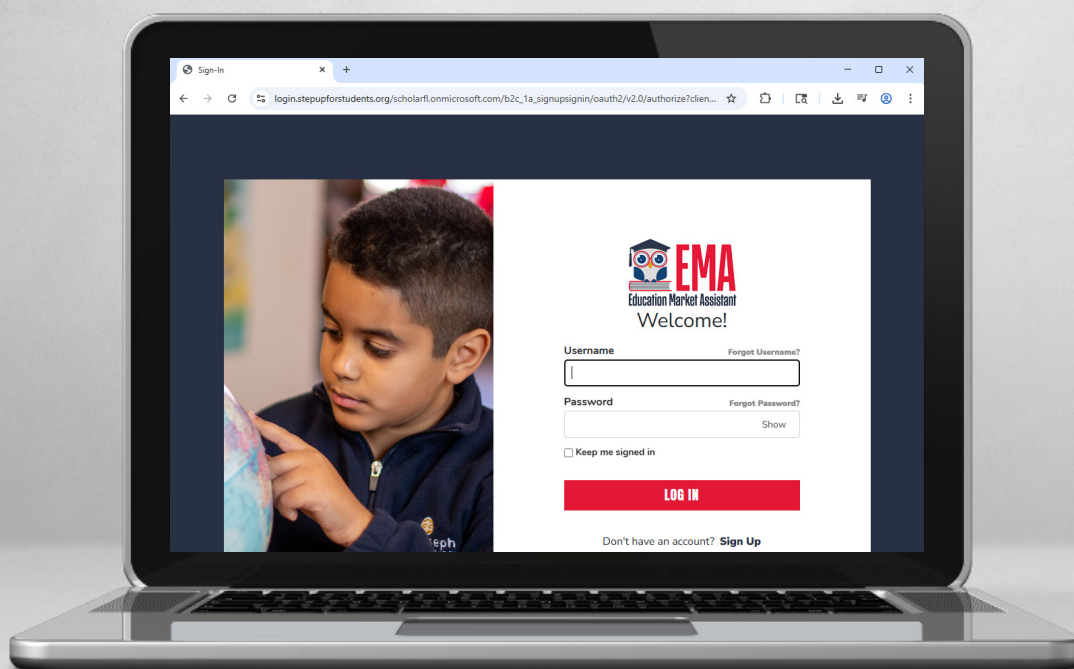


HOW TO APPLY IN EMA:

# PEP AND PRIVATE SCHOOL SCHOLARSHIPS

(NEW AND RENEWAL STUDENTS)

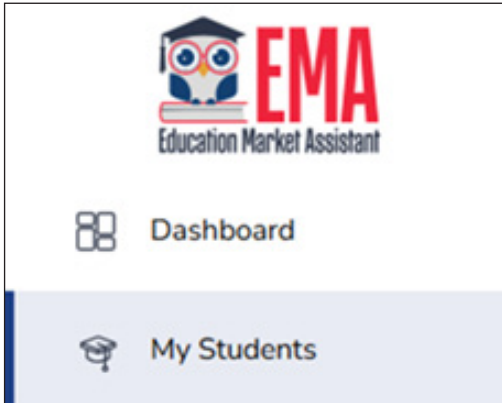


# NEW STUDENT

## Step 1 - Student Selection

**Note:** You must first add a student via your EMA guardian account to be able to apply for a SUFS scholarship.

1. Log into your EMA account. Select **My Students**.



2. For a new student, select **ADD A STUDENT**.



**Note:** For an existing student applying for a new scholarship, go directly to step 2 in the Renewal Student section below.

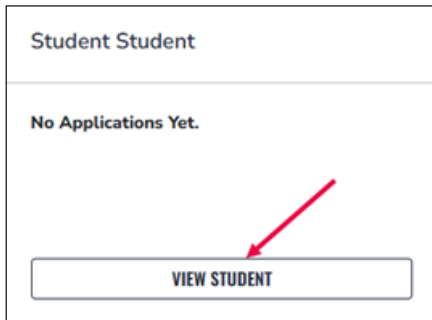
3. The **New Student** screen displays. Complete the **Student Profile** fields in this section.

A screenshot of the 'New Student' form. The form has a title bar with a back arrow and the text 'New Student'. Below the title bar is a section titled 'Student Profile' with a sub-instruction: 'Match your student's name, date of birth, and gender to their birth certificate.' The form contains several input fields and dropdown menus: 'Student's Legal First Name\*', 'Student's Legal Middle Name', 'Student's Legal Last Name\*', 'Student's Suffix' (dropdown), 'Student's Date of Birth\*' (calendar icon), 'Confirm Student's Date of Birth\*' (calendar icon), 'Student's Gender\*' (dropdown), 'Student is My:' (dropdown), 'Student's FLEID Number' (with a help icon and the text 'Optional: Enter if available'), and 'Student's Ethnicity\*' (dropdown). Below these fields is a section for 'Student's Race(s)' with checkboxes for '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 text 'Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools.' At the bottom right of the form are two buttons: 'CANCEL' and 'SAVE'.

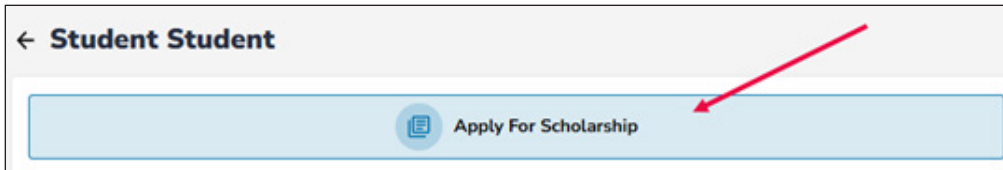
4. When complete, select **SAVE**.



5. Your student will populate in the My Students section. Select **VIEW STUDENT** to continue.



6. Select **Apply for Scholarship**.



7. Now that your New Student has been added to your EMA profile, go down to number 2 in the **Renewal Student's Step 1 — Student Section** directly below to continue their application. (Hint: Look for the Available Scholarships screenshot and the prompt to select **APPLY** to continue!)

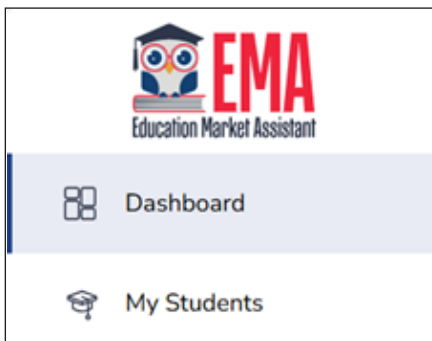


## RENEWAL STUDENT

### Step 1 - Student Selection

**Note: You must first add a student via your EMA guardian account to be able to apply for a SUFS scholarship.**

1. Log into your EMA account. Select **Dashboard**.



2. From your Dashboard's **Available Scholarships** section (you may have to scroll down), select **APPLY** for the FTCPEP, FTC/FES-EO scholarship available for your student.

**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.

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.

**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**

3. You will be prompted to ensure that you have added all students you wish to apply for before proceeding, as well as given notice that you can **ONLY SUBMIT ONE** application per program. Once you have read the Important Notice, select **CONTINUE**.

**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 students have been added to the [My Students](#) section before applying.

**CLOSE** **CONTINUE**

4. The application screen displays.

**2025-2026 FTC/FES-EO and FTCPEP Application**

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

Step Up For Students offers two scholarships that are available to all Florida residents eligible to enroll in a K-12 Florida public school. The Family Empowerment Scholarship for Educational Options (FES-EO) allows awarded students to receive an Educational Savings Account while attending an eligible Florida Private School. The Florida Tax Credit Scholarship (FTC) program provides Education Savings Accounts options for students attending an eligible Florida Private School as well as students who wish to participate in parent-directed learning through the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP).

**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 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.

Are you or anyone in your household an owner, president, officer, or director of an eligible nonprofit Scholarship-Funding Organization OR a person with equivalent decision-making authority over an eligible nonprofit Scholarship-Funding Organization?

☐ Yes ☒ No

**PLEASE NOTE:** By answering "Yes" to this question, you are **REQUIRED** to provide Social Security Numbers for all people on your application.

- Select **Yes** or **No** to the question if you or anyone in your household is an owner, president, officer, or director of an eligible nonprofit Scholarship-Funding Organization OR a person with equivalent decision-making authority over an eligible nonprofit Scholarship-Funding Organization.

5. Scroll down to **Who are you applying for?**

APPLY?	STUDENT NAME	STATUS
<input checked="" type="checkbox"/>	<input type="text"/>	New

- Toggle the **APPLY** button to the right, so that it turns blue.
6. Select **CONTINUE**.
  7. Next, confirm your student(s) for the FES-UA scholarship application by selecting **CONTINUE**.

**The following student(s) will be on your 2025-2026 FTC application:**

- Lucy Ricardo

Please confirm these are all the students you would like to include on this application before continuing. Once you submit the application, you will not be able to add additional students until your application has been processed.

**BACK** **CONTINUE**

## NEW AND RENEWAL STUDENTS

### Step 2 - Student Information

1. The **Student Information** screen displays. Select **>View Details** under your student's name and then review the information supplied for the student you want to apply for.

**Student Information**

IMPORTANT! If you do not provide social security numbers for any

**ADD A STUDENT**

- 1. Lucy Ricardo  
[> View Details](#)

2. Review and complete the fields as necessary:

The screenshot shows the 'ADD A STUDENT' form with the following pre-filled information:

First Name	Middle Name	Last Name	Suffix
Lucy	Enter Middle Name	Ricardo	Select

Date of Birth	Gender	Ethnicity	Race
05/24/2017	Female	Hispanic or Latino	White

Student is My:	Student's SSN/ITIN	Confirm Student's SSN/ITIN
Daughter	000-00-0000	000-00-0000

- These fields are pre-filled:
  - First Name
  - Middle Name
  - Last Name
  - Date of Birth (mm/dd/yyyy)
  - Gender
  - Ethnicity
  - Race
  - Student is My\* (use drop-down menu)
- Complete these fields:
  - Student's SSN/ITIN\*
  - Confirm Student's SSN/ITIN\*

3. Enrolled School Information. (School Year is pre-filled.)

- Type of School\* (use drop-down menu)
- County\* (use drop-down menu)
- School Name\* (if applicable)

The screenshot shows the 'Enrolled School Information' form with the following pre-filled information:

School Year	Type of School *	County*	School Name*
2024-2025	Florida Public	Alachua	Coast School

4. Expected School Information. (School Year is pre-filled.)

- Type of School\* (use drop-down menu)
  - When applying for FTCPEP, select **Florida Home School** from the menu.

The screenshot shows the 'Type of School' dropdown menu with the following options:

- Select...
- Select...
- Florida Home School
- Florida Private

- If you select **Florida Home School**, you must answer **Yes** or **No** whether you intend to use the PEP Scholarship.

The screenshot shows the question: 'Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?' with radio buttons for 'Yes' and 'No'.

- If you select **No**, you will be reminded that choosing Florida Home School indicates you must change your Expected School Type or confirm that you intend to use PEP.

**Please NOTE:** you have selected FTCPEP as your Expected School Type and Indicated "No" to applying for an FTCPEP Scholarship. The FTCPEP scholarship program is for children who will be participating in parent-directed education only. Please edit your Expected School Type OR your confirmation of FTCPEP application to Proceed.

- To select **Yes**, select **Florida Home School** from the drop-down menu for **Type of School**.



- Grade Level\* (use drop-down menu)

Expected School Information		
School Year 2025-2026	Type of School * Undecided	Grade Level * 01

- Select **Yes** or **No** if there is a sibling participating in the FES-UA program who resides in the same household. If **Yes**, you can provide the **FES-UA ID** (it is not required).

Does the student you are applying for have a sibling participating in the FES-UA (formerly Gardiner) who resides in the same household? If YES, please provide the FES-UA ID. *	
<input type="radio"/> Yes <input type="radio"/> No	FES-UA ID

- Do any of these apply to your student?

Do any of these apply to your student?
This helps ensure your student gets all eligible benefits. Some options need documentation.
<input type="checkbox"/> Dependent of an active duty member of the U.S. Armed Forces <a href="#">(See More)</a>
<input type="checkbox"/> Dependent of a law enforcement officer <a href="#">(See More)</a>
<input type="checkbox"/> Adopted
<input type="checkbox"/> In foster care within the last two (calendar) years
<input type="checkbox"/> In out-of-home care within the last two (calendar) years
<input type="checkbox"/> Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools <a href="#">(See More)</a>

- Dependent of an active duty member of the U.S. Armed Forces  
Member of the United States Armed Forces" means an Active Duty member of the Army, Navy, Air Force, Coast Guard, Marine Corps, or Space Force, including an Active Reservist, Active National Guard. Active-duty members of the United States Armed Forces who have Permanent Change of Station (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), must upload a Leave and Earnings Statement, IRS Domicile 2058, or DFAS Form 702 below.
- Dependent of a law enforcement officer  
"Law enforcement officer" means any person who is elected, appointed, or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. This definition includes all certified supervisory and command personnel whose duties include, in whole or in part, the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or auxiliary law enforcement officers but does not include support personnel employed by the employing agency (See Florida statute §943.10(1).
- Adopted
- In foster care in the last two (calendar) years
- In out-of-home care within the last two (calendar) years
- Has a Hope Scholarship Notification Form resulting from a bullying incident in public school, including charter schools  
If your child has experienced bullying or harassment at their public school (or charter school), the Hope Scholarship Notification Form allows them to bypass the standard scholarship application deadline. Learn more about the [Hope Scholarship](#). You can update this selection from [your student's profile](#). Use the "SAVE AS DRAFT" button to save your progress first.

- To complete the student(s) information section, select **CONTINUE** (If not complete, select **SAVE AS DRAFT**).

SAVE AS DRAFT	CONTINUE
---------------	----------

# NEW AND RENEWAL STUDENTS

## Step 3 - Guardian Information

1. Select **>View Details** under **Primary Guardian\*** to review the details submitted for the Primary Guardian in the **Guardian Information** tab.

Guardian Information  
Income information and proof of residency is required for all household members over the age of 18.

Would you like to opt out of providing income documentation? If you select yes, then you will be considered above the 400% [Florida Poverty Guideline](#) and will be marked the lowest priority for processing.

☐ Yes ☐ No

Primary Guardian\*  
[> View Details](#)

INDIVIDUAL INCOME | \$0.00

**Note:** Select **Yes** or **No** to the opt out option for providing income documentation.

2. Review the prefilled fields (grayed out) and enter your **Social Security** number, then confirm it. (It is not required that you provide a Social Security number.)

Primary Guardian\*  
[> Hide Details](#)

INDIVIDUAL INCOME | \$0.00

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
Miss	Enter Middle Name	Rachel	
Marital Status*	Primary Language*	Email - Primary*	Email - Secondary
Single. I have never been married.	English	nlput316@sufs.org	Enter Secondary Email
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
(800) 654-7800	Mobile	(000) 000-0000	
SSN/ITIN	Confirm SSN/ITIN		
***-**-XXXX	***-**-XXXX		

3. Review the prefilled (grayed out) **Physical Address** fields.

Physical Address

Street Address*	Address Line 2:		
	Suite/Apartment (Optional)		
City*	County*	State*	Zip Code*
LAKELAND	POLK	FL	33810-8116

4. Choose which **Proof of Residency (POR)** documentation you want to submit, from either Column A or Column B. POR can be established with one document from Column A or two different documents from Column B (see below). Step Up For Students requires detailed POR 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.

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

**Important!** 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 <u>ONE</u> DOCUMENT)	COLUMN B (UPLOAD <u>TWO DIFFERENT</u> DOCUMENTS FROM THE <u>SAME</u> PARENT/GUARDIAN).
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 B/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*

\* means a secondary document is necessary.

**Please note:** Both documents from Column B must be from the same guardian. Proof of Residency can be provided by either the primary guardian or the second parent/guardian. Any secondary guardian who provides Proof of Residency documents should be a parent/guardian who lives in the household, is a resident of Florida, and exercises supervisory authority over the student.

5. Once you select the type of document(s) you are submitting, submit it with the **UPLOAD** tool:

**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

UPLOAD

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

- Use the drop-down to select document type.
- Select **UPLOAD**.

**Note:** Documents must not be more than two months old and must include full name and current physical address

6. Employment Income (only visible/populates if you opted in by selecting Yes to providing income documentation):

- Use the Employment Information\* drop-down menu.

Employment Income

Employment Information \*

Select...

Homemaker

Employed

Unemployed

Disabled

Student

[+ Add Additional Income Source](#)

- Select + Add Additional Income Source to add another income.

7. Additional Information

- Select **Yes** or **No** whether a household member receives Food Stamps, TANF, or FDPIR\*.

8. When completed, select **CONTINUE** (If not completed, select **SAVE AS DRAFT**).

SAVE AS DRAFT

CONTINUE

# NEW AND RENEWAL STUDENTS

## Step 4 - Household Members

1. The **Household Members** screen displays. Confirm that you have read the guidelines for what a household member is by checking the box.

**2025-2026 FTC/FES-EO and FTCPEP Application**  
Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.

A household member is any **non-scholarship person** residing at the same address.

If the household member is under the age of 18, they must be your dependent to be included on the application.

☒ By checking this box, I am confirming that I have read and understand the definition of a household member.

**ADD MEMBER**

2. Select **ADD MEMBER** to add any additional household members to your application, then Select **>View Details** to begin adding their information.

First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN/ITIN	Confirm SSN/ITIN	Date of Birth *	Relationship to You *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Complete the fields:
  - First Name\*
  - Last Name\*
  - SSN/ITIN
  - Confirm SSN/ITIN
  - Date of Birth\*
  - Relationship to You\* (use drop-down menu)

\*means required

3. After adding any additional household members, or if you do not have any members to add, select **CONTINUE** (If not complete, select **SAVE AS DRAFT**).

**SAVE AS DRAFT**

**CONTINUE**

# NEW AND RENEWAL STUDENTS

## Step 5 - Application Summary

1. Verify that no information is missing from the guardian, spouse, or student information in the **Application Summary**.

2025-2026 FTC/FES-EO and FTCPEP Application

Application Summary

Please verify you have no required information missing and can continue with the application process by clicking submit.

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	BULLYING INCIDENT	AGE (AS OF SEP 1)	GRADE
1. Lucy Ricardo	No	No	No	No	No	8	02

HOUSEHOLD MEMBERS	TYPE	AGE	INCOME
1. Miss Rachel	Primary Guardian		N/A
			TOTAL HOUSEHOLD INCOME
			N/A

2. Check the boxes for the **Parent/Guardian Terms & Conditions**.

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 participation. I understand that I must notify Step Up For Students if either myself or my student move out of the State of Florida w

☒

The information I am providing in the course of the scholarship application and management process is true and accurate. I understand that false, misleading, or incomplete information may result in the denial of the scholarship application or revocation of a scholarship aw

☒

I understand additional information and/or documentation related to my application may be requested at any time post-award for a 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 Par Conditions, and the Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the parent/guard that I am bound by the terms of these materials.

3. Read the Sworn **Compliance Statement** (SCS).
4. Check the box to acknowledge having read the SCS and sign in the signature space, then select **KEEP**.

☒ I have read and agree to the compliance statement

Please Sign Here

Signature Of \*



KEEP

CLEAR

5. Next, select **SUBMIT**. (If your application is not complete to your satisfaction, select **SAVE AS DRAFT**.)

SAVE AS DRAFT

CONTINUE

6. Congratulations! You have submitted your application.
7. To verify your application submission, go to the **My Recent Applications** panel of your Dashboard and select the **SUBMITTED** drop-down arrow.



8. The **Application Details** screen displays to show you the Application ID, Application Type, and Status for your application.

