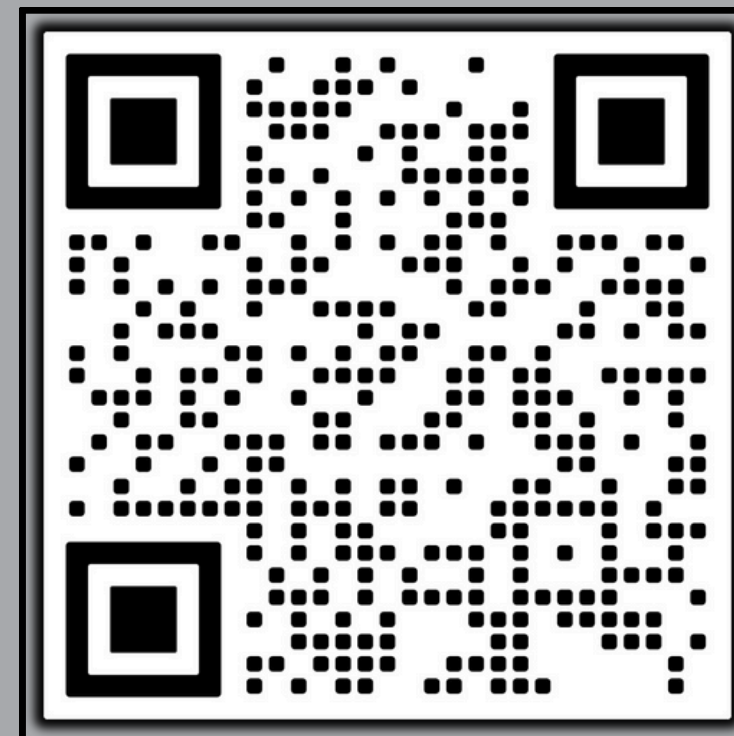
Company Name	Description of Services	Website
Craftsman Crate & Raising Real Men	Receive monthly boxes that contain what you need to learn a real skill and produce real projects – it's a curriculum for becoming an artisan! Every month you'll get to try a new hobby. It's fun, it's satisfying, it's authentic.	
Epic! Creations, Inc.	Epic is the leading digital reading platform—built on a collection of 40,000+ popular, high-quality books from 250+ of the world's best publishers—that safely fuels curiosity and reading confidence for kids 12 and under.	



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How To Submit A Pre-Authorization



[How To Submit A Pre-Authorization](#)



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Where to Find the Pre-Authorization Form (for EMA users)

1. Visit www.sufs.org
2. Click on the red **'Apply/Login'** button at the top of the page
3. Choose **'Apply'** from the drop down menu
4. Under the Resources section, click on **"Pre-Authorization Form"**

****Legacy families will need to continue using the Legacy system to submit their Pre-Authorizations.**

The screenshot shows the website's navigation and resource sections. At the top, there is a dark blue header with a 'Questions? Contact us' link, social media icons, and a language selector 'EN'. Below this is a white navigation bar with the Step Up For Students logo and a red 'Apply/Login' button. A blue circle with the number '1' is placed over the 'Apply/Login' button. A red box highlights the 'Apply/Login' button, and a red arrow points to a dropdown menu that is open, showing 'Log in' and 'Apply' options. A blue circle with the number '2' is placed over the 'Apply' option. Below the navigation bar is a dark blue banner with the text 'any requests for this information, please forward them to concerns@sufs.org'. Below the banner is a row of five resource cards: 'FTC/FES-EO/PEP', 'FES-UA', 'New Worlds', 'Hope', and 'Transportation'. A blue circle with the number '3' is placed over the 'Resources' section, and a red arrow points from the 'Pre-Authorization Form' link in the 'Resources' sidebar to the 'Pre-Authorization Form' link in the 'Resources' sidebar. The 'Resources' sidebar is a dark blue box with the following links: 'Scholarship Application Checklist', 'Pre-Authorization Form', 'Purchasing Guides', 'Document Library', 'FTC/FES-EO/PEP', '2024-25 FTC/FES-EO Purchasing Guide', 'Renewal Families: Application Process Video', and 'Renewal Families: Application'.



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2024-2025 Pre-Authorization Form



Dear Parent/Guardian,

A process is now available for families to submit 2024-25 pre-authorization requests. Pre-authorizations are needed when an item or service is not listed in the Purchasing Guide, or is indicated as requiring a pre-authorization request (this includes items on MyScholarShop requiring a pre-authorization.)

Please [click here](#) to watch a helpful video about how to submit a pre-authorization request. You may also read through the steps below.

Pre-Authorization Steps:

Step 1: Parent/guardian submits a pre-authorization request using this [form](#).

Step 2: Step Up reviews if the pre-authorization is eligible for reimbursement or a MyScholarShop purchase.

Step 3: Parent/guardian will receive an email explaining whether the pre-authorization request is approved, placed on hold, or denied.

- **If a pre-authorization request is approved:** Parent/guardian may submit a MyScholarShop order OR a reimbursement request for their pre-authorized item/service by adding the pre-authorization number in the reimbursement comments section. This will allow processors to verify the item was pre-authorized.
- **If a pre-authorization request is placed on hold:** Parent/guardian will submit the documents requested by Step Up to complete the process for the pre-authorization. This can be done by completing the [on hold form](#).
- **If a pre-authorization request is denied:** Parent/guardian's request is not eligible for pre-authorization. An appeal for a denied request may only be submitted once by completing this [form](#). Select "yes" on the appeal drop-down, and include the pre-authorization request number in the appeal description box.

IMPORTANT: Students who have been using the Family Empowerment Scholarship for Students with Unique Abilities program since the 2022-23 school year and before, must submit pre-authorization and reimbursement requests through their legacy [Parent Portal](#) account. Reimbursements submitted in EMA for these students will be denied.

Questions?

Chat with a live agent at www.sufs.org



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How To Submit A Pre-Authorization

Many items and services have been pre-approved as authorized uses of scholarship funds.

However, some require parents/guardians to submit a Pre-Authorization request before making the purchase. This now includes certain items on MyScholarShop as well.



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List of Items Requiring a Pre- Authorization

- Overnight or day educational camps with documentation of educational benefit
- Multiple of a single at-home classroom furnishings item that exceeds \$50
- Multiple of a single digital periphery device that exceeds \$50
- Multiples of a single elective item that exceeds \$50
- Assistive devices not enumerated in this guide
- Adaptive exercise equipment
- P.E. activities occurring outside of the state of Florida



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List of Items Requiring a Pre- Authorization

- Curriculum that is not publicly available
- Full or half-day education programs for students aged 16 and up
- Televisions over 55 inches
- Fees associated with standardized testing or examinations not listed in the handbook
- Non-school affiliated field trip activities occurring outside of the State of Florida, but within the United States
- Items or services that fall outside the frequency of purchase requirements listed in the handbook (within Digital Devices, P.E., Electives, At-Home Classroom Furnishings)



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2024-25 Pre-Authorization Request

You may complete a pre-authorization request by submitting the information below. Please ONLY submit one item per form. Thank you!

Student ID *

You can find your Student ID under the "My Students" tab on your EMA account or the "Account Activity" tab on the legacy system.

Program *

Student First Name *

Student Last Name *

Parent/Guardian First Name *

Parent/Guardian Last Name *

Parent/Guardian Email Address *

Please use the same email that is on your student's application.

Item Quantity *

Price of Item/Service *

Reimbursement Category, Type, and Detail *

Please complete each field of the form with accurate information.



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Sample of Completed Form



2024-25 Pre-Authorization Request

You may complete a pre-authorization request by submitting the information below. Please ONLY submit one item per form. Thank you!

Student ID *

You can find your Student ID under the "My Students" tab on your EMA account or the "Account Activity" tab on the legacy system.

123456789

Program *

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Student First Name *

Jane

Student Last Name *

Doe

Parent/Guardian First Name *

John

Parent/Guardian Last Name *

Doe

Parent/Guardian Email Address *

Please use the same email that is on your student's FES-UA application.

johndoe@gmail.com

Item Quantity *

1

Price of Item/Service *

\$14.99

Reimbursement Category, Type, and Detail *

Educational Software Subscription- Online streaming services

Please provide an explanation of the educational benefit of the item/service you're requesting a pre-authorization for. *

Please describe in detail how the item or service being requested will be educationally beneficial to your student specifically.

Disney Plus has multiple shows and movies that are educational. Jane will learn Science and History among other things to assist in her Home Education program.



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Sample of Completed Form



2024-25 Pre-Authorization Request

You may complete a pre-authorization request by submitting the information below. Please ONLY submit one item per form. Thank you!

Item Quantity *

1

Price of Item/Service *

\$14.99

Reimbursement Category, Type, and Detail *

Educational Software Subscription- Online streaming services

Please provide an explanation of the educational benefit of the item/service you're requesting a pre-authorization for. *

Please describe in detail how the item or service being requested will be educationally beneficial to your student specifically.

Disney Plus has multiple shows and movies that are educational. Jane will learn Science and History among other things to assist in her Home Education program.

Please provide the link to the item/service you're requesting a pre-authorization for. *

Disneyplus.com

Is this an appeal? *

No

Appeal description

Please provide a brief description of the item/service you're requesting an appeal for.

Please attach any applicable documents.

Drag and drop files here or [browse files](#)

Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)



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Best Practices for a Pre-Authorization

- Please ensure that you thoroughly complete all required fields and provide a detailed description in the Pre-Authorization form.
- Please make sure to upload all appropriate documentation, including an image or screenshot of the requested item.
- Additionally, include any doctor's notes, prescriptions, referral letters, etc., that support the request.



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Best Practices for a Pre-Authorization

If approved, the items or services submitted on the reimbursement must match those on the Pre-Authorization. Step Up For Students reserves the right to deny the reimbursement request if they do not.

An approved Pre-Authorization is valid for purchases in the school year in which it was approved.

If an item requires Pre-Authorization, the Pre-Authorization process must be completed, and approval must be obtained before placing the order.

Step Up For Students considers the manufacturer's recommended minimum age when processing Pre-Authorization requests. Prior approval of items or services due to error does not constitute policy.

Approval of Pre-Authorization requests are made on a case-by-case basis relevant to the circumstances of the individual student.



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Pre- Authorizations for Goods & Services

Important Information:

- Please review the purchasing guide to ensure that your requested item or service is not listed as an approved or eligible expense. These items do not require Pre-Authorization.
- When requesting Pre-Authorization for elective courses or items related to elective courses, please be sure to describe the curriculum being used, even if the curriculum/course is parent-designed.
- The Pre-Authorization should be specific to the student and contain as much detail about the specific item or service being requested as possible, including the approximate cost. Also, be sure to include a link or screenshot that shows the item or service.
- When requesting Pre-Authorization for a Specialized Summer Education Program, please include the program's start and end dates in the documentation.



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Pre-Authorizations Approved Status (Email Sample)

If Pre-Authorization is approved, you will receive the following email message:

NEXT STEP:

- To purchase this item through the Marketplace, please log in to your EMA account.
- To seek reimbursement after purchasing the item/service, please submit a reimbursement request in EMA.

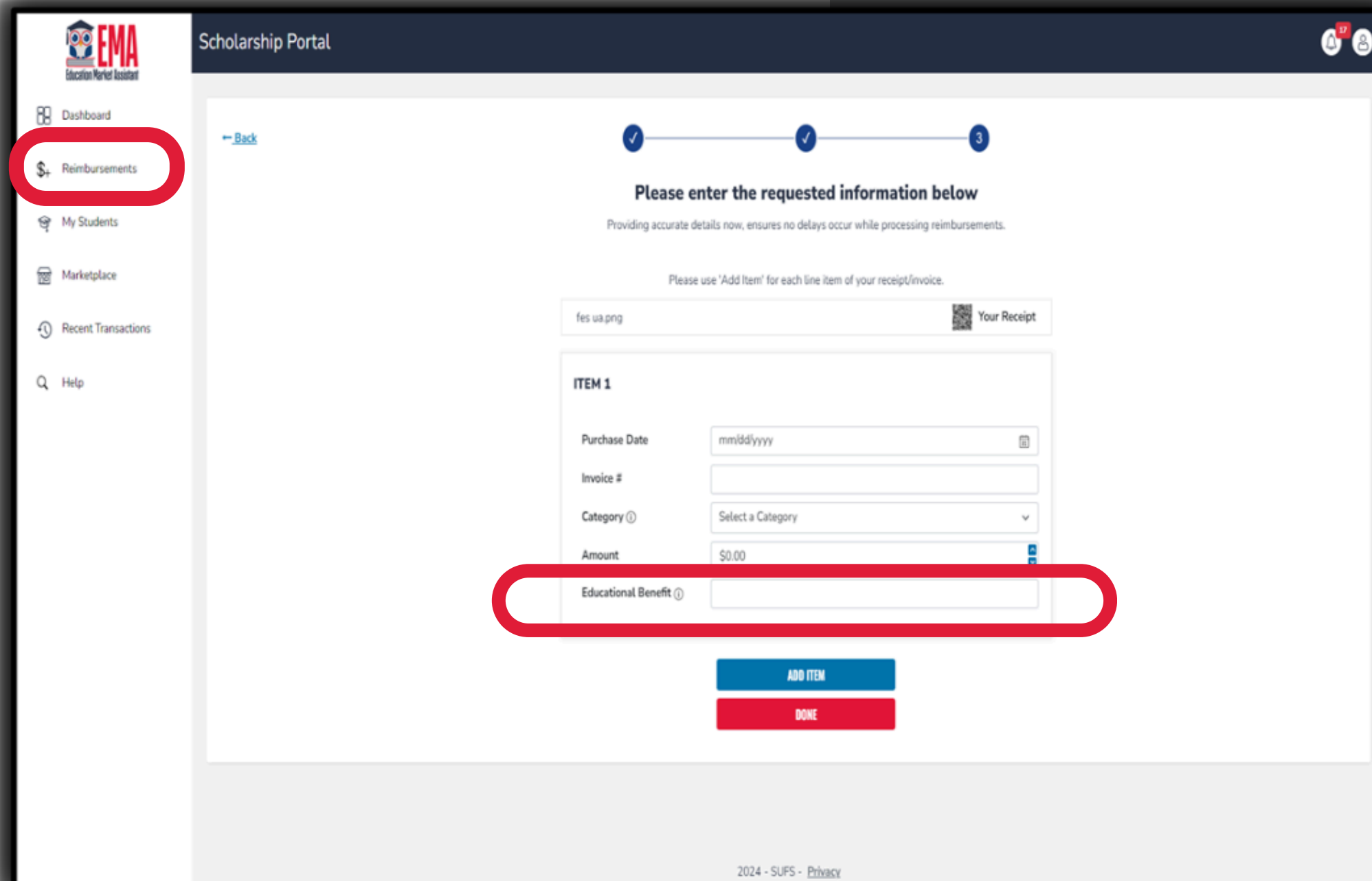
IMPORTANT:

Students who have been using the Family Empowerment Scholarship for Students with Unique Abilities program since the 2022-23 school year and before must submit Pre-Authorization and reimbursement requests through their legacy Parent Portal account. Reimbursements submitted in EMA for these students will be denied.

IMPORTANT:

You must add the Pre-Authorization number (listed above) for this request in the reimbursement comments section. This will allow processors to verify the item was pre-authorized.

Once Your Pre-Authorization Is Approved:



The screenshot shows the Scholarship Portal interface. On the left sidebar, the 'Reimbursements' tab is highlighted with a red circle. The main content area displays a form for adding a new reimbursement item. The form includes a progress indicator at the top with three steps, the first two of which are completed. Below the progress indicator, there is a heading 'Please enter the requested information below' and a sub-heading 'Please use 'Add Item' for each line item of your receipt/invoice.' The form fields include: 'fes ua.png' (file name), 'Your Receipt' (upload area), 'ITEM 1' (item identifier), 'Purchase Date' (mm/dd/yyyy), 'Invoice #' (text input), 'Category' (dropdown menu), 'Amount' (\$0.00), and 'Educational Benefit' (text input, highlighted with a red circle). At the bottom of the form are two buttons: 'ADD ITEM' (blue) and 'DONE' (red). The footer of the page reads '2024 - SUFS - Privacy'.

1. Return to EMA
2. Click on the 'Reimbursement' tab on the left
3. Create a new reimbursement.
4. Upload all required documents.
5. Fill in all required boxes.
6. Reference the Pre-Authorization number in the educational benefit box.



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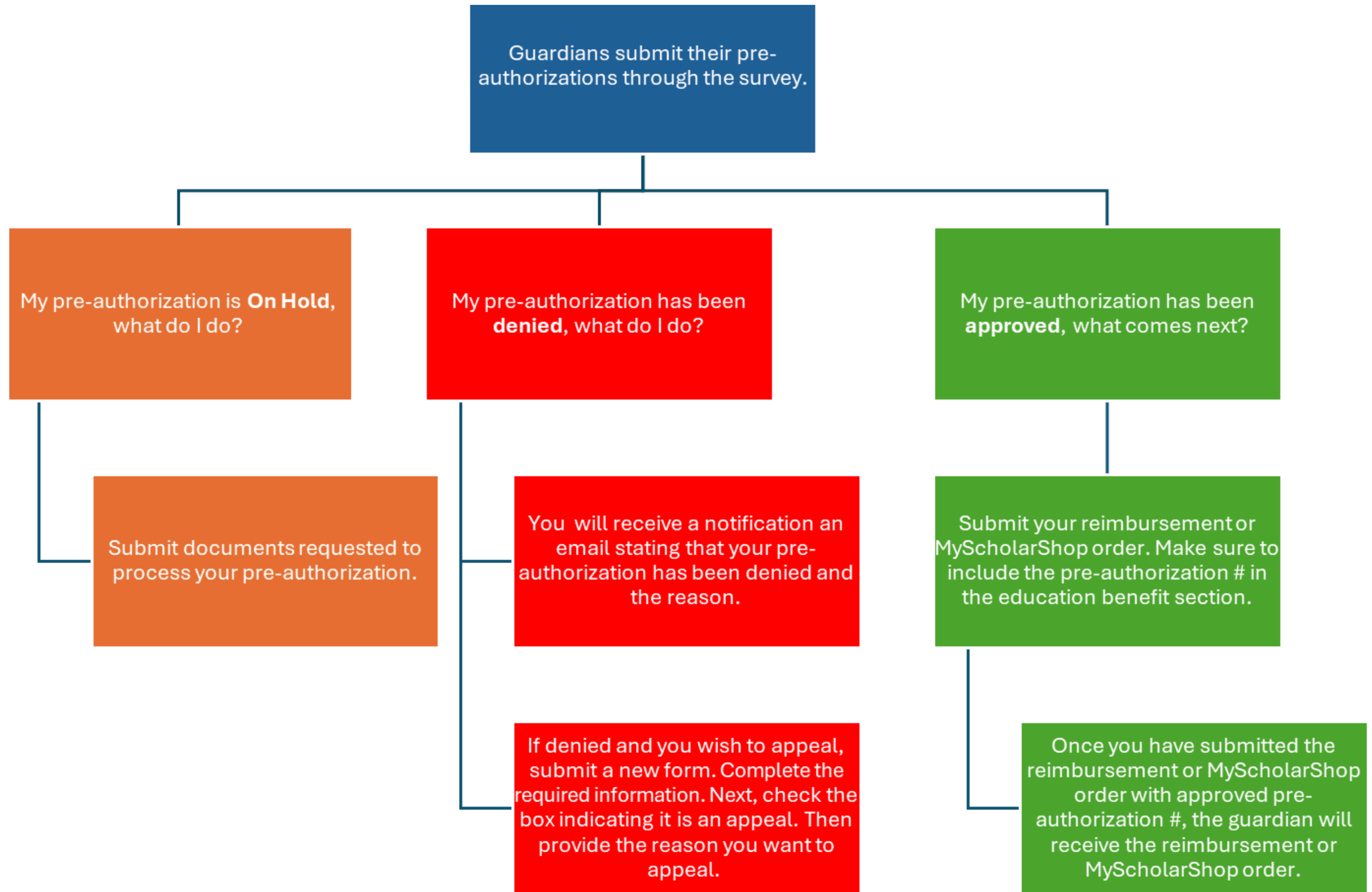
Pre- Authorization Status

If a Pre-Authorization request is placed “On Hold,” the parent/guardian will need to re-submit your Pre-Authorization request. A new form will be emailed to the parent to complete. Please include the required information, documentation and or the link associated with your item or service.

If a Pre-Authorization request is “Denied,” the parent/guardian's request is not eligible for Pre-Authorization. An appeal for a denied request may only be submitted once by completing this [form](#). Select “yes” on the appeal drop-down menu and include the Pre-Authorization request number in the appeal description box. The appeal decision for Step Up for Students is final.



Pre-Authorization Process For Guardians





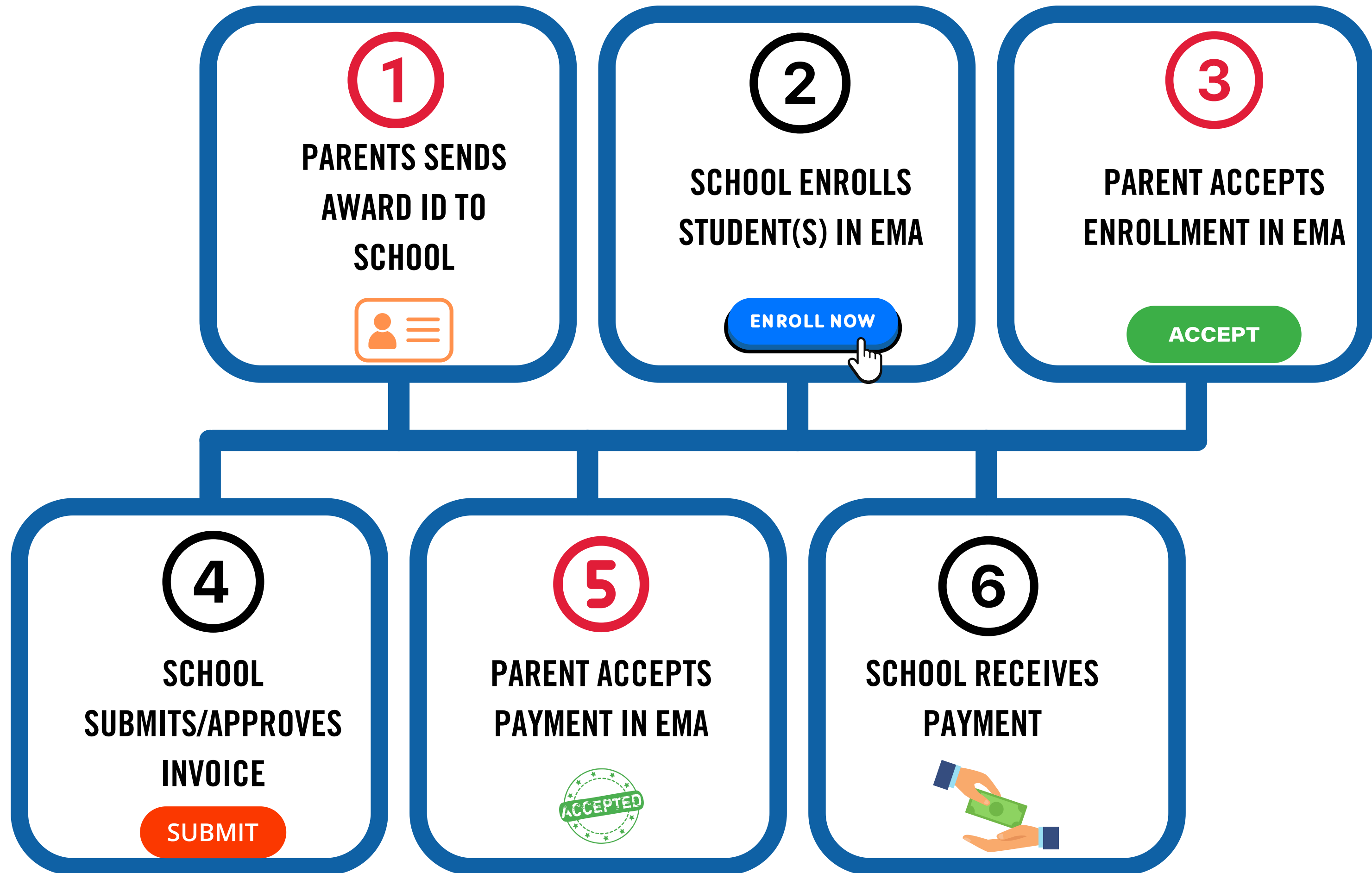
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Parents/Guardians Approving Tuition & Fees in EMA



**Guardians: Approving/Denying Tuition & Fees in EMA for
Scholarship Students Enrolled In An Eligible Private School**

WHAT ARE THE STEPS TO ENROLLMENT WITH STEP UP?





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Log in to your EMA account.



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](#)



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New tuition and fee invoice alerts will be displayed in your notifications, and an email will be sent detailing the actions taken.

The screenshot shows the Scholarship Portal dashboard. The top navigation bar includes the EMA logo and the title "Scholarship Portal". The main content area is titled "Dashboard" and features a "Tuition & Fee Invoices" section with a "NEW" badge. Below this is a table of invoices. A red box highlights the "NOTIFICATIONS" section in the top right corner, which contains two alerts: "New Tuition & Fee Invoice: Please see Dashboard to approve or deny" (21h ago) and "New Tuition & Fee Invoice: Please see Dashboard to approve or deny" (28 days ago). A blue hand icon points to the notification bell icon in the top right corner.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	DATE	AMOUNT	STATUS
2023-2024	[REDACTED]	Smith Elementary			
2023-2024	[REDACTED]	Smith Elementary	10/15/2023	\$1,000	✓

NOTIFICATIONS

- New Tuition & Fee Invoice: Please see Dashboard to approve or deny. 21h ago
- New Tuition & Fee Invoice: Please see Dashboard to approve or deny. 28 days ago

[View All](#)

Action Items

- Update "On Hold" FES-UA Application >
- Update "On Hold" Reimbursement #2093212 for [REDACTED] >

My Recent Applications [View All](#)

- 2024-2025: FTC ON HOLD >
- 2023-2024: New Worlds: Heather Jones SUBMITTED >
- 2023-2024: FTCPEP COMPLETE >
- 2023-2024: New Worlds: [REDACTED] COMPLETE >
- 2023-2024: FES-UA COMPLETE >

My Students [View All](#)



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The dashboard now displays the 'Tuition and Fee Invoices' section.

In this section, you can either accept (blue checkmark) or decline (red x) an invoice by selecting the corresponding button.

The screenshot shows the Scholarship Portal dashboard. The left sidebar contains navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Dashboard". A section titled "Tuition & Fee Invoices" with a "NEW" badge contains the instruction "Please approve or deny the following Tuition & Fee invoices." Below this is a table with two rows of invoice data, highlighted with a red border. The table has columns for School Year, Student Name, School Name, Request Date, Invoice Amount, Accept, and Decline. Below the table are sections for "Action Items" and "My Recent Applications".

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	INVOICE AMOUNT	ACCEPT	DECLINE
2023-2024	[REDACTED]	Smith Elementary	10/15/2023	\$1,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2023-2024	[REDACTED]	Smith Elementary	10/15/2023	\$1,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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If you decide to deny an invoice, simply click on the red 'X' button.

A pop-up box will appear to confirm whether you would like to deny the invoice and select a reason.

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with items like Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and "Dashboard". It features a section for "Tuition & Fee Invoices" with a "NEW" badge. Below this is a table with columns for "SCHOOL YEAR", "INVOICE AMOUNT", "ACCEPT", and "DECLINE". Two rows are visible, both with an invoice amount of "\$1,000" and a checked "ACCEPT" box. A red "X" button is visible in the "DECLINE" column for both rows. A white pop-up box is centered over the table, titled "Are you sure you want to deny the invoice?". It contains the text "Please select a reason before submitting. Your invoice will be sent back to the school for processing." and a "Select A Reason" dropdown menu. At the bottom of the pop-up are two buttons: "CANCEL" and "DENY INVOICE".



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Click on the arrow in the 'Select A Reason' box to see a dropdown of reasons to choose from.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the user is logged in as "EMA Education Market Assistant". The main content area is titled "Dashboard" and shows "Tuition & Fee Invoices" with a "NEW" badge. A confirmation dialog box is open in the center, asking "Are you sure you want to deny the invoice?" and prompting the user to "Select A Reason". The dialog has a "SELECT REASON" dropdown menu with a red arrow pointing to the dropdown arrow. Below the dialog are "CANCEL" and "DENY INVOICE" buttons. In the background, a table of invoices is visible with columns for "SCHOOL YEAR", "INVOICE AMOUNT", "ACCEPT", and "DECLINE".

SCHOOL YEAR	INVOICE AMOUNT	ACCEPT	DECLINE
2023-2024	\$1,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2023-2024	\$1,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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1. Choose one of the two reasons listed.

2. Click on 'Deny Invoice'.

A screenshot of the Scholarship Portal interface. The page title is "Scholarship Portal" and the user is logged in as "EMA Education Market Assistant". The dashboard shows "Tuition & Fee Invoices" with a "NEW" badge. A modal dialog box is open, titled "Are you sure you want to deny the invoice?". The dialog contains the text "Please select a reason before submitting. Your invoice will be sent back to the school for processing." Below this is a "Select A Reason" dropdown menu with two options: "Incorrect Amount" and "Child Is No Longer Enrolled". A red circle with the number "1" is placed over the "Child Is No Longer Enrolled" option. At the bottom of the dialog are two buttons: "CANCEL" and "DENY INVOICE". A red circle with the number "2" is placed over the "DENY INVOICE" button. In the background, a table of invoices is visible with columns for "INVOICE AMOUNT", "ACCEPT", and "DECLINE". The table shows two rows, both with an amount of "\$1,000" and "ACCEPT" checked. The "DECLINE" column has a red "X" icon. The page also shows a "My Students" section at the bottom.



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What happens when a parent/guardian denies an invoice?

Please note that schools cannot edit or remove invoices once they are populated. If the amount is incorrect, the school may need to request that the invoice be removed. They also may need to Withdraw and Re-enroll your child.

If the student is no longer enrolled but an invoice generates, most likely those dollars are still owed to the school due to dates of attendance.



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If you wish to approve the invoice, please click on the blue check mark.

A pop-up box will appear to confirm whether you wish to approve the invoice. If you do, click on the 'Approve Invoice' button.

The screenshot shows the 'Scholarship Portal' dashboard. On the left is a navigation menu with items like 'Dashboard', 'Reimbursements', 'My Students', 'Marketplace', 'Recent Transactions', and 'Help'. The main content area is titled 'Dashboard' and includes a 'Tuition & Fee Invoices' section with a 'NEW' badge. Below this is a table of invoices with columns for 'SCHOOL YEAR', 'INVOICE AMOUNT', 'ACCEPT', and 'DECLINE'. Two rows are visible, both with a \$1,000 amount and a blue checkmark in the 'ACCEPT' column. A white pop-up box is centered over the table, asking 'Are you sure you want to approve the invoice?' and stating 'Once approved, SUFS will be automatically invoiced.' It has two buttons: 'CANCEL' and 'APPROVE INVOICE'. A red hand icon is pointing to the 'APPROVE INVOICE' button. Below the table is an 'Action' section with several update links.



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Please note:

Tuition and fee invoices will be generated at different times depending on the enrollment date and type of scholarship.



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2024-2025

Purchasing Guide

**FAMILY EMPOWERMENT SCHOLARSHIP FOR
STUDENTS WITH UNIQUE ABILITIES (FES-UA)**

Purchasing Guide

2024-2025



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[What's New in the 2024-2025 FES-UA Purchasing Guide](#)



NEW 2024-25 FES-UA PURCHASING GUIDELINES

As of July 1, 2024, the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) Purchasing Guide was updated for the 2024-25 school year. Here's a breakdown of what is new in the guide.

What's new for you?

New items or services for purchase by our scholarship families	New items or services that require pre-authorization	New items or services that require the Educational Benefit Form (EBF)
<ul style="list-style-type: none"> • Cell phones • Smart watches • Specialized or sport specific footwear • Other At-Home Classroom Furnishings & equipment that supports student learning needs • Switches and other periphery devices unique to a student's needs • Nintendo Wii © equipment or similar movement-based platforms • Musical instrument tuning, insurance, or service agreements and repair • Day educational camps • At-Home classroom furniture, projectors, P.E. equipment, and elective equipment may be eligible sooner than once every two (2) years with pre-authorization <p>Educational Software and Subscriptions</p> <ul style="list-style-type: none"> • Video/TV/online streaming services • Musical streaming services • In-game purchases or credits • Live television • Social Media • Family or Multi-User software subscriptions 	<ul style="list-style-type: none"> • Multiple of a single At-Home Classroom Furnishings item that exceeds \$50 • Multiple of a single elective item that exceeds \$50 • Televisions over 55 inches • Curriculum that is not publicly available • Day educational camps • At-Home Classroom Furnishings, projectors, P.E. equipment, and elective equipment may be eligible sooner than once every two (2) years with a pre-authorization • Fees associated with standardized testing or examinations not listed in the handbook 	<ul style="list-style-type: none"> • Tools related to postsecondary transition goals or career plans • Video/TV/online streaming services • Musical streaming services • In-game purchases or credits • Live television • Social media (except LinkedIn Learning for Students) • Family or multi-user software subscriptions



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Purchasing Guide

Hot Topics



School Supplies
Eligible Private Schools
Tuition & Fees
Uniforms



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Approved School Supplies Generally Found Or Required In Classrooms

- Paper
- Notebooks
- Folders
- Binders
- Planners
- Organizers
- Writing Utensils
- Crayons
- Lunchboxes
- Math tools (Abacus/Compasses/Protractors/Rulers)
- Bookbags (Backpacks, Tote Bag, Messenger Bags)
- Colored Pencils
- Markers
- Tape
- Paperclips
- Staplers
- Calculators



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Eligible Fees



The fee will need to be described and show that it is required for enrollment. If it does not show that the fee is required, a letter from the school is necessary to show that it is mandatory for enrollment.

- Academic services fee
- Security fee
- Application fee (payable in the fiscal year preceding the academic year)
- Registration fee (payable in the fiscal year preceding the academic year)
- Uniform fee (basic uniform pieces purchased from a school-required vendor, based on the unique needs of the student).
- Book fee
- Technology fee
- Test fee
- Athletic fees
- Club fees
- Activity fees (for example, choir or band fees)
- Graduation fee
- Other fees that support the unique needs of the student



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Ineligible Fees

- Fundraising fee/donation/fee/volunteer waiver fee
- Annual fees
- Giving fees
- Costs associated with scholarship management
- Optional fees
- Food fees
- Before or after school care
- Shoes and accessories



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Important Items to Note

Only the annual fee will be approved for payment if the private school utilizes a third party for billing, such as FACTS. The fee for usage from a third party is eligible for reimbursement, but fees for credit card usage are not refundable.

Please be aware that any fees incurred for credit card transactions will not be reimbursed.

In the event of a student's withdrawal or transfer, any refunds will be in accordance with the school's policy and must be returned to Step Up For Students for crediting the student's scholarship account.

Parents or guardians are not permitted to accept scholarship refunds from the school.



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School Invoice Criteria

School invoice criteria: The invoice must contain the following components: The school name and school address, description of the fee charged, the relevant school year for the charges, the appropriate date in mm/dd/yy format, the full name of the student as it appears on the scholarship, and documentation that lists all required fees for enrollment including the annual tuition (please note this is often referred to as the Annual Tuition & Fees Schedule).

Before this submission is complete, you must submit a Proof of Purchase (POP) and Tuition and Fee Schedule. If a FACTS statement is provided, please ensure that the FACTS letterhead or website is shown.



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Example of an Acceptable School Invoice

Payment Summary

i The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by The Christ School during the selected time frame.

Customer: Susie Smith
1234 Sunny Day Dr
Orlando, FL 32804
USA

The Christ School
106 E Church St
Orlando, FL 32801
USA
Federal Tax ID: 59-3364919

Student: Johnny Smith

Generated On: Nov 6, 2023, 2:58:29 PM
Dates Selected: Jan 01 2023 - Dec 31 2023



Johnny Smith - \$14,405.00

2023-2024 School Year Grade - 2B \$14,405.00

ACCOUNT	TOTAL
After School Academy	\$275.00
Bridge Tuition	\$13,380.00
Fee: Enrollment Fee	\$750.00

Johnny Smith - \$35.00

2023-2024 School Year \$35.00

ACCOUNT	TOTAL
PTF: Lion's Den	\$35.00



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School Invoice Criteria

Please note:
A common mistake we often see on school invoices is the absence of the school address. Please ensure that all critical components are included before submitting your reimbursement request.



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Example of an Non-Acceptable School Invoice

7/30/23, 9:40 PM

Activity Details - Payments Made

St Gregory Catholic School

Susie Smith #123456789

Payments Made

Past 90 Days

Successful

[Expand All](#) | [Collapse All](#)

20 Jul 2023	Payer: Susie Smith	Payment	Amount: \$944.00
05 Jun 2023	Payer: Susie Smith	Enrollment Fee	Amount: \$41.00
05 Jun 2023	Payer: Susie Smith	Payment	Amount: \$944.00





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Example of an Acceptable Tuition & Fees Schedule



PROVIDENCE SCHOOL

Boldly Christian. Unquestionably Academic.

FACTS Payments now
in FACTS Family Online

2024-2025 TUITION & ENROLLMENT FEES

Kindergarten – 12TH Grade

- New Student:** APPLICATION: \$150 non-refundable application fee
 ENROLLMENT: \$1260 non-refundable enrollment fee
 (one time non-refundable facility fee of \$760 and non-refundable tuition deposit of \$500)
- Returning Student:** \$500 non-refundable tuition deposit due with enrollment packet by 1-31-24

First Child Tuition

(Applies to oldest student enrolled. Rates are subject to change without notice.)

Grade	Tuition <small>(Includes fees for a yearbook. Discounts do not apply to these fees.)</small>	Tuition Deposit	Annual Tuition Payment* <small>(\$25.00 annual FACTS service fee)</small> 6/12/2024	Semi-Annual Payment <small>(\$25.00 annual FACTS service fee)</small> 6/12/24 & 1/10/25	Monthly Payment <small>(\$55.00 annual FACTS service fee)</small> 11 Payments - June-April
Kindergarten	\$14,140.00	\$500 (returning and new student)	\$13,233.05	\$6,820.00	\$1,240.00
1,2,3,4,5	\$15,295.00		\$14,353.40	\$7,397.50	\$1,345.00
6,7,8	\$16,290.00		\$15,319.30	\$7,895.00	\$1,435.45
9,10,11,12	\$17,120.00		\$16,124.40	\$8,310.00	\$1,510.91
Arrowsmith**	\$10,000.00	n/a	\$10,000.00	\$5,000.00	\$909.09

* Full Pay Discount of 3% if full amount paid by June 12, 2024 and \$250 discount if partial amount paid due to SUFS/AAA Scholarship

**Arrowsmith program fees are an additional cost over the regular rate of tuition. There is not a 3% early pay discount for Arrowsmith.

Additional Sibling Discount

(Applies to younger student(s) enrolled. Rates are subject to change without notice.)

Grade	Tuition <small>(Includes fees for a yearbook. Discounts do not apply to these fees.)</small>	Tuition Deposit	Annual Tuition Payment* <small>(\$25.00 annual FACTS service fee)</small> 6/12/2024	Semi-Annual Payment <small>(\$25.00 annual FACTS service fee)</small> 6/12/24 & 1/10/25	Monthly Payment <small>(\$55.00 annual FACTS service fee)</small> 11 Payments - June-April
Kindergarten	\$12,733.50	\$500 (returning and new student)	\$11,868.75	\$6,116.75	\$1,112.14
1,2,3,4,5	\$13,773.00		\$12,877.06	\$6,636.50	\$1,206.64
6,7,8	\$14,671.00		\$13,748.87	\$7,085.50	\$1,288.27
9,10,11,12	\$15,418.00		\$14,473.46	\$7,459.00	\$1,356.18




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Example of an Acceptable Tuition & Fees Schedule


QUICKLINKS FOLLOW US: CHURCH

Immaculate Conception Catholic School




Tuition and Fees

CONTACT INFO



Roderick, Ivette
Tuition Manager
iroderick@icsmiami.org



ACADEMIC YEAR 2023-2024

NON-REFUNDABLE REGISTRATION FEE PER CHILD FOR SCHOOL YEAR 2023-2024

REGISTRATION FEE:	\$395.00	PER CHILD*
--------------------------	-----------------	-------------------

**\$100 discount if drafted successfully by February 28, 2023.*

Registration fees after February 28, 2023 are as follows:

03/01-03/31:	\$395.00
04/01-04/28:	\$495.00
On or after 05/01:	\$595.00

TUITION PER CHILD FOR SCHOOL YEAR 2023-2024

Tuition rate includes fees for testing, books, supplies, and iPad apps, as appropriate.

Pre-K 1- Pre-K 4	\$7,800.00	per child
Grades Kinder - 8	\$8,950.00	per child
Resource Program	\$1,200.00	per child

CONTACT
125 W 45th Street
Hialeah, FL 33012
(786) 574-2244



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School Uniform Policy



School Uniform Policy: A copy of the school's Uniform Policy that shows all mandatory items for attendance. Please Note: Accessories such as belts, ties, socks, shoes, hairbows, hats, etc. are not approved. The reimbursement will be denied and/or, the requested amount will be adjusted to reflect the amount without these items.



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School Uniform Policy Examples

Parent / Student Handbook 2023-2024



Immaculate Conception

Catholic School
OVER 60 YEARS OF OUTSTANDING

125 West 45th Street
Hialeah, Florida 33157
Office 305 822-6400
Fax 305 822-0288
Website: www.icsmia.com
E-mail Address - icsoffice@icsmia.com

Rev. Rolando Caballero
Pastor

Mrs. Victoria Flutie
Principal

Mrs. Michelle Pacheco
Counselor / Administrator

Last updated on November 7, 2023

Dress Code Policy

No excuse will be accepted for any violation of the dress code. Dress Code violations will cause disciplinary consequences.

School uniforms for ICS must be purchased from:

Risse Brothers
37 N State Road 7
Plantation, Florida
(954)769-1159

Shoes may be purchased from:

Victory Shoes
1450 West 49th Street
Hialeah, Florida 33012
Telephone: 305 822-7416

Students in Pre-K1 through Pre-K3 may wear black sneakers. Students in Pre-K4 through 8th grade are to wear the approved school shoes which may be purchased at Victory Shoes. All students are required to wear the official uniform shoe adopted by ICS.



UNIFORM SHOES



Black penny loafers (no buckles) may be worn by any student in grades 1st through 8th. When not opting for penny loafers please refer to Victory shoes for uniform shoe styles.

It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness are important lessons. Uniforms should be neat and clean with no rips or tears.

Girl's Uniforms

Pre K1

Uniform shirt (purchased at school main office) and navy shorts from store of choice



FES-UA

School Uniform Policy Examples

Pre K2 through Pre K3

Uniform Shirt
Uniform Shorts

Pre Kindergarten 4 through Grade 8

Uniform Jumper, blouse, shirt, skirt, and/or split skirt
Uniform pants (6th-8th grade only) belt must be worn
Uniform navy shoe (Victory Shoes or Penny Loafer)
Uniform school jacket
Uniform school sweatshirt or cheerleading jacket (no hooded jackets allowed)
Solid Black Belt (no design on buckle)
School cross tie with blouse and skirt must be worn on Mass days. It must be worn all day (6th-8th Grade).

Note: The hem of the girl's jumper or split skirt must be no shorter than the shorts permitted under the school jumper or skirt are the ICCS tights of solid navy, white or black may be worn under the uniform.

Boy's Uniform

Pre K1

Uniform shirt (purchased at school main office) and navy shorts

Pre K2 through Pre K3

Uniform Shirt
Uniform Shorts

Pre-Kindergarten 4 thru Grade 8

Uniform Shirt
Uniform pants
Uniform shorts (PK 3-2nd Grade)
Uniform black shoe (Victory Shoes or penny loafers)
Uniform school jacket
Uniform school sweatshirt
Solid black belt (no design on buckle)
School tie to be worn on Mass days. It must be worn all day.

Note: Pants must be worn at the waist. If undershirts are worn they must be white (no design) or the gray ICCS PE shirt.

Required Physical Education Uniform for Boys and Girls in Grades 4-8

- Uniform PE shorts (3 inches above the knee or longer)
- ICCS PE T-shirt
- Running Sneakers
- *Note: T-shirts must be tucked in.

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General Regulations

- No make-up, nail polish or artificial nails or tips.
- No tattoos-real or fake.
- Hats are not permitted. Girls may wear navy blue, black, beige, or white hair ribbons or bows. Bows may not be bigger than the palm of the student's hand.
- Only a small religious medal or cross on a thin chain may be worn. No cord style chains allowed.
- No bracelets are to be worn, unless for medical identification. No pendants or good luck charms are to be worn.
- No rings are to be worn.
- Earrings:
Girls- One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.
Boys- No earrings are permitted.
- A simple watch may be worn. Apple Watch is not permitted.
- Shirts and blouses must be tucked in during school hours and school functions.
- Socks – All students must wear plain white socks, navy or black (no logos). Socks must be ankle length or higher. The length must be 1 inch above the ankles.
- Boys in seventh and eighth grade will be required to be clean-shaven. (Mustaches, goatees, side burns, or other trimmed facial hair are not permitted)
- Hairstyles:
Properly groomed hair is required at all times.
Girls- No extreme hair styles. Students must keep their natural hair color. Chemically dyed, tinted, Sun-in, highlighted or chemically treated hair is not permitted. Students with treatments applied will be required to return hair to natural color or have it cut to length that removes the color treated portion.
Boys- Hair should be short on sides, above the eyebrows, above the shirt collar and ½ inch over the ear. Extreme cuts, wedges, line, coloring or shaved heads are not permitted. No shaved areas are allowed. Hair must be all one length: ½ above the ears, above the eyebrows and above the shirt collar. Side burns must be kept short and cut straight (no pointed side burns permitted) Hairstyle must be simple and neat. No excessive use of gel. Hairstyles are subject to the approval of the administration. Chemically dyed, tinted, sun-in, highlighted or chemically treated hair will not be allowed.

Dress-up Days

- No jeans are permitted or jean style pants.
- No T-shirts are permitted.
- No Shorts are permitted.
- Split skirts of appropriate length may be worn.
- No spaghetti straps, backless tops, halter tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, dress sneakers are permitted.
- Dresses and skirts must be appropriate length
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

Dress-down Days

- Jeans are permitted. No torn jeans are allowed, only black or blue jeans may be worn.

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FES-UA

School Uniform Policy

School Uniform Policy—When submitting proof of purchase for uniforms, it is imperative that you submit all pages that pertain to the school uniform policy.



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School Uniform Invoice Example

This is an example of a receipt for uniforms, which contains all the necessary information as listed below:

1. Retailer's name
2. Purchase date
3. Item purchased
4. Purchase price a. including subtotal, taxes, shipping (if applicable), grand total
5. Proof of purchase (POP)

8/3/24, 8:43 AM

Order # 200014546



1

Order # 200014546 SYNCED

August 2, 2024

2

Product Name	SKU	Price	Qty	Subtotal
Girls Shorts - Pleated	SCSGIRLSSHORTS-NAVY-13JR	\$22.00	Ordered: 1	\$22.00
Color	Navy			
Size	13jr			
Short Sleeve Polo	SCSPOLO-RED-YOUTH M 10/12	\$19.00	Ordered: 1	\$19.00
Color	Red			
Size	Youth M 10/12			
Boys Shorts - Pleated	SCSBOYSSHORTS-NAVY-10 SLIM	\$20.00	Ordered: 1	\$20.00
Color	Navy			
Size	10 Slim			

3

4

Subtotal	\$61.00
Shipping & Handling	\$12.00
Grand Total (Excl.Tax)	\$73.00
Tax	\$0.00
Grand Total (Incl.Tax)	\$73.00

8/3/24, 8:43 AM

Order # 200014546

Billing Address

John Doe
1234 Sunshine St
Orlando FL 123456

Payment Method

Credit Card (NCR Secure Pay)

Credit Card Type

5

5

Credit Card Number

XXXX-1234





FES-UA

Q: Why is the University of Central Florida involved in developing the FES-UA Purchasing Guide?

A: Through House Bill 1403, effective July 1, 2024, all scholarship funding organizations (SFOs) must collaborate with the University of Central Florida to produce an annual purchasing guide for families receiving the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA). The guide reflects not only the work of the SFOs and the University of Central Florida but also the input of thousands of families. We are fortunate to partner with the University of Central Florida to ensure that the most appropriate educational materials, activities, and services are available to the students who benefit from them.



FES-UA

Q: When can we begin submitting reimbursements for newly eligible items and Pre-Authorization requests?

A: Pre-Authorizations are available now. To view a video on the Pre-Authorization process, you may access it on YouTube.

English version: <https://www.youtube.com/watch?v=mo4jTCgGYtk>

Spanish version: <https://www.youtube.com/watch?v=AdCxdmYOKYw>

Q: Will Step Up provide any resources to help families see what has changed with the FES-UA Purchasing Guide?

A: The FES-UA Purchasing Guide may be found on our website. We have it linked in this presentation on slide 35 and provided a one-pager of the changes which have occurred on slide 36.



FES-UA

Q: Why do I need to wait to submit reimbursements for newly eligible items?

A: Having just received the FES-UA Purchasing Guide on July 1, 2024, followed by the revised version on July 2, 2024, Step Up For Students is now updating our processes and systems to align accordingly. Submitting reimbursements for newly eligible items prematurely, at this time, may result in processing delays or in the reimbursement being denied while we update our systems and processes. We will let families know when they may begin submitting reimbursements for these newly eligible items. Thank you for your patience as we implement these changes.

Please note: FES-UA families may submit reimbursements for any previously eligible items that remain eligible in the 2024-25 Purchasing Guide.



FES-UA

Q: Can I provide feedback on the FES-UA Purchasing Guide?

A: Feedback on the FES-UA Purchasing Guide can be provided using the survey linked within the Guide. You may scan the QR Code below or click the hyper link.



[FES-UA Purchasing Guide Feedback Form](#)



FES-UA



2024-2025

Parent/Guardian Handbook

**FAMILY EMPOWERMENT SCHOLARSHIP FOR
STUDENTS WITH UNIQUE ABILITIES
PARENT/GUARDIAN HANDBOOK**



FES-UA

Previous FES-UA Open Houses



April Open House



May Open House



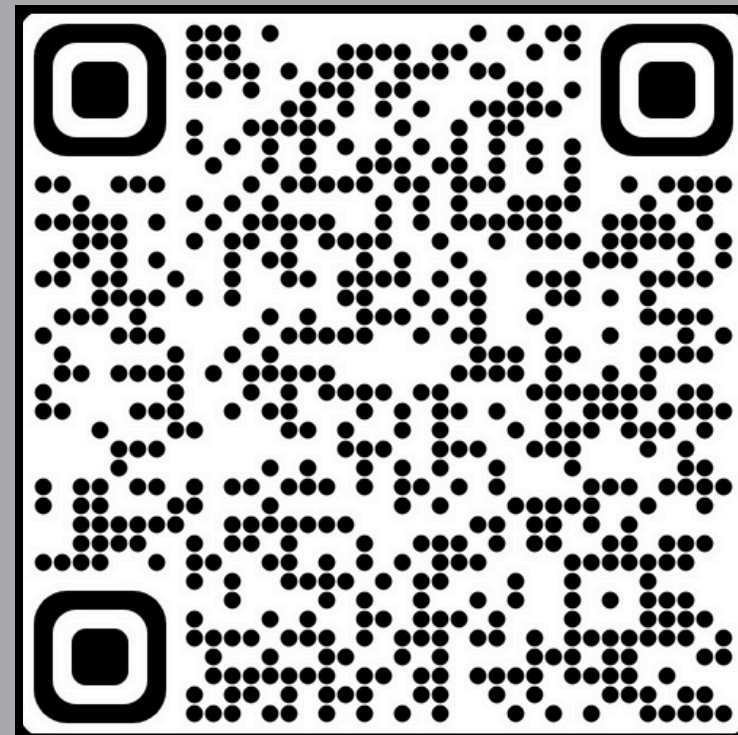
June Open House



FES-UA

**LOOKING FOR ADDITIONAL
OPEN HOUSES FOR FTC/EO
OR PEP? NOT TO WORRY, WE
HAVE THE LINKS HERE FOR
YOU JUST SCAN THE QR
CODE.**

FTC/FES-EO Open House
September 12th, 2024



FES-UA Open House
September 19th, 2024

PEP Open House
August 22nd, 2024





FES-UA

Looking for additional help? Scan the QR code or click the link to access our YouTube channel.



[STEP UP FOR STUDENTS YOUTUBE CHANNEL](#)



HOME VIDEOS SHORTS **PLAYLISTS** COMMUNITY CHANNELS ABOUT

Created playlists Sort by

Playlist Name	Number of Videos	View full playlist
Hope WV Provider	2 videos	View full playlist
Hope WV Parent	1 video	View full playlist
Step Up Schools	4 videos	View full playlist
Step Up Parents	7 videos	View full playlist
Step Up Parent	3 videos	View full playlist



FES-UA

Contact Us

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



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



877-735-7837



FES-UA@SUFS.org



FES-UA

Thank you for attending!

Upcoming webinar: September 19th, 2024

[Registration Link](#)