Step Up
for students

I’m unique. So is my education.

A few tips before your get started on your new FES-EO/FTC application . . .

- Click here to review the required application documents.
- The EMA system allows for families to apply for multiple scholarships (FES UA & FES-EO/FTC) for each student.
- Each time you log onto the EMA platform, you will need to complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.
- If you would like to apply as a Personalized Education Program (PEP) student, please apply first as a private school student (FTC/FES-EO). Once awarded, you will receive further information to request a scholarship category change to PEP.
- It can take 3 – 6 weeks for applications to be processed. You will receive updates via email when your application review is complete.

Additional information:

Schools do not need a copy of a student's award letter to complete their enrollment! All you need is the student's "Award ID" to enroll them through EMA.

To view student scholarship status …

1. Click on the "My Students" tab within their EMA account
2. Click on their student's name
3. Visit the "Scholarship Status" section

Tip: Families may take a screenshot of their student's "Award ID" number and award status. To print the screen on a desktop or laptop computer, they may use "Ctrl + P" (for Windows) or "Command + P (for Apple).

Important: *Please note that the scholarship amount currently listed is incorrect as award amounts will be updated over the summer.*

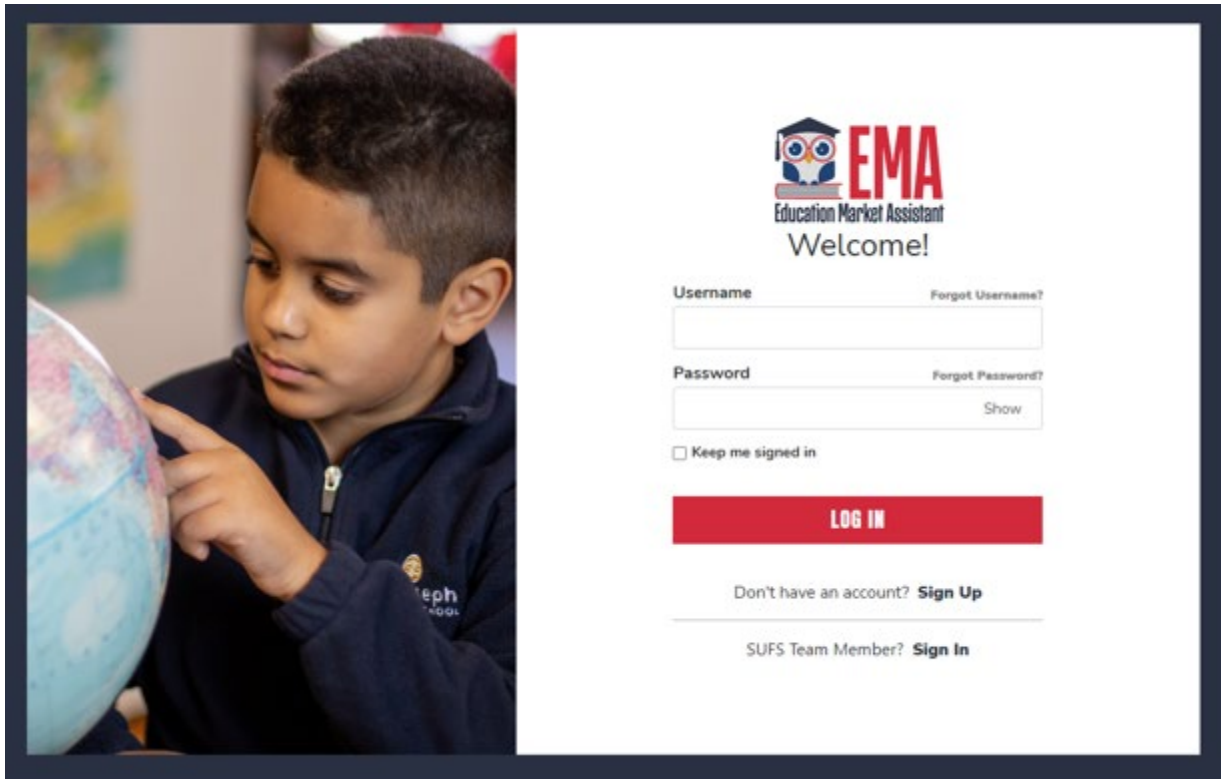
Agenda

1 Creating an account

2 Applying for the scholarship

New Family

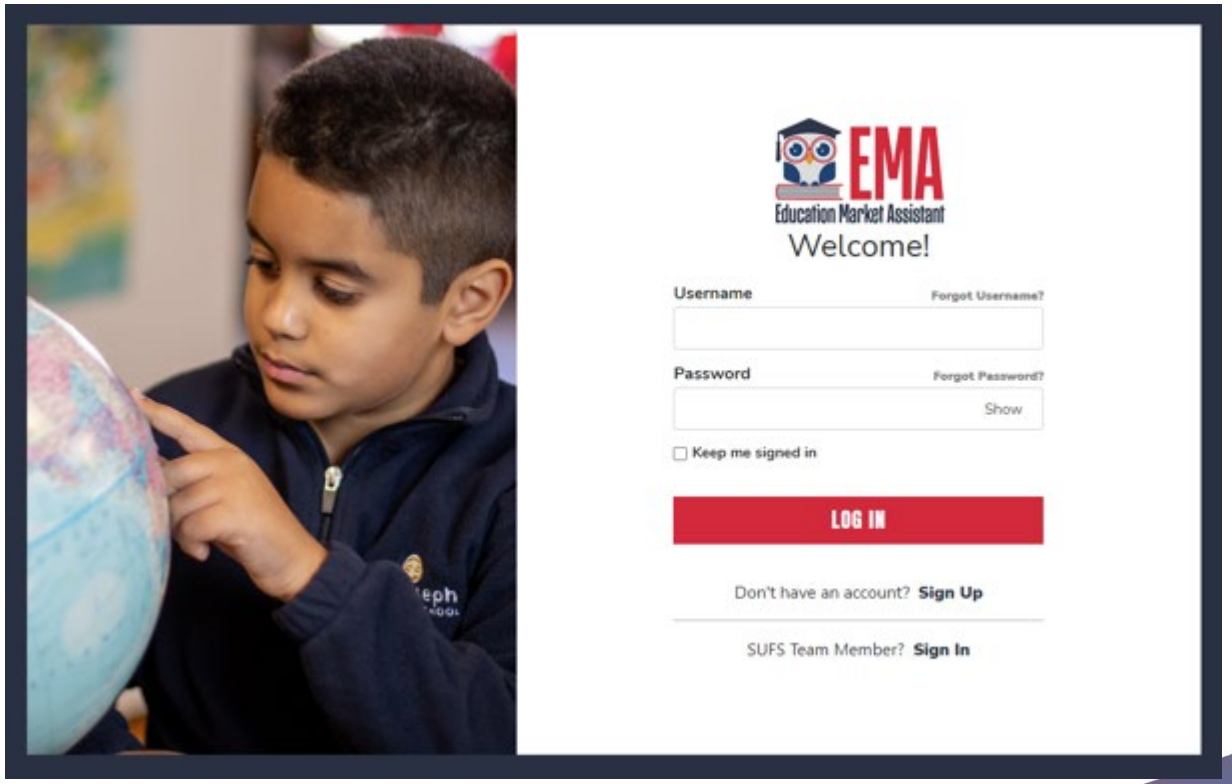
Completing an FTC/FES-EO Application for New Students

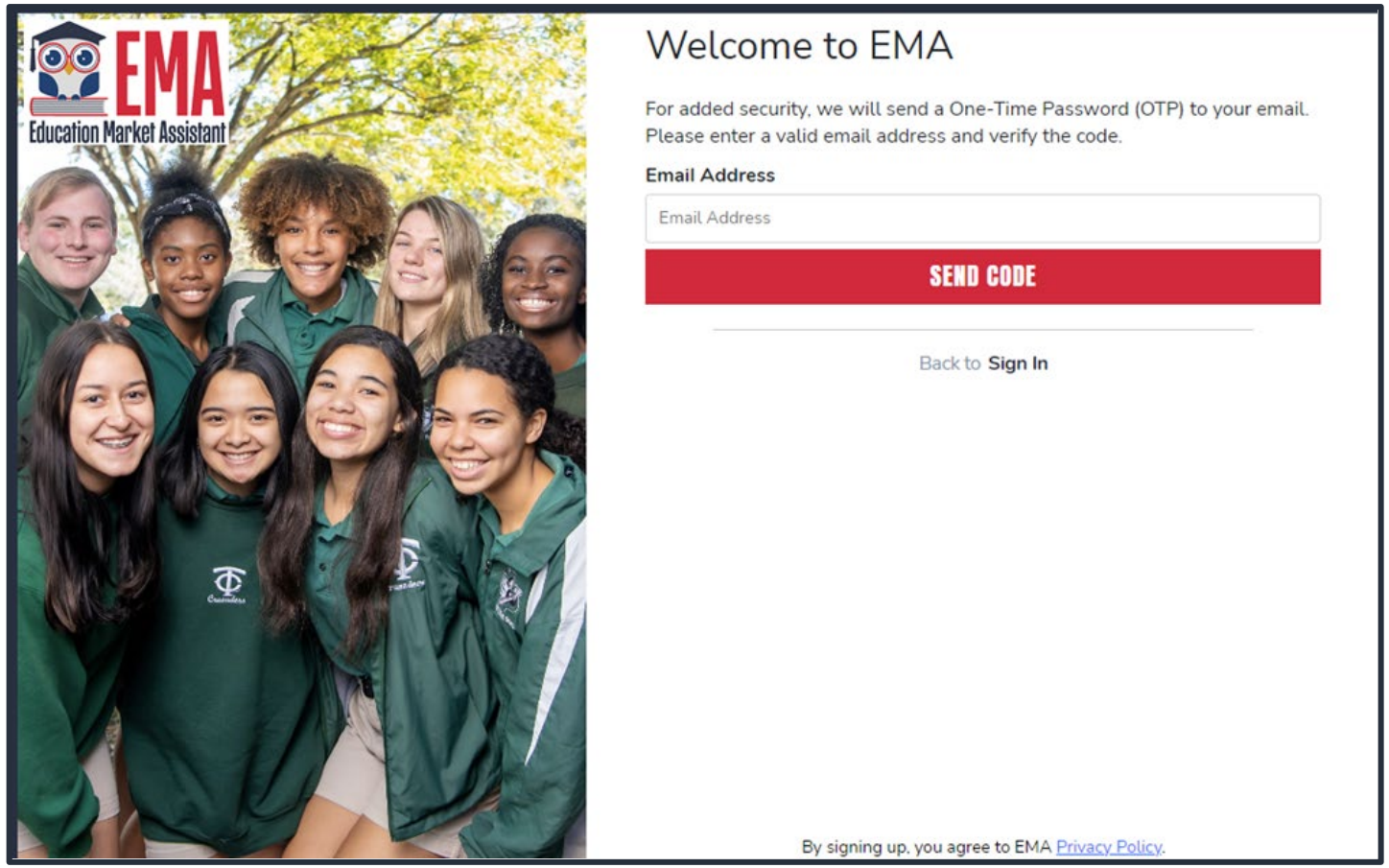


Please go to stepupforstudents.org to apply for the Florida Tax Credit (FTC) scholarship or Florida Empowerment Scholarship for Educational Options (FES-EO).

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

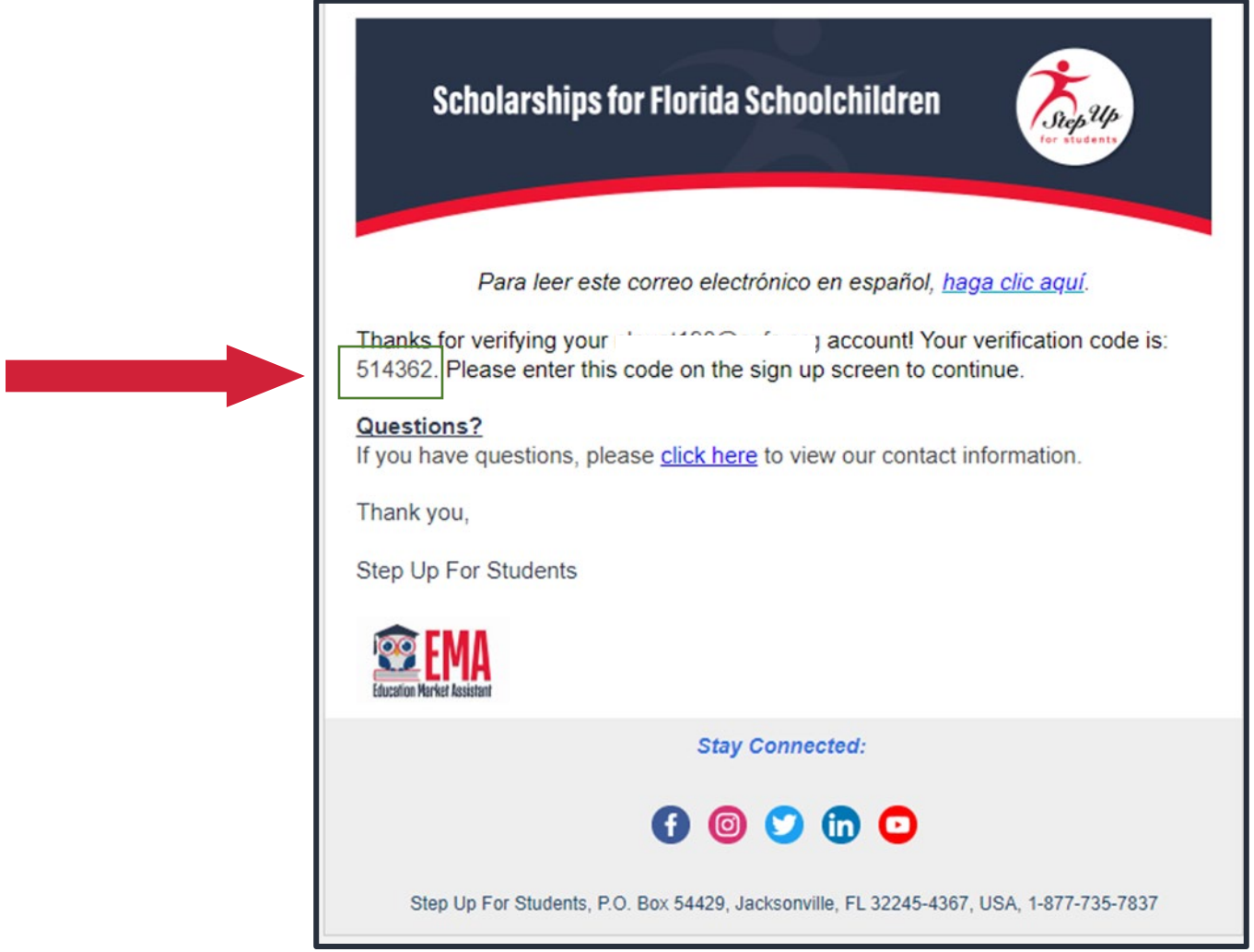
If you do not have an EMA account, please click “Sign Up.”



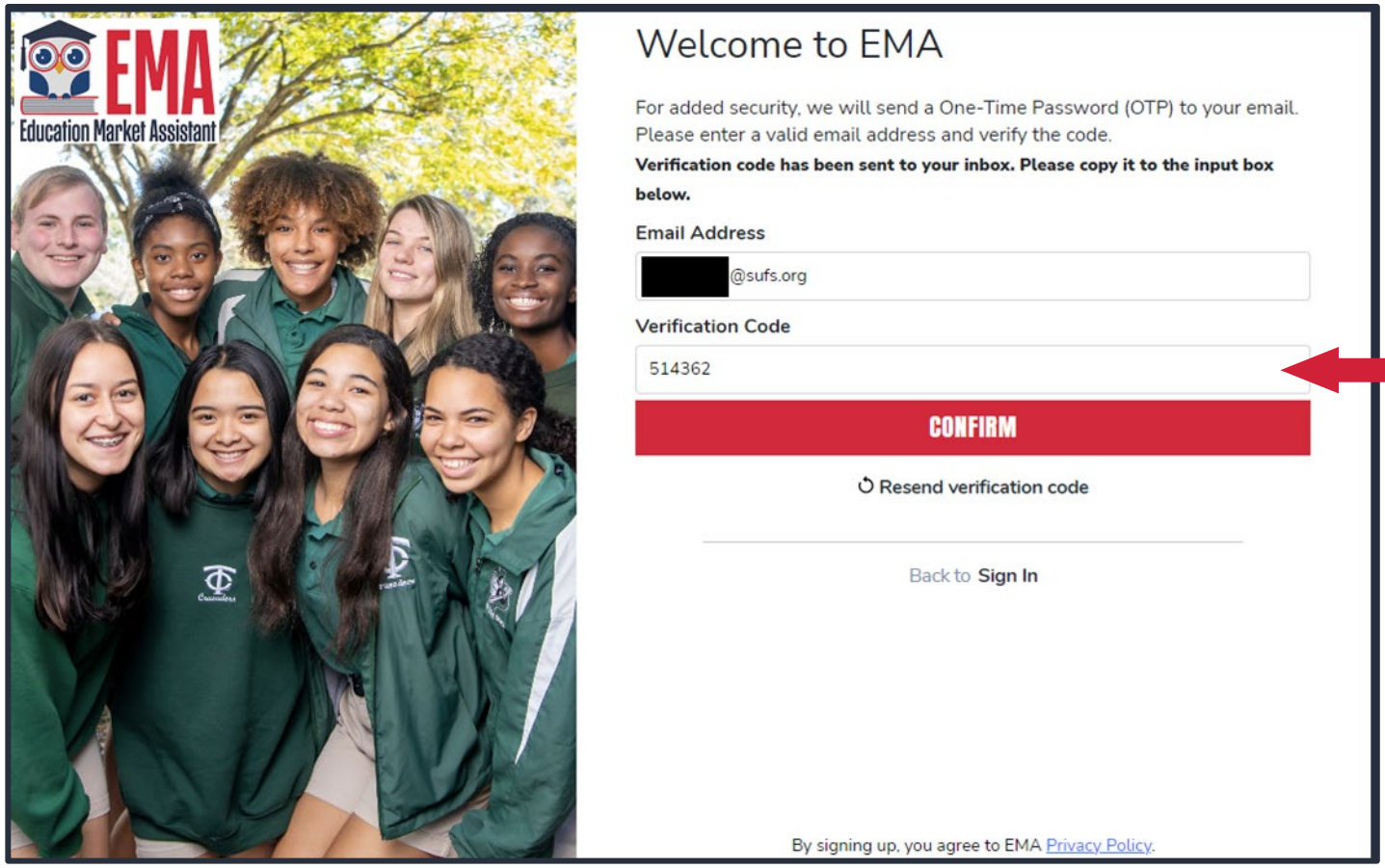


New Users

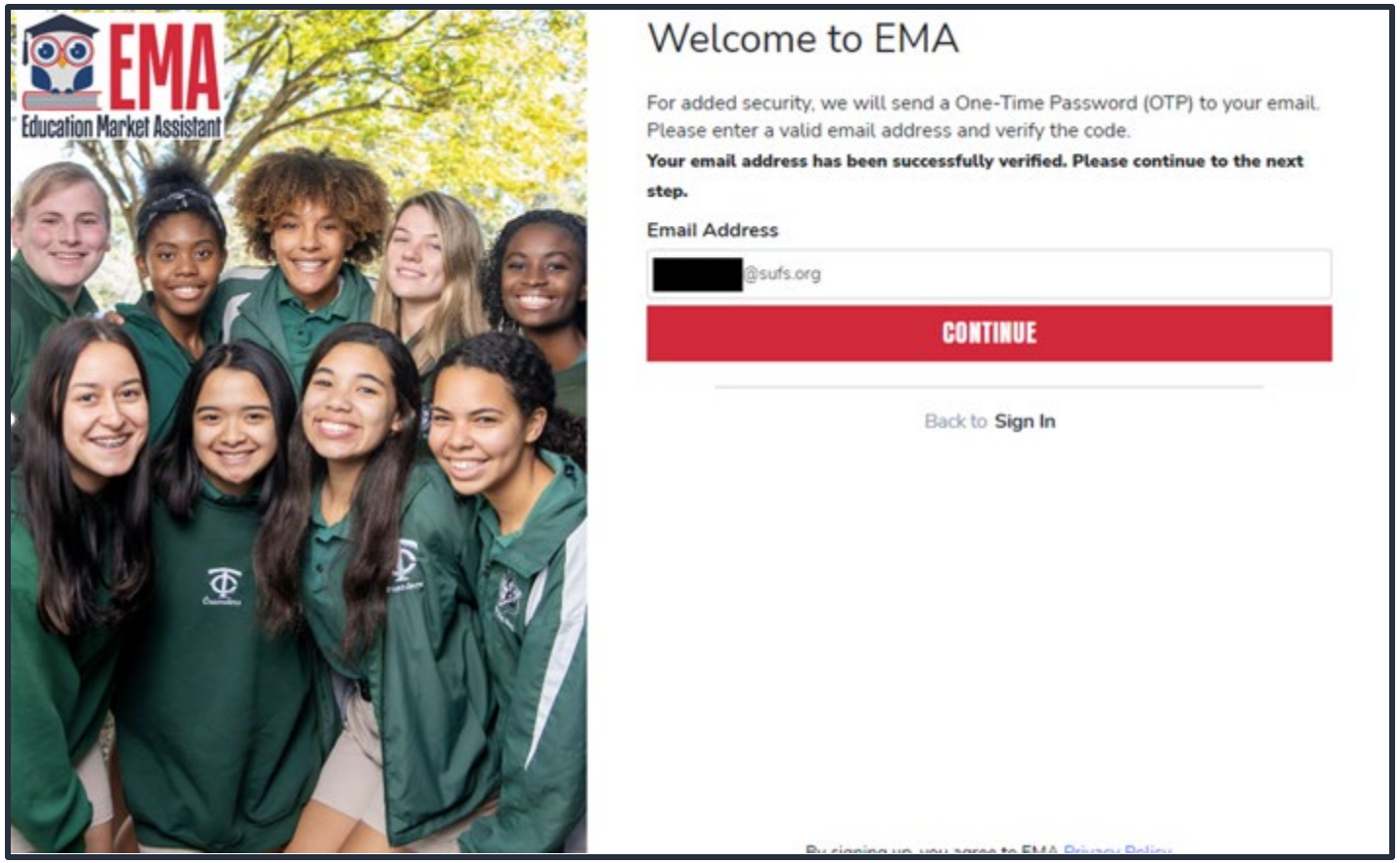
Please enter your email address and click “Send Code.”



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

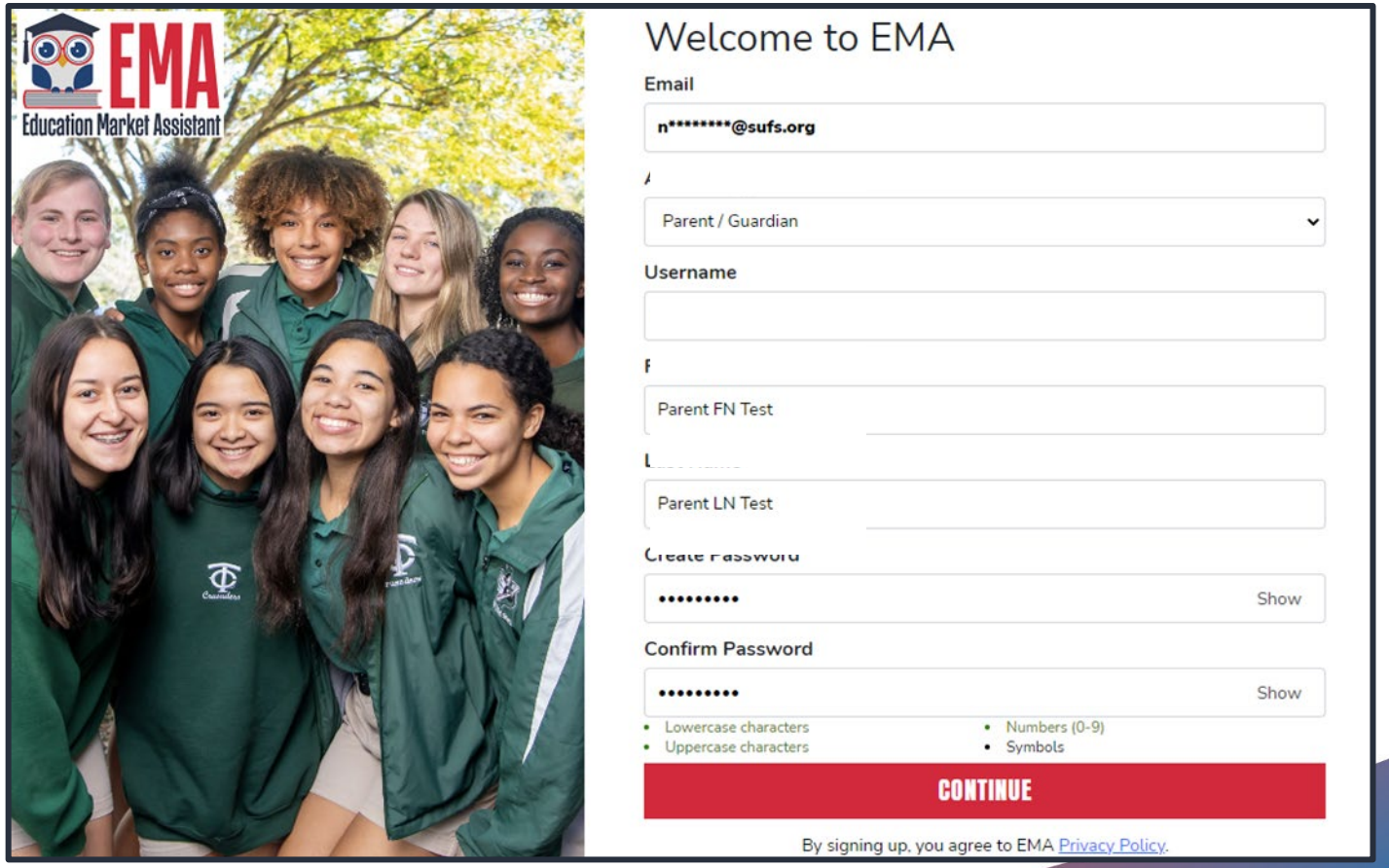


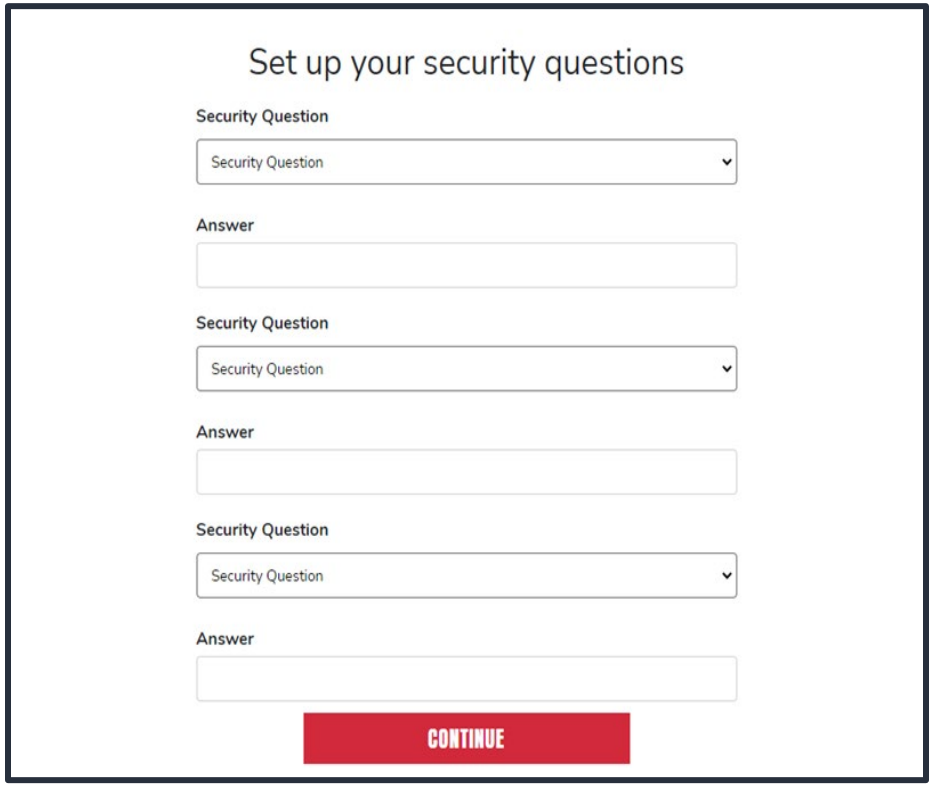
Please enter the code received via email in the verification code box and then click “confirm.”



Click “CONTINUE”

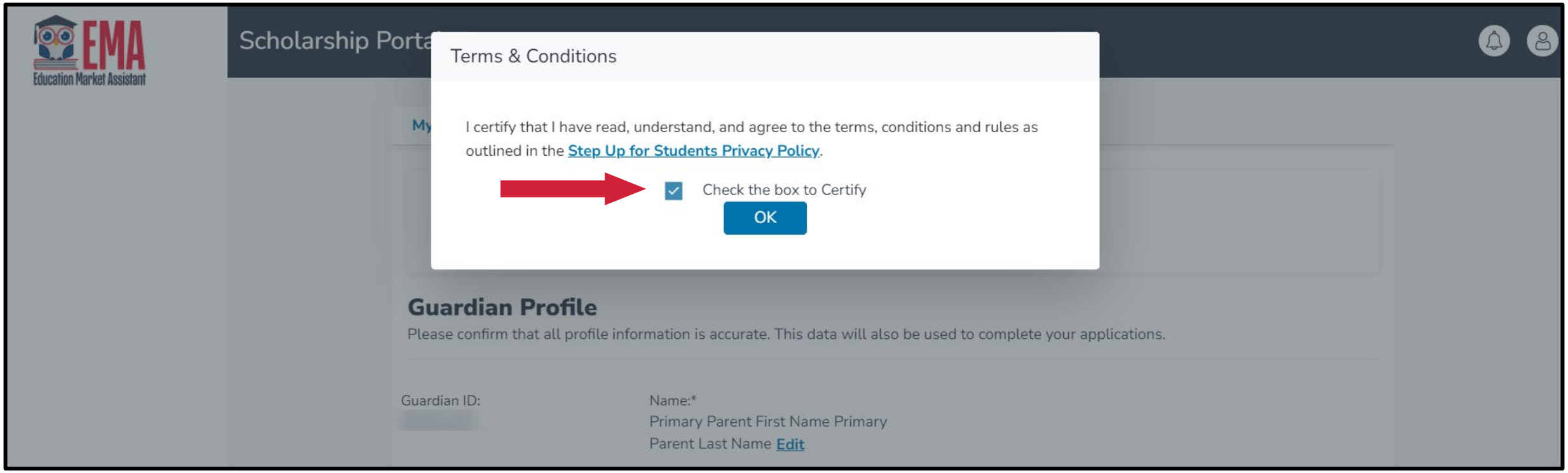
- Please fill out all open boxes.
- Account type is Parent/Guardian.
- Username: This will be the username you use to log in. However, we prefer you use your email address.
- First name and last name is your name, the parents/guardian's name.
- Password: This, along with username, will be how you access the system.





Please select 3 security questions and corresponding answers. The answer to the security questions will be used to verify your identity when you contact Step Up for Students.

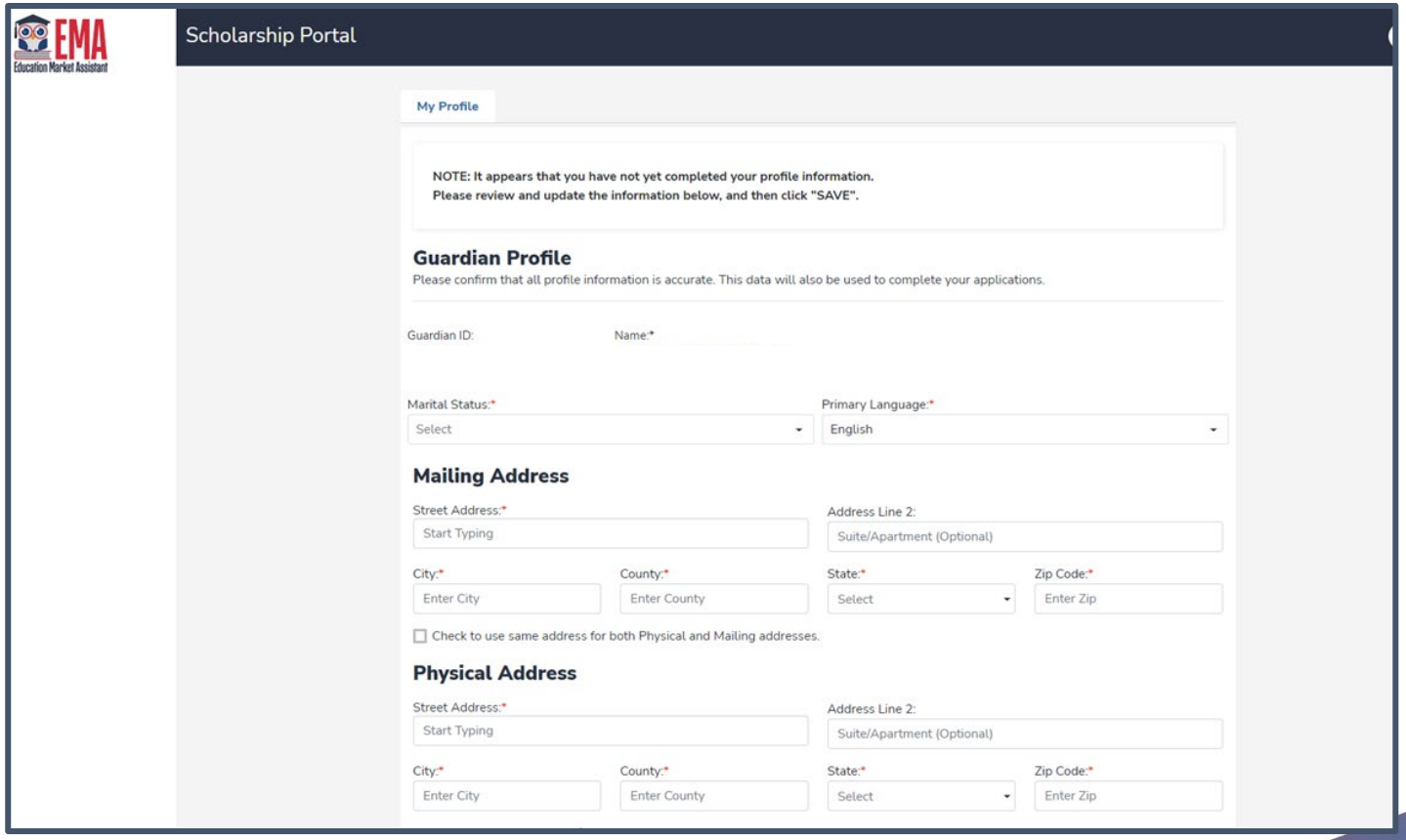
Tip: Write these down in a safe place.

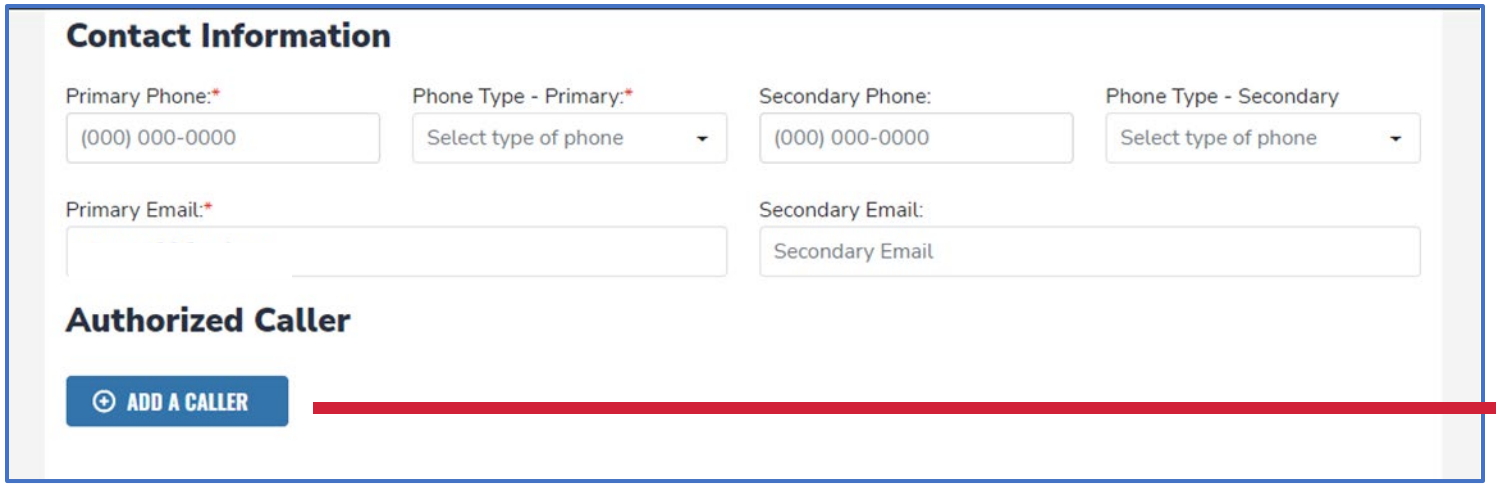


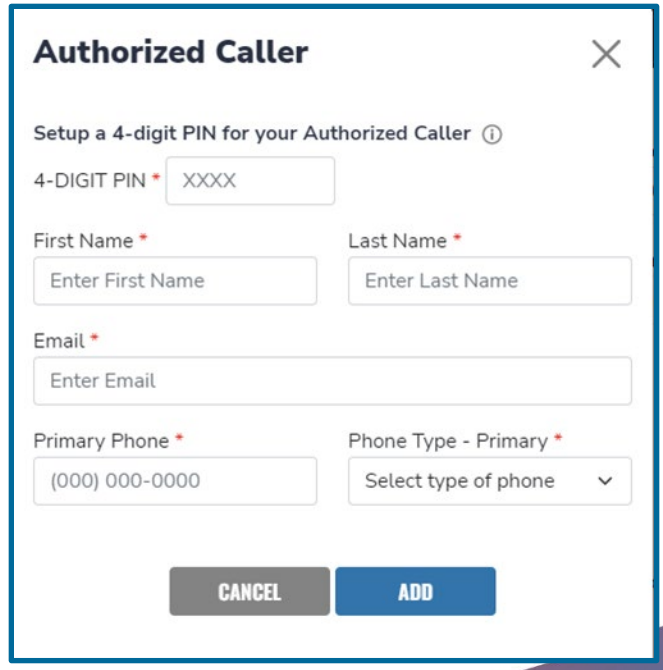
Please click on the link for terms, conditions, and rules. Once you have read and agreed to the terms and conditions, select the check box to certify and click “OK”.

The next step is to complete your guardian profile. This is a one-time step. This is where you will come if information like your address needs to be updated. If you want to change the Primary language, please choose a primary language, such as Spanish, from the drop-down menu.

Please note, you must click on Save for the information to display the language you selected.

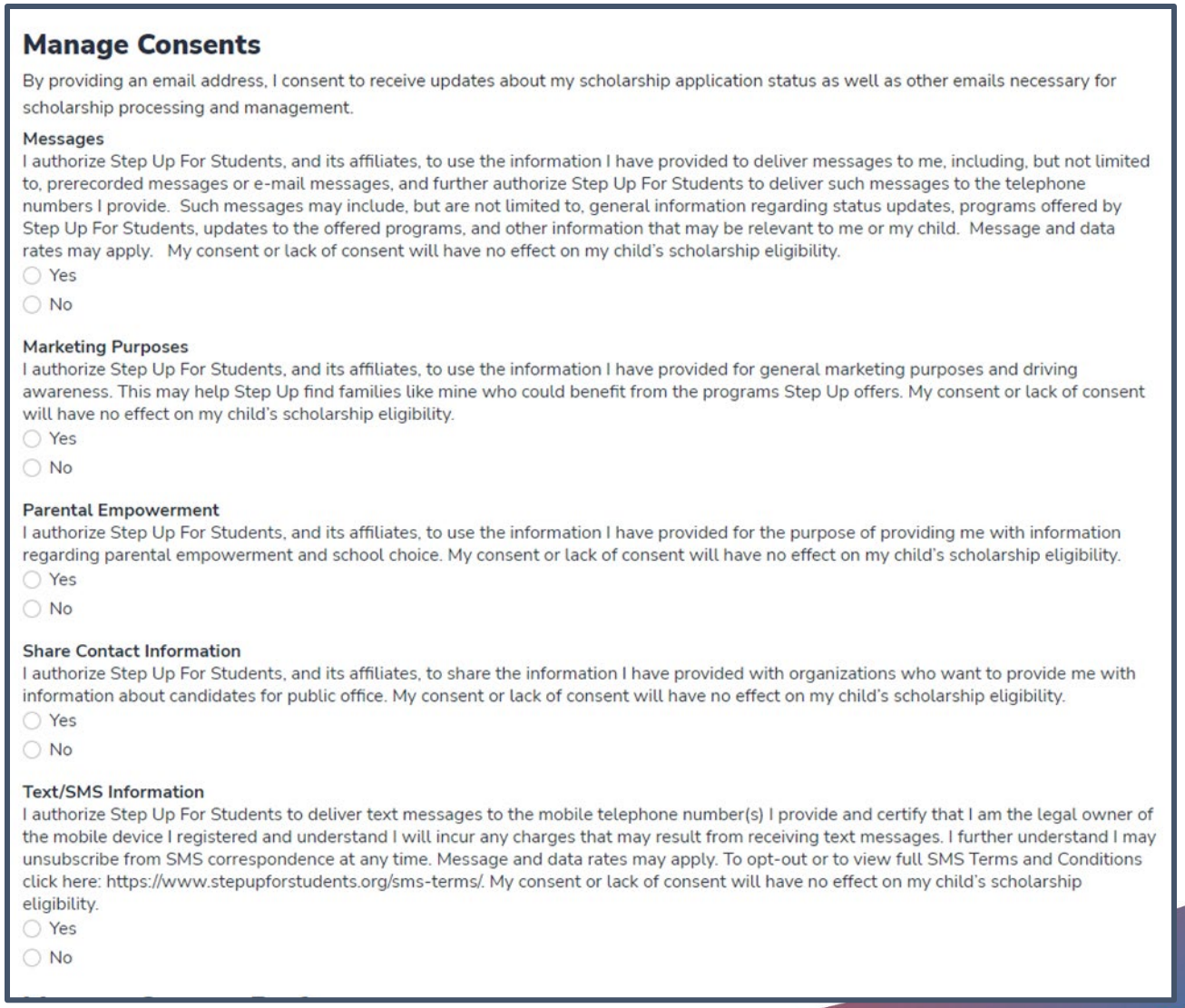






- Enter in your contact information.
- If you would like to allow anyone other than yourself to call on behalf of you, please select “add a caller” to add an authorized caller.
- For the authorized caller set up a 4-digit pin, and make sure your authorized caller knows the pin.
- All fields are mandatory.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

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

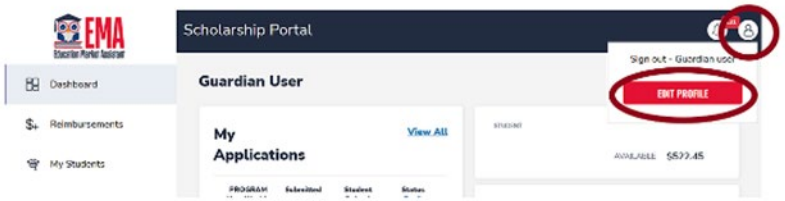
This section allows you to increase how we communicate to you by adding your contact preferences. For example, if you want us to text you, then please select the box next to “TEXT." Once completed click “SAVE."

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.



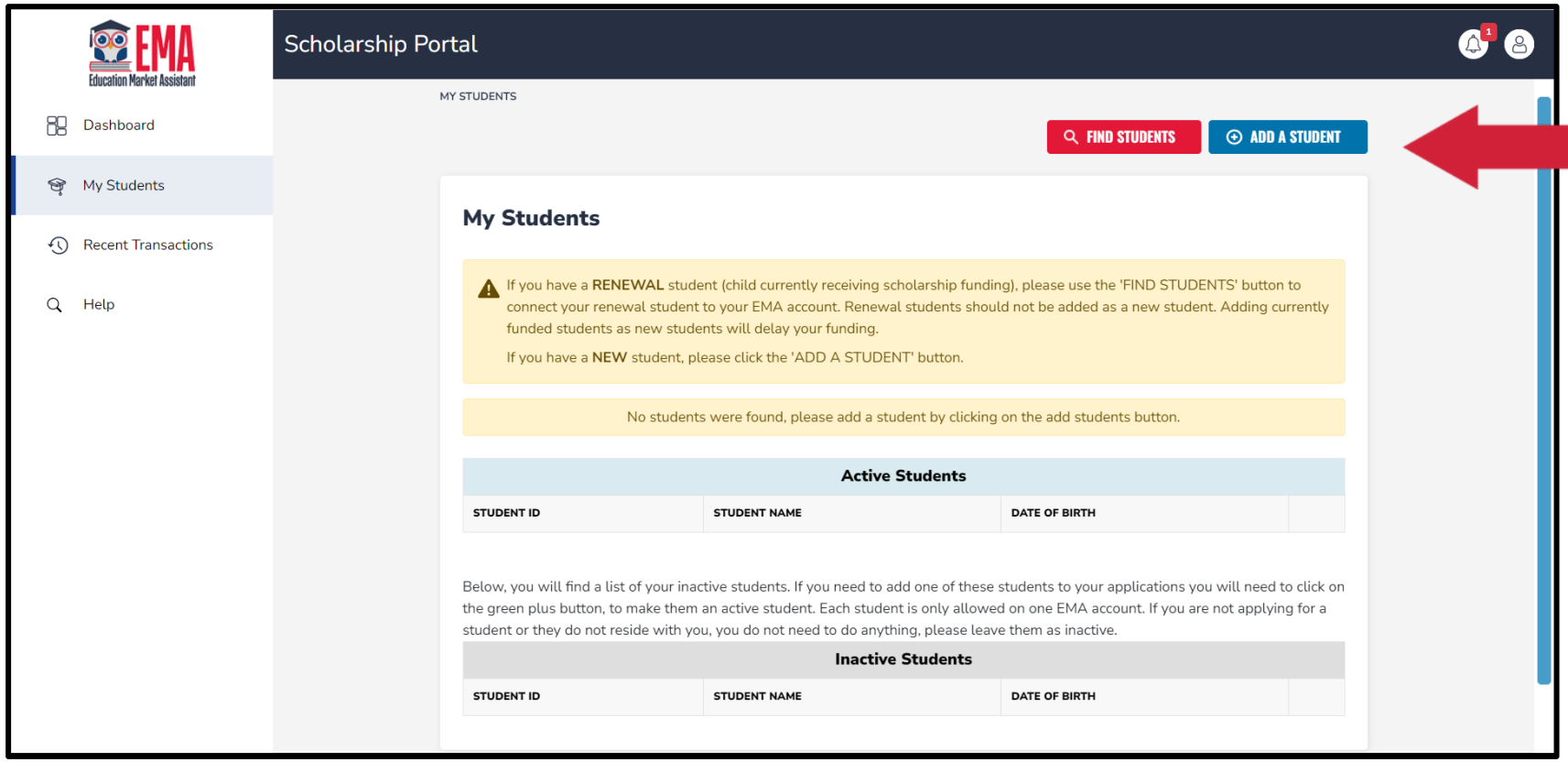
Questions?
If you have questions, please click here to view our contact information.

Thank you,

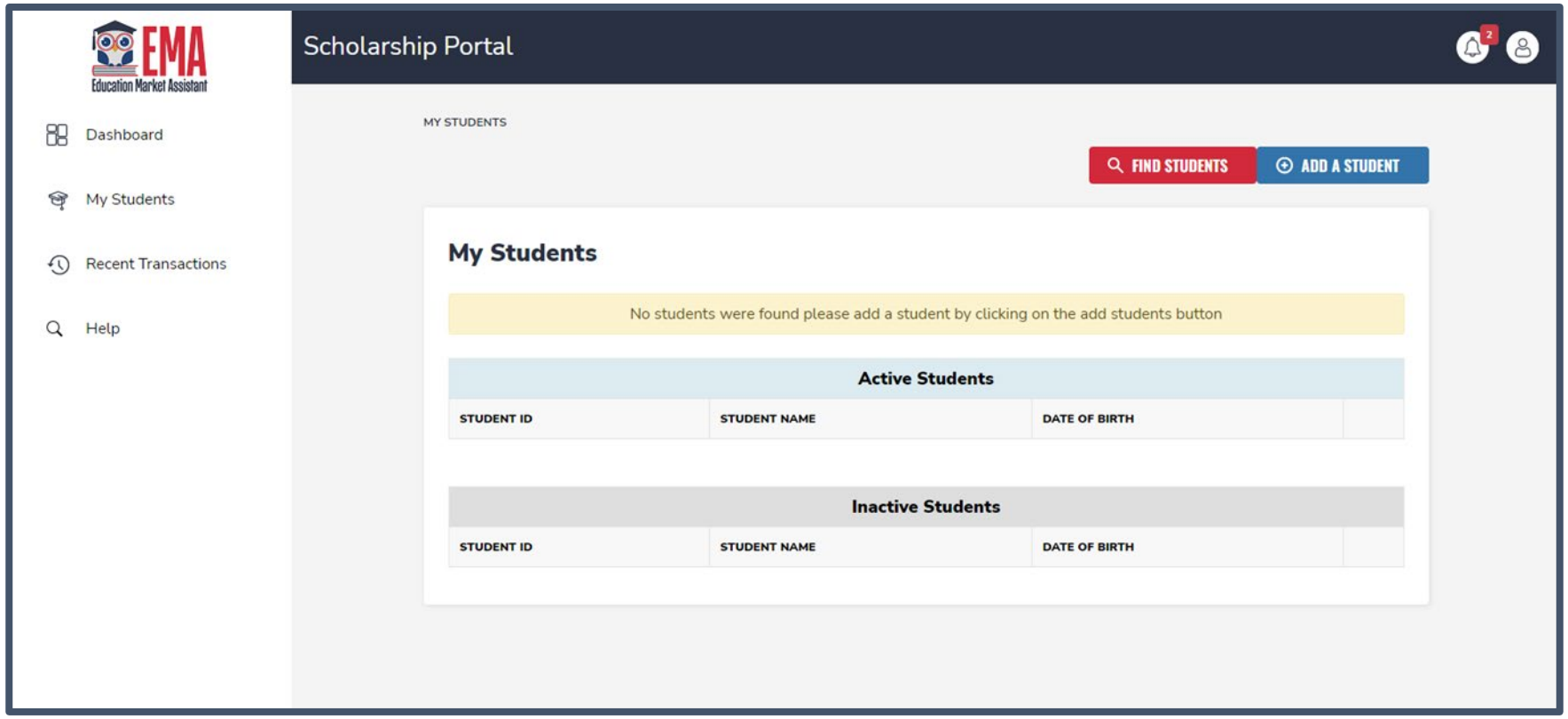
Step Up For Students

EMA
Education Market Assistant

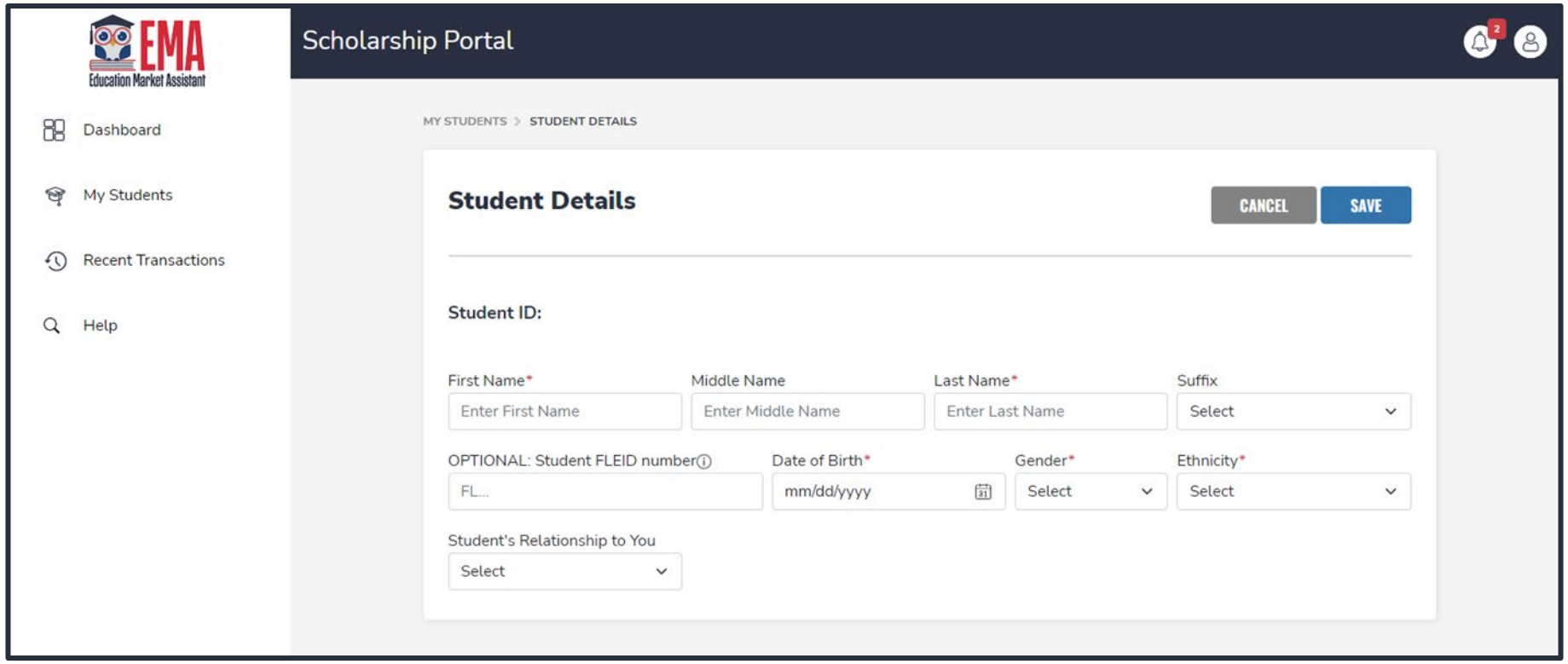
You will receive this email every time an update is made on your profile.



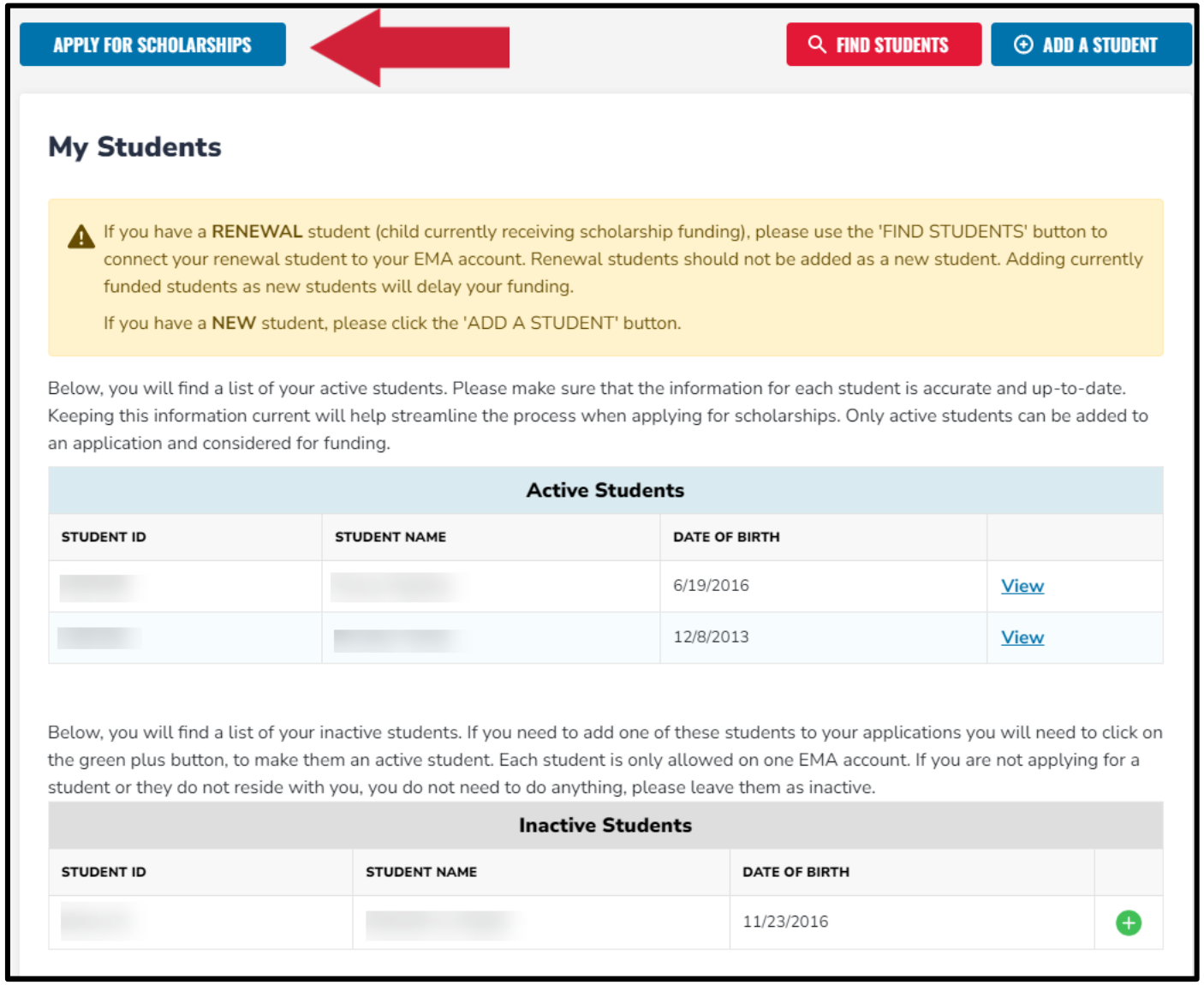
Once you click “SAVE," you will be automatically taken to your “My Students” Section, here you can find your renewal students and add new students if applicable.



Click the blue “Add a Student” box in the top right corner.

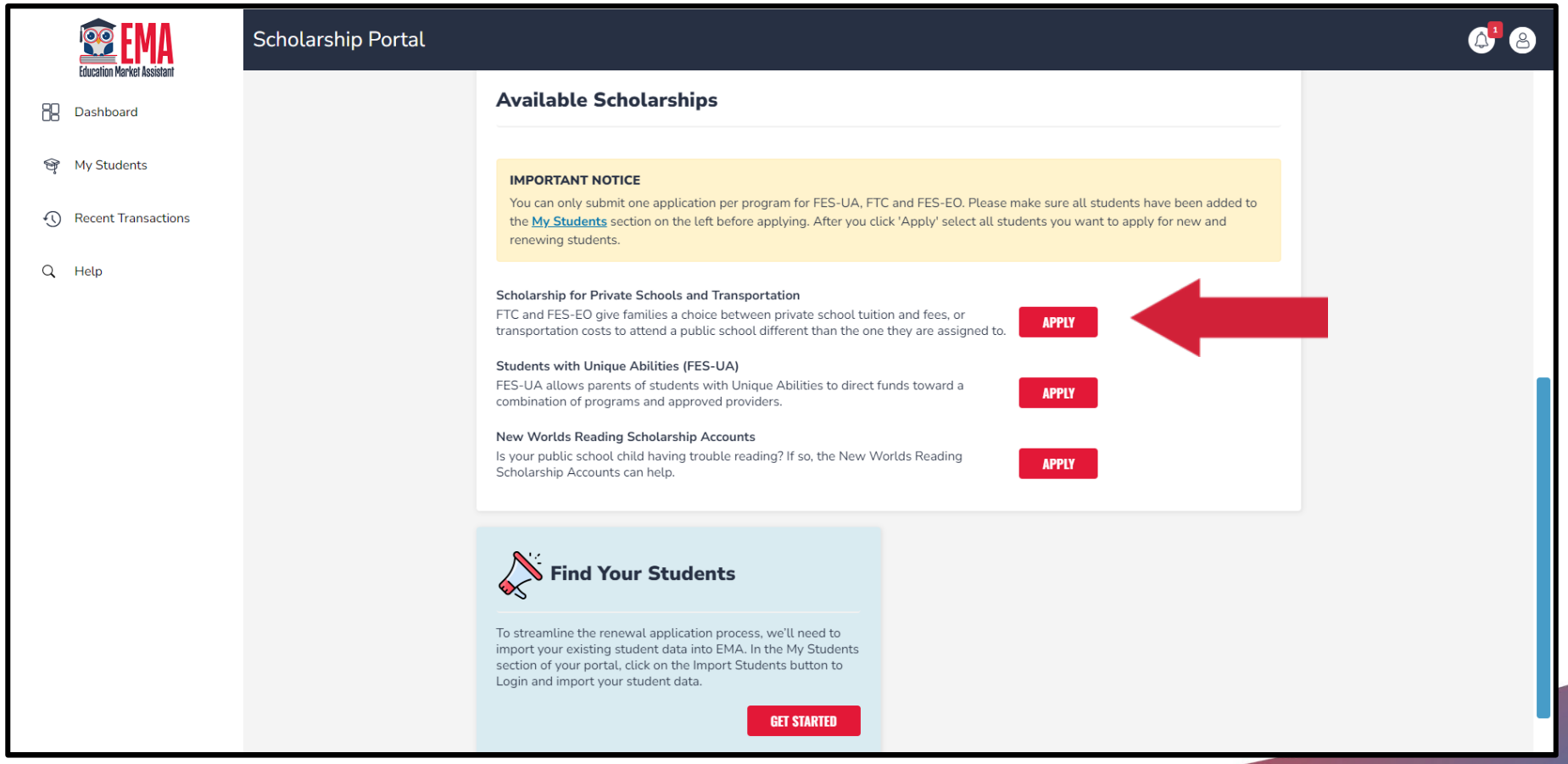


Please fill out all the boxes and verify for accuracy.
Once you are done, click “Save.”



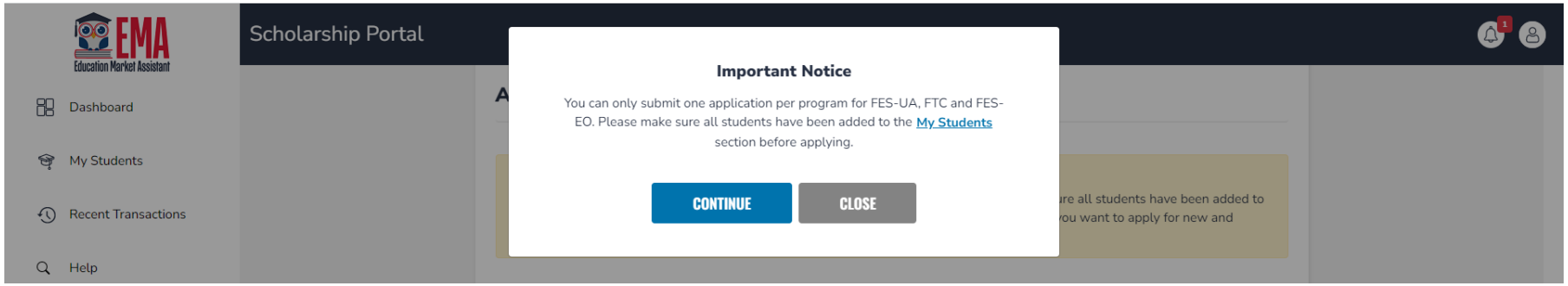
Once you add all your students both Renewal and New, you can click on “Apply for scholarships” to start the application process.

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

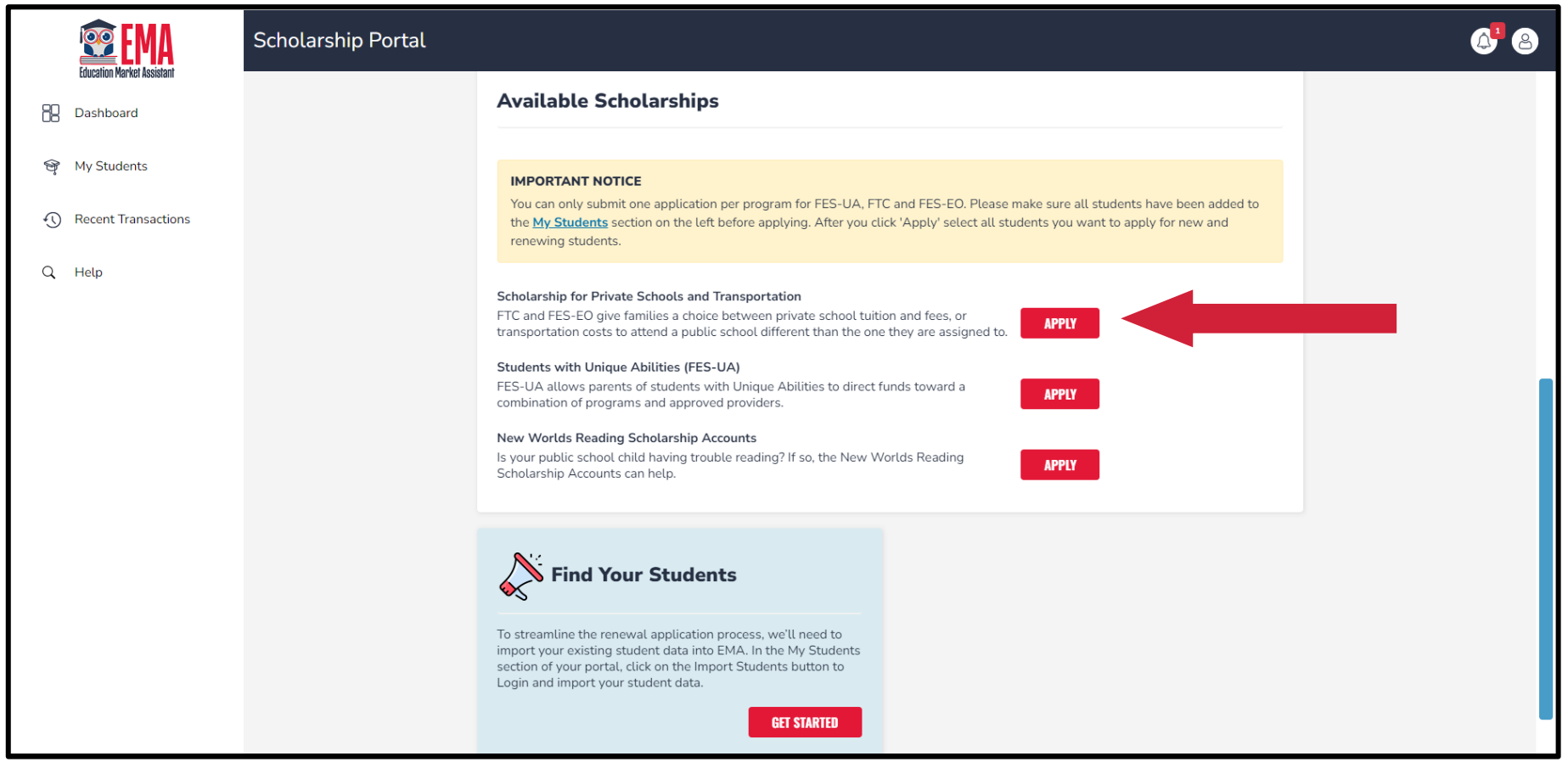


Important Notice

You can only submit one application per program for FES-UA, FTC and FES-EO. Please make sure all students have been added to the “My Students” section before applying.



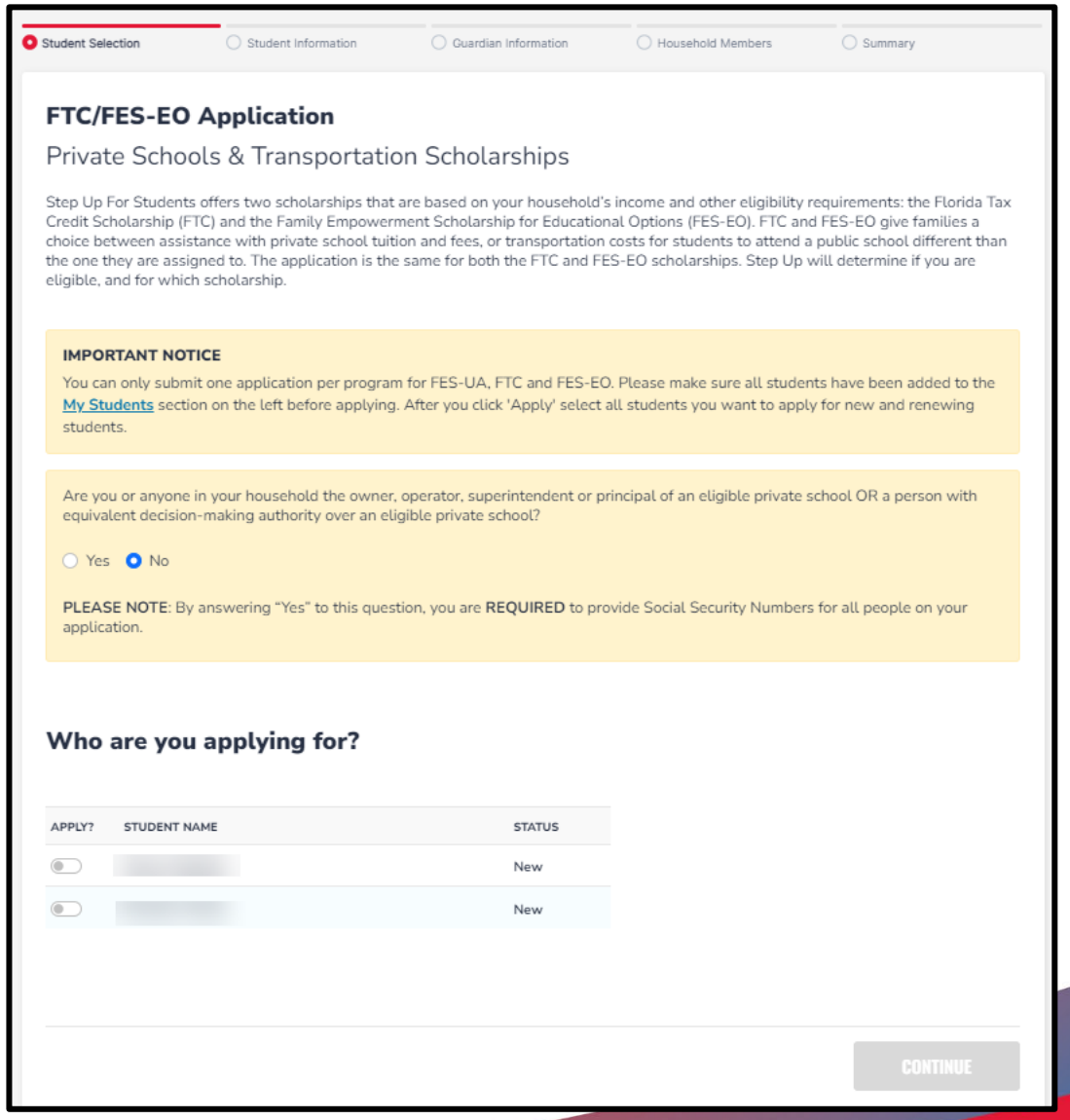
New FTC/FES-EO Applications



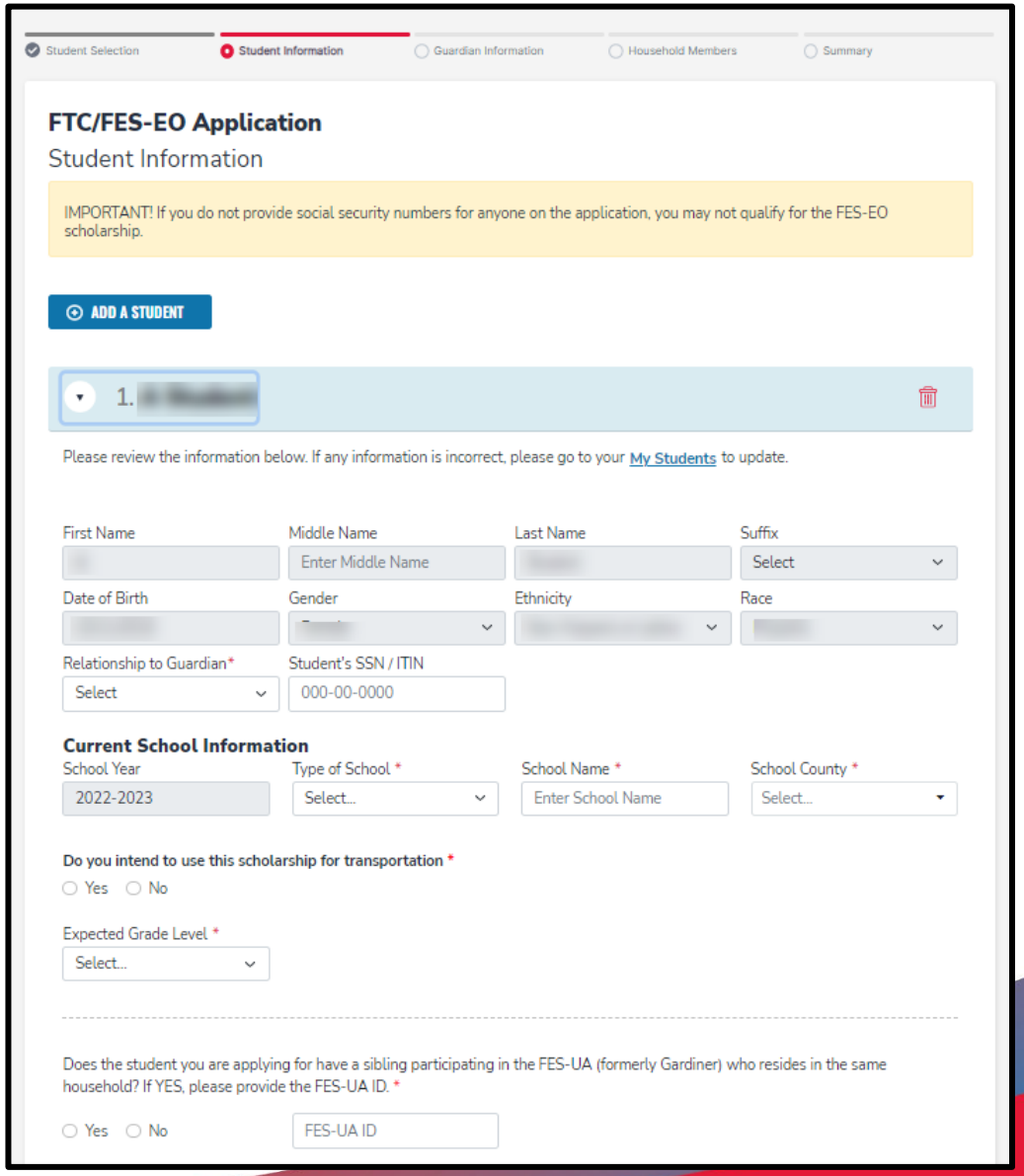
From your dashboard, please select “Apply” next to Scholarship for Private Schools and Transportation.

Please answer if anyone in the household is an owner, operator, superintendent or principal of an eligible private school OR a person with equivalent decision-making. If you select “Yes,” Social Security Numbers are required for all household members.

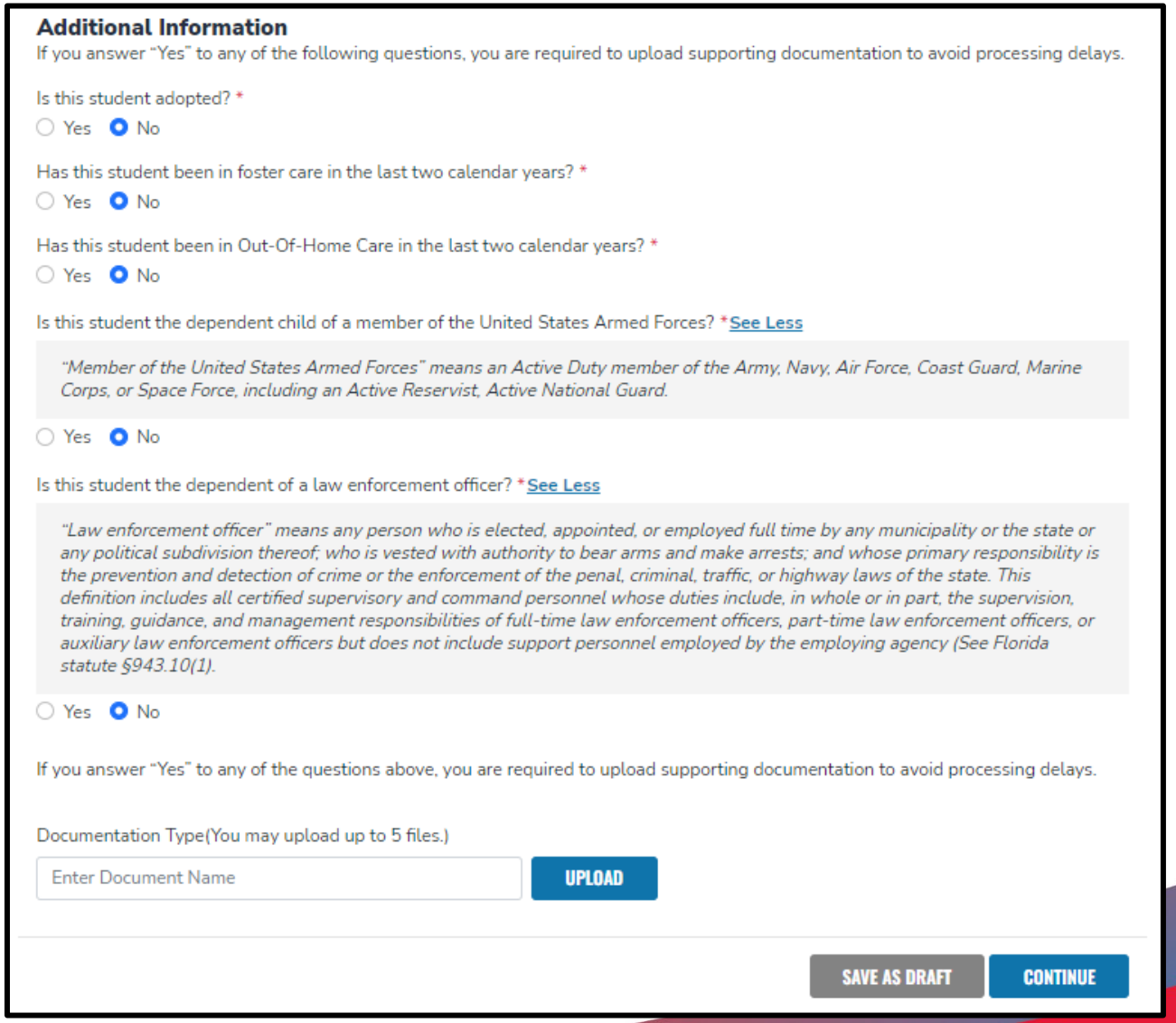
Then select the students who will be applying for this scholarship.



- Student profile information is auto populated. If anything is incorrect, please correct it in the My Student Menu and then return to the application.
- Please enter in current school information for SY22-23.
- Next, please tell us if you intend to use this scholarship for transportation.
- Enter in expected grade level for SY23/24.
- Last, let us know if you have an FES-UA participating sibling. If “Yes,” please enter their Student ID (FES-UA ID).



Please answer the following questions for your student. If you select “Yes” to any question, you are required to upload supporting documentation.

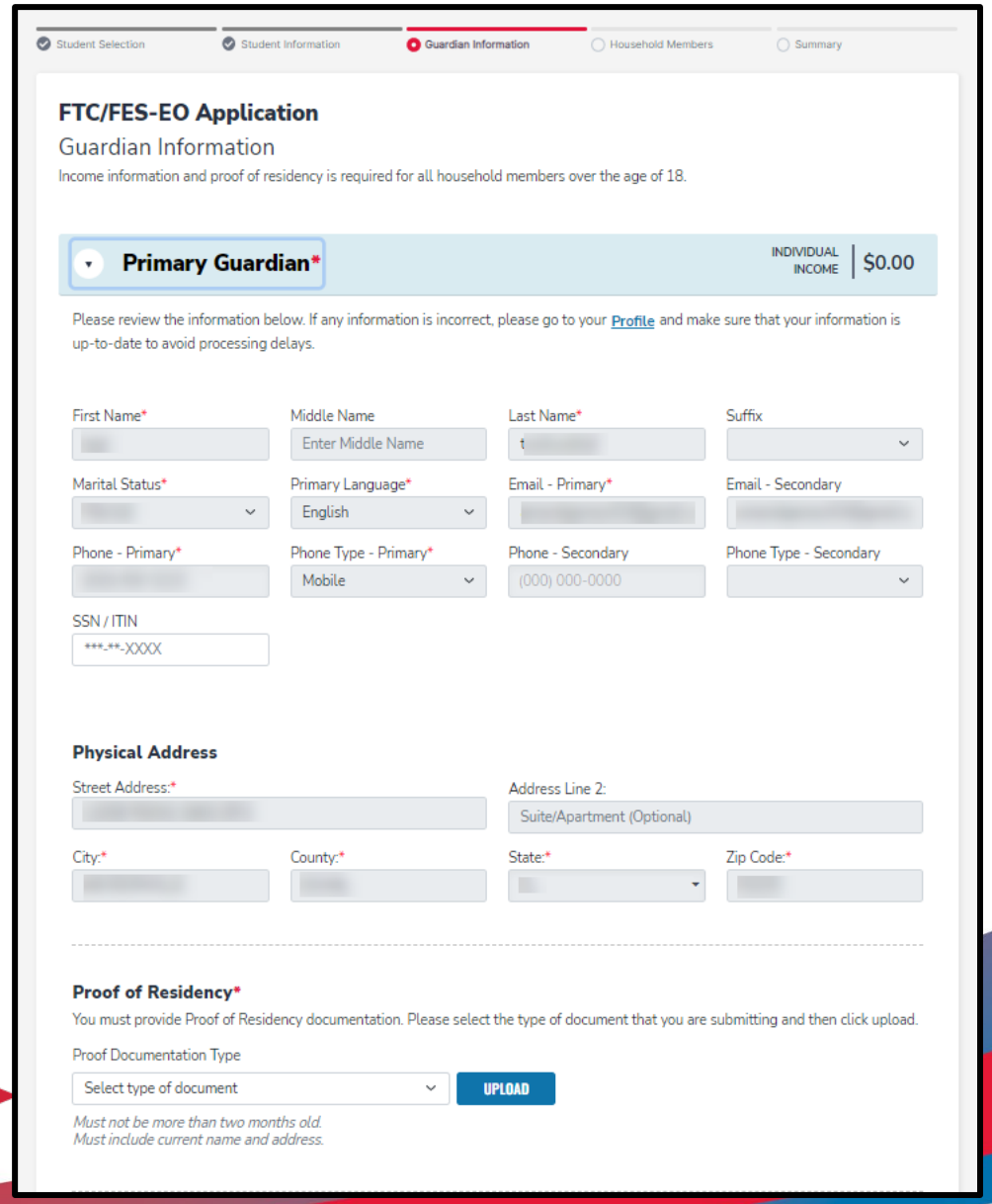


Please continue to fill out the same questions for each student on the application.

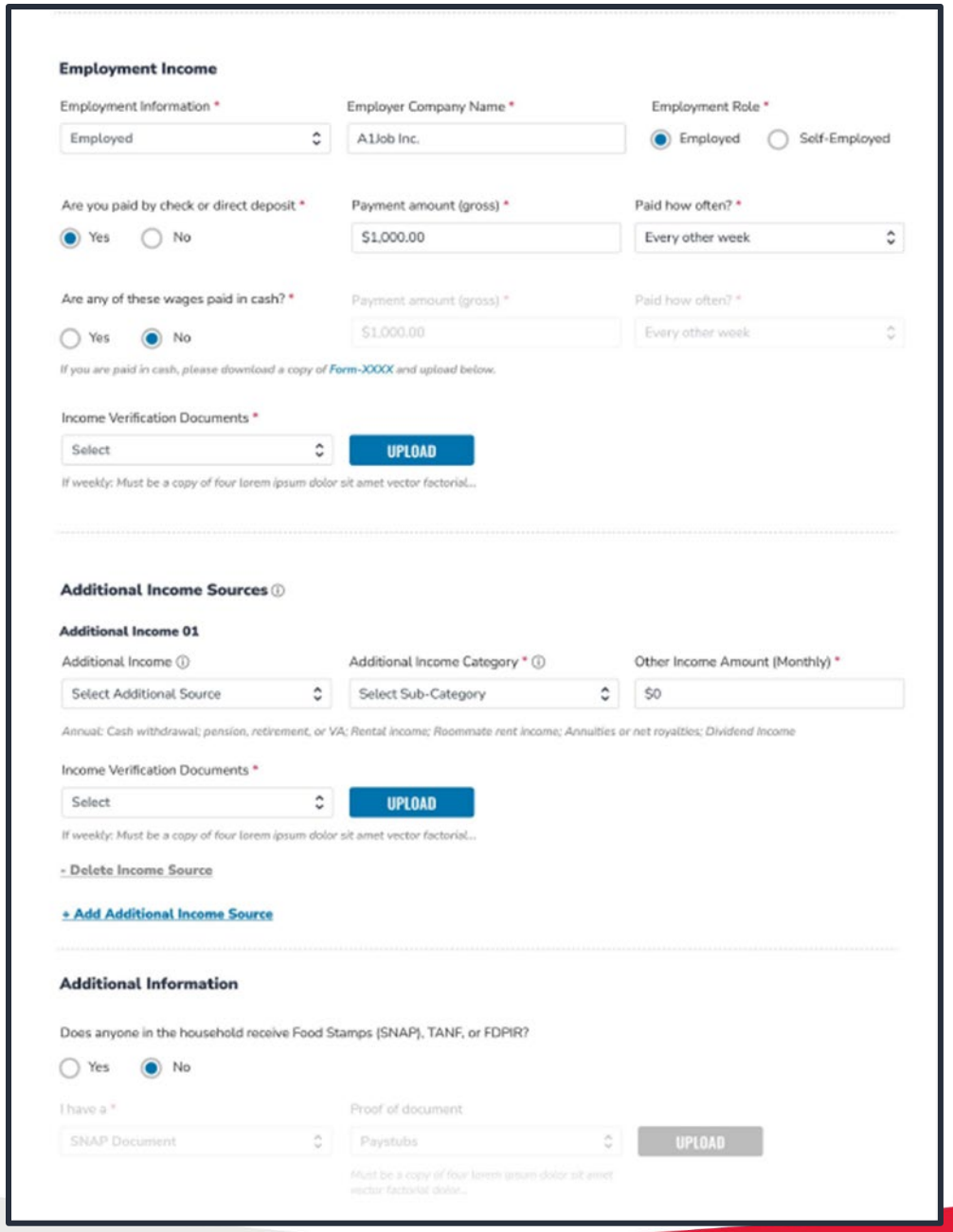
You may use the arrows next to the student's name to expand or collapse his or her student section.

Your profile information was auto populated. If you need to make changes, please save the application as a Draft and go back to profile. Once updates are made, you can return to the application, and the information will be auto populated.

Proof of Residency is required. Please select one of the approved documentation types and upload your supporting document by clicking “Upload.”

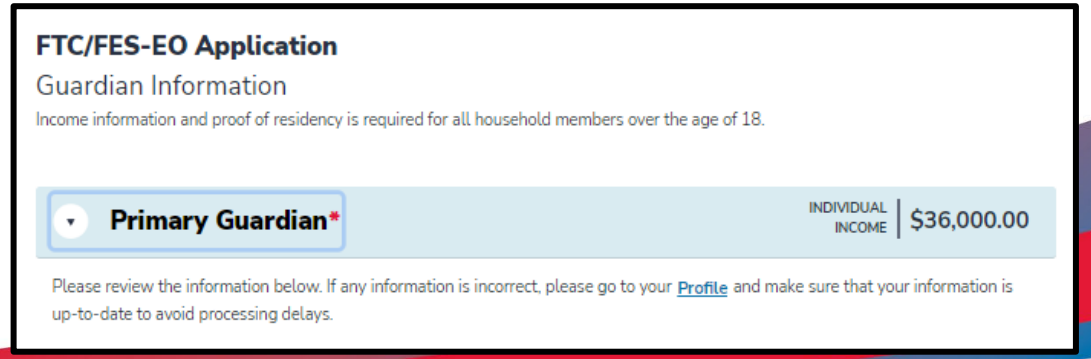


To update your profile, you must first click on the person icon on the top right corner. Once you do you can select edit profile to make changes.

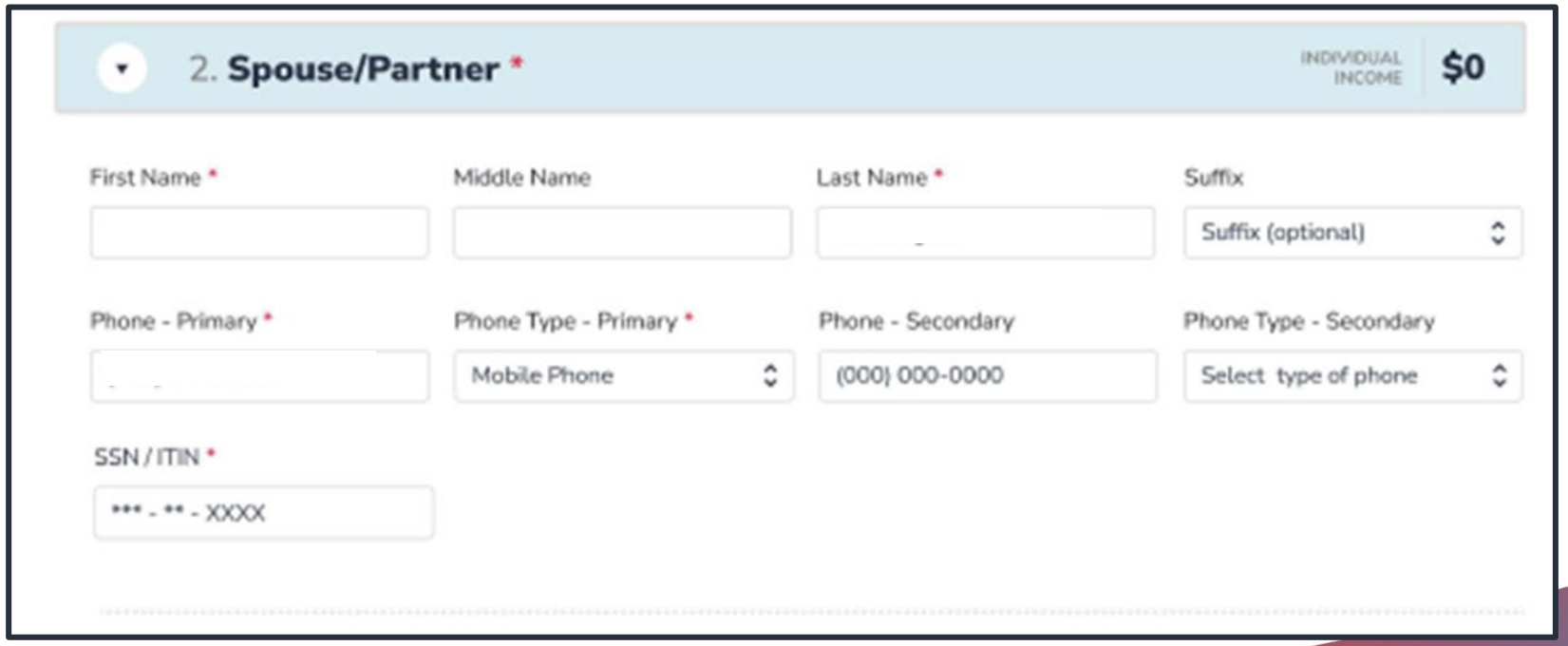


- Please enter all income you receive.
- It is required to upload income documents for verification.
- Please answer the question if you or anyone in your household receives Food Stamps (SNAP), TANF, or FDPIR. If you select yes, you are required to upload supporting documents.

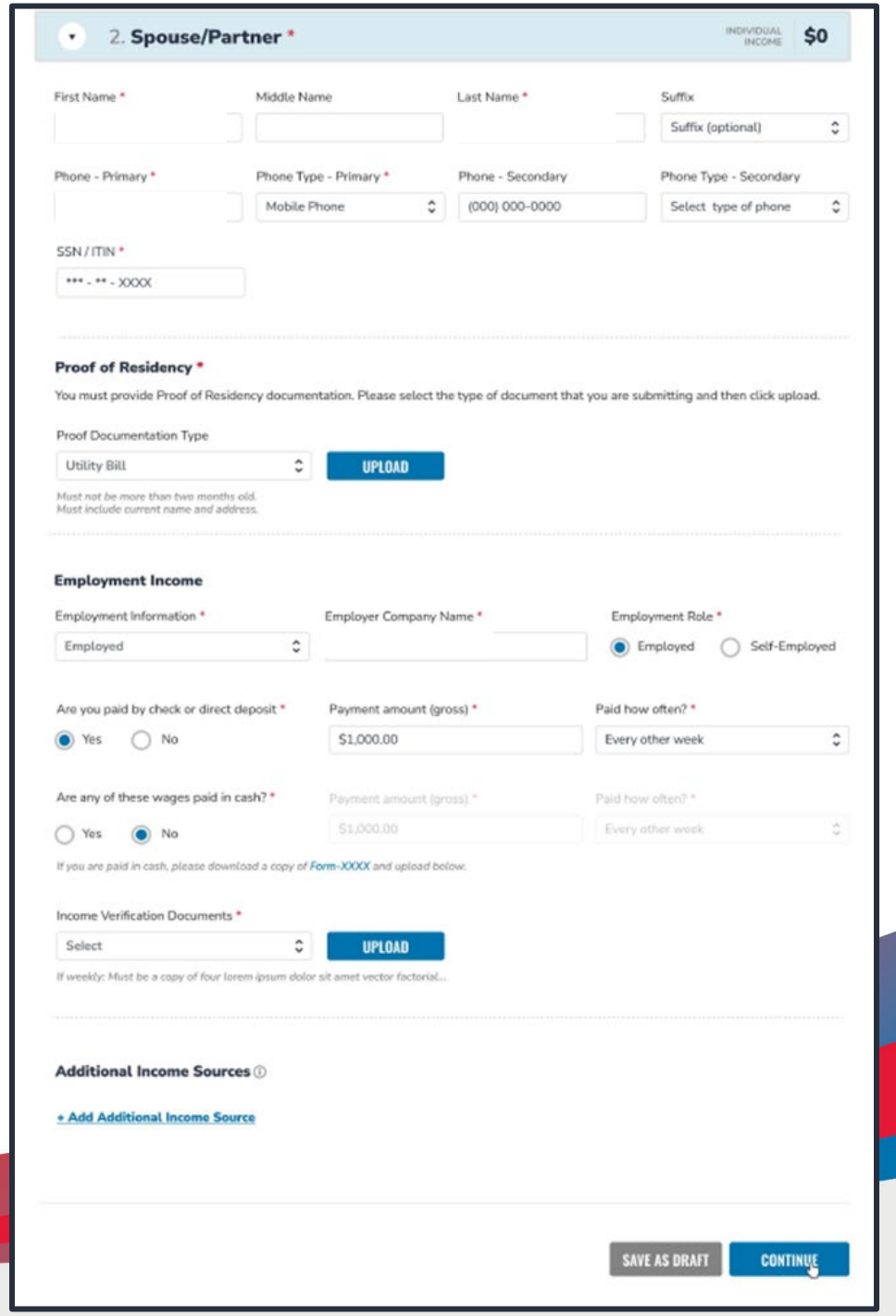
To help, we have added a total income at the top of your section. Please confirm the total is correct before continuing.

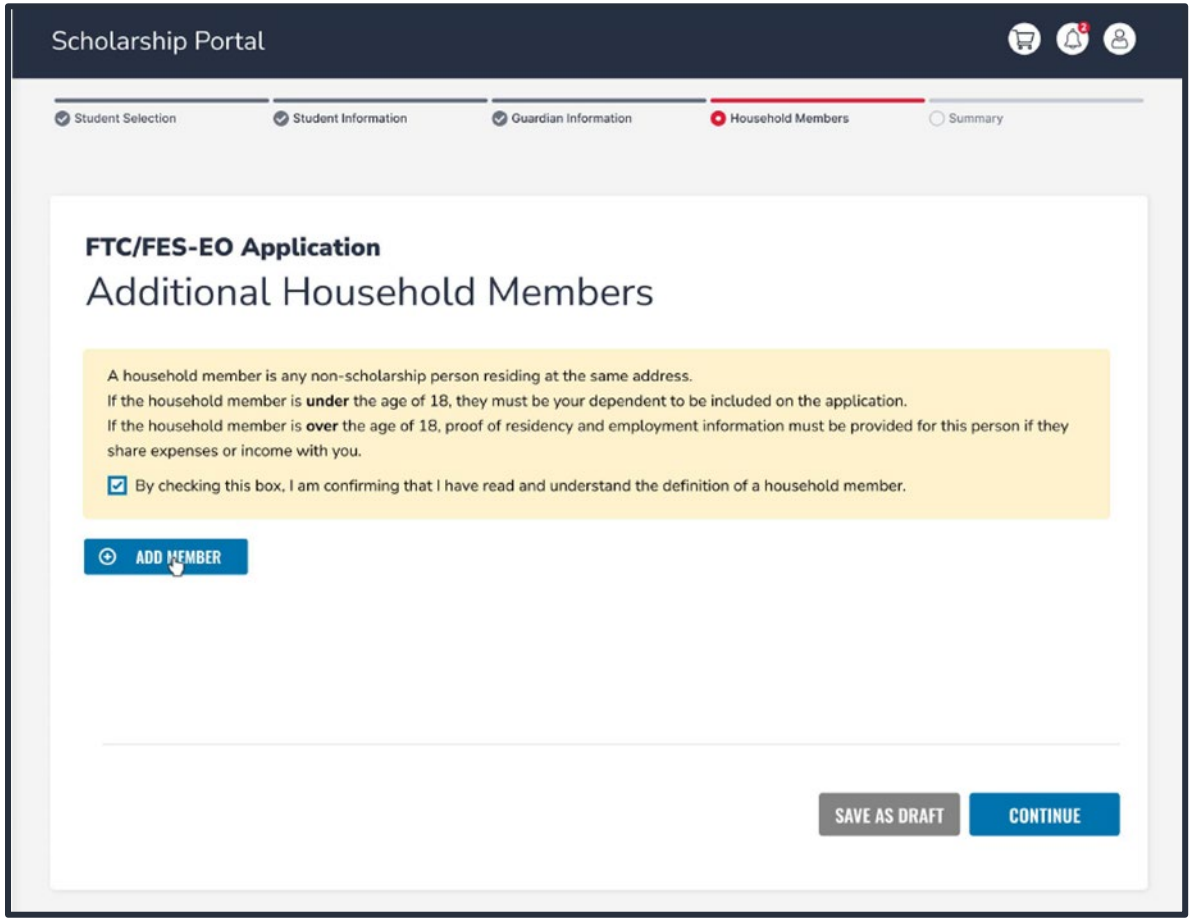


If you indicated that you are married or have indicated that you are living with your significant other, the spouse/partner section is mandatory. All mandatory fields are indicated by the red asterisk *. If your marital status indicates you do not have spouse/partner living with you, then you may skip this section.



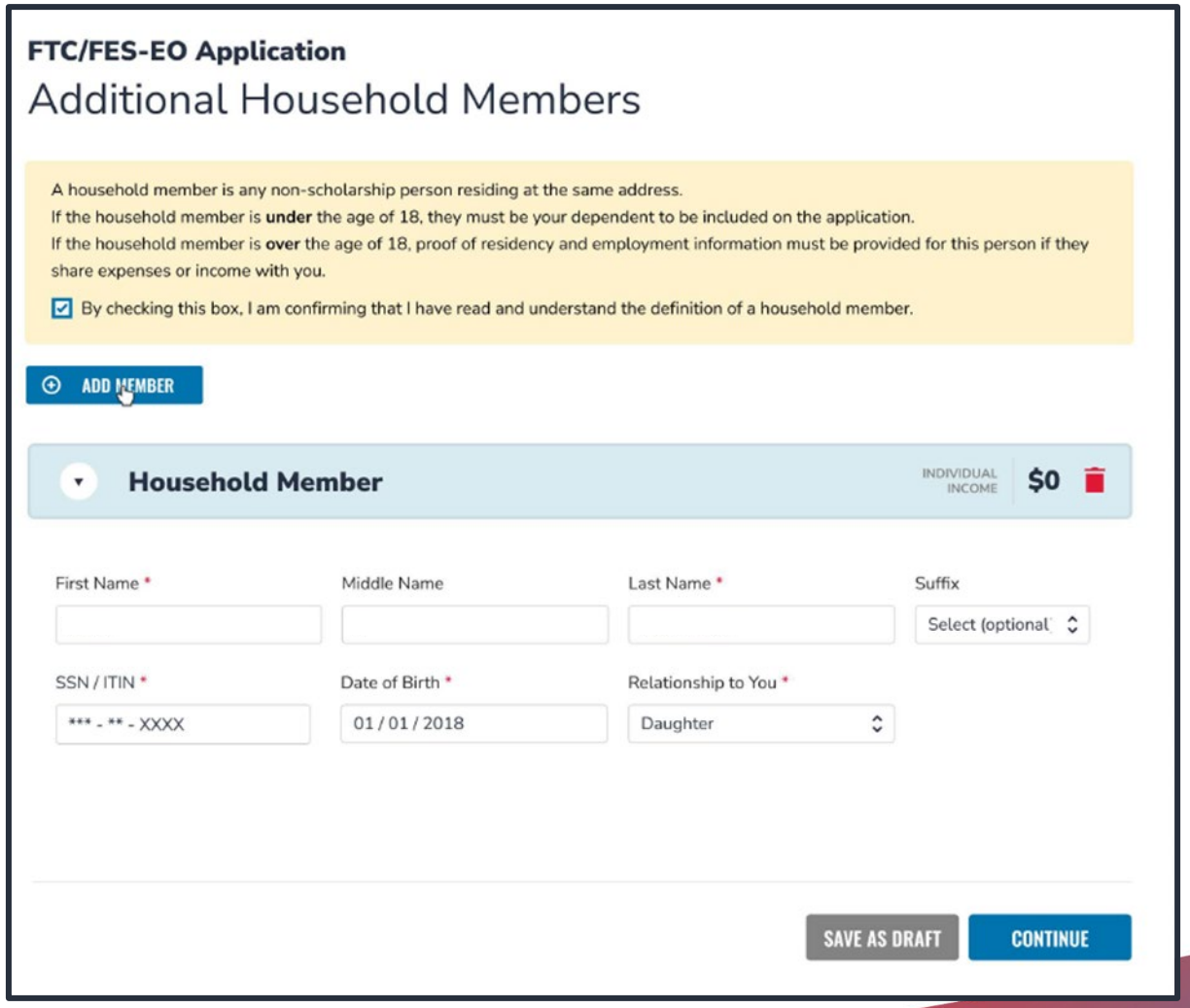
- For spouse/partner, you must upload proof of residency. This needs to match the address you have in your application.
- Please enter all income for your spouse/partner and upload income documents for verification.
- You can see the total income at the top of the spouse/partner section. Before continuing to the next section, please confirm the total is correct.
- Click “Continue” in the bottom left corner.



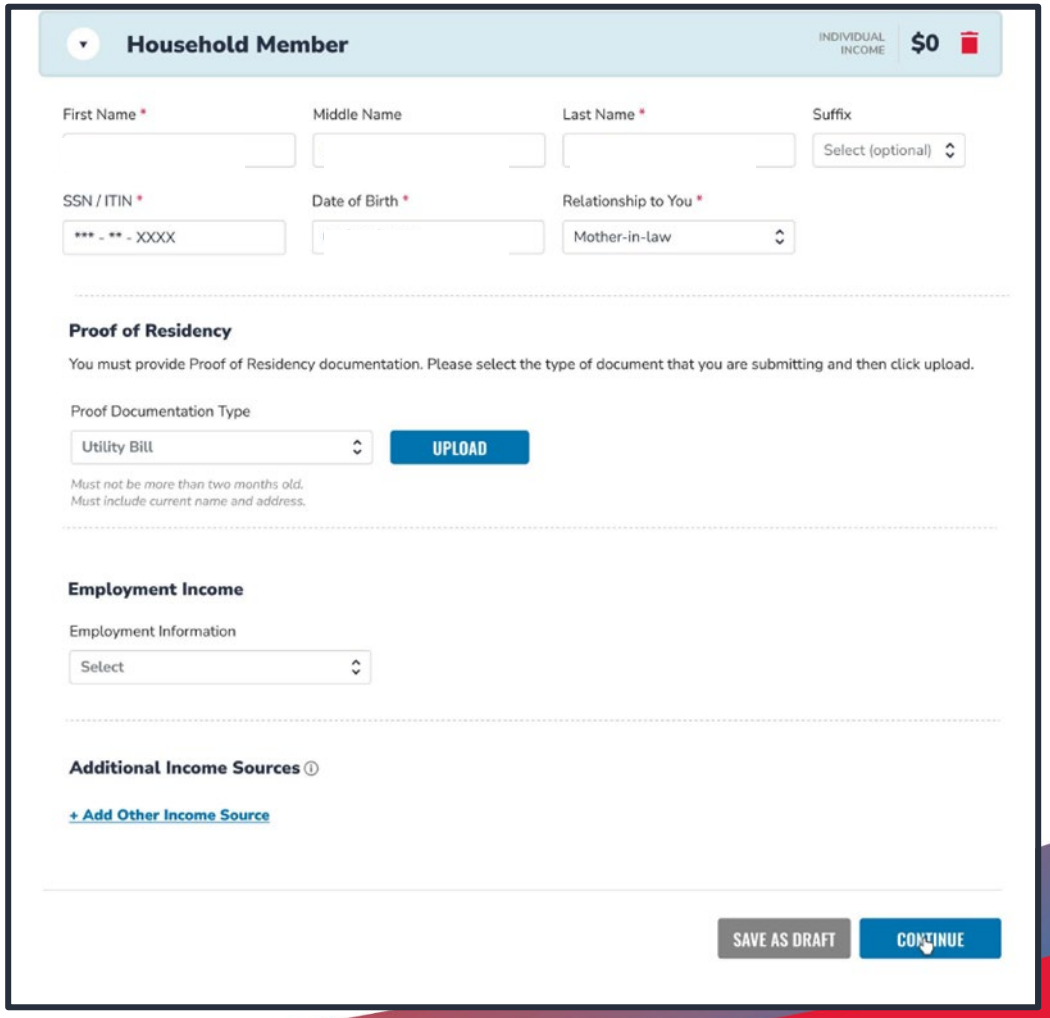


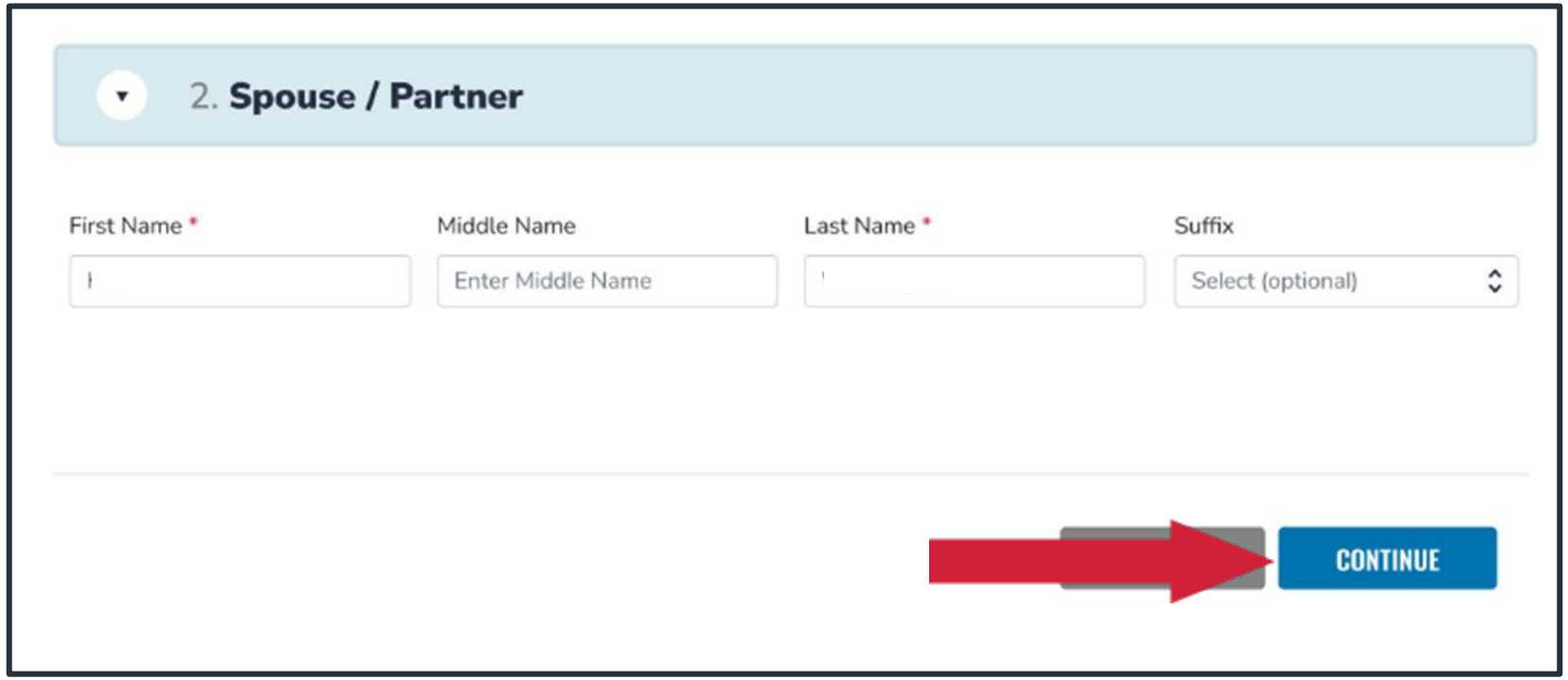
Next, we need you to add anyone else that lives in your house who is not already on the application. If you have more people to add, please check the box, and then click, “Add Member.”

Please enter the member's profile information.

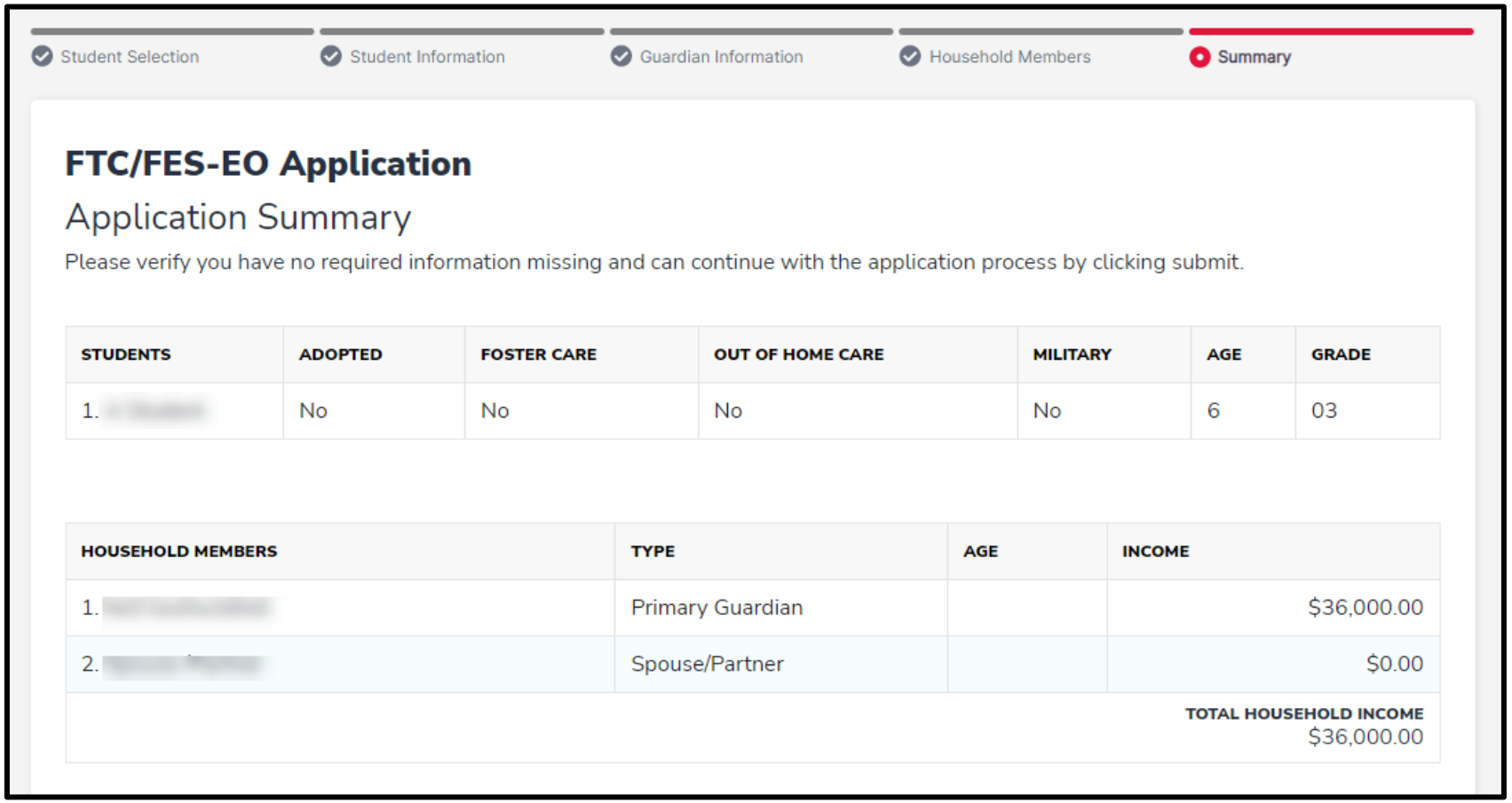


If you say “Yes,” it is required to upload proof of residency, enter all income for this person, and upload income documents for verification.





Once you finish primary and spouse/partner selection, click “Continue.”



Please review your summary page to ensure all information is correct.

Parent/Guardian Terms & Conditions

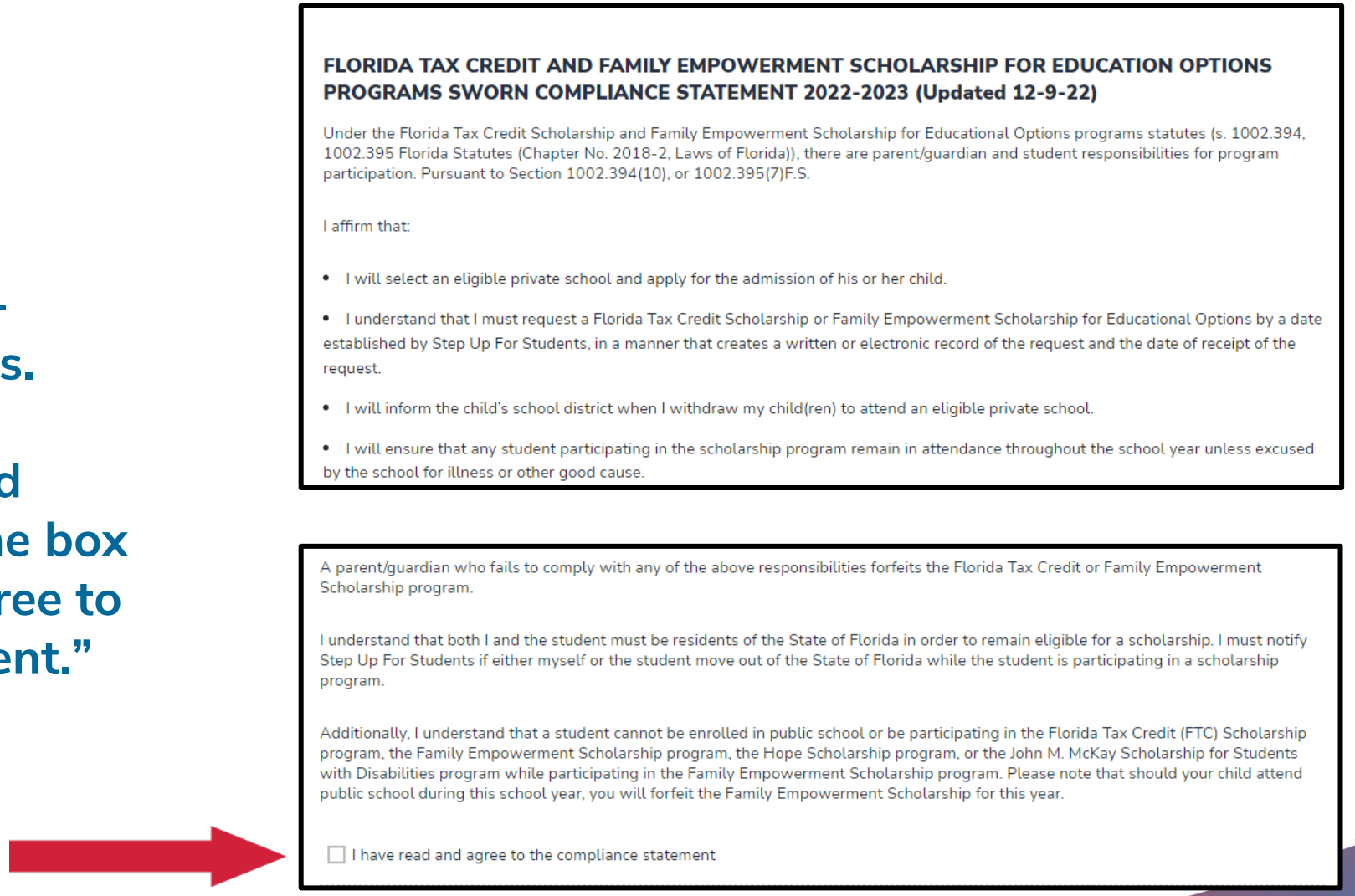
In accordance with the statutory and regulatory guidance of Florida's various school choice programs, including the Florida Tax Credit Scholarship, Family Empowerment Scholarship, New Worlds Reading Scholarship Accounts, and Hope Scholarship programs, I affirm that:

- [ ] Under penalties of perjury, I certify that the information I am provide 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 certify that I do not own or operate and that I am not a principal or other person who makes decisions at an eligible private school. If I am unable to certify that I am not an owner or operator, I understand that I am ineligible to receive a Florida Tax Credit scholarship but may be considered for a Family Empowerment Scholarship.
- [ ] I certify that I have read, understand and agree to the terms, conditions and rules as outlined in the Step Up For Students Parent Handbook for the relevant scholarship programs for which I am applying.
- [ ] I certify that I and any applying student are legal resident of the State of Florida, and that continued residency is a requirement for scholarship participation. I understand that 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 a scholarship program.
- [ ] I understand that a student cannot be enrolled in public school and receive a scholarship. Attending public school during this school year will forfeit scholarship participation and will result in a return of any scholarship funding. This provision does not apply to applicants for the New Worlds Reading Scholarship Accounts program, which is exclusively available to students enrolled in a public school.
- [ ] I understand that a student enrolled in any courses offered by Florida Virtual School, a correspondence school or distance learning program receiving state funding is ineligible to receive a Family Empowerment Scholarship during that academic year. However, I may pay for those courses privately or through the fees at an eligible private school if my child receives the Family Empowerment Scholarship.
- [ ] I understand that, while a student may be eligible for and apply for more than one scholarship program, a student may not receive funding through more than one scholarship program, including the Florida Tax Credit Scholarship, the Family Empowerment Scholarship, and the Hope Scholarship program.
- [ ] I understand that the failure to comply with any responsibilities or policies associated with a choice scholarship program may result in the scholarship revocation and/or reporting to the Florida Department of Education.

Please read the following statements and check the boxes once you agree.

Please read the Parent-Student Responsibilities.

Once you have read and agreed, please check the box for “I have read and agree to the compliance statement.”



FLORIDA TAX CREDIT AND FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATION OPTIONS PROGRAMS SWORN COMPLIANCE STATEMENT 2022-2023 (Updated 12-9-22)

Under the Florida Tax Credit Scholarship and Family Empowerment Scholarship for Educational Options programs statutes (s. 1002.394, 1002.395 Florida Statutes (Chapter No. 2018-2, Laws of Florida)), there are parent/guardian and student responsibilities for program participation. Pursuant to Section 1002.394(10), or 1002.395(7)F.S.

I affirm that:

- I will select an eligible private school and apply for the admission of his or her child.
- I understand that I must request a Florida Tax Credit Scholarship or Family Empowerment Scholarship for Educational Options by a date established by Step Up For Students, in a manner that creates a written or electronic record of the request and the date of receipt of the request.
- I will inform the child's school district when I withdraw my child(ren) to attend an eligible private school.
- I will ensure that any student participating in the scholarship program remain in attendance throughout the school year unless excused by the school for illness or other good cause.

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

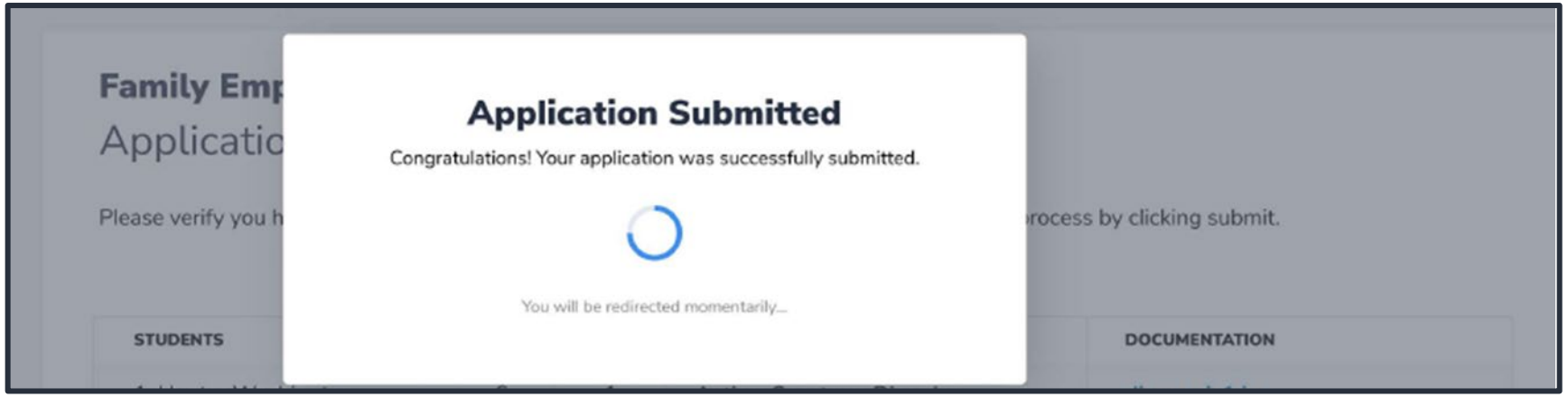
I understand that both I and the student must be residents of the State of Florida in order to remain eligible for a scholarship. I must notify Step Up For Students if either myself or the student move out of the State of Florida while the student is participating in a scholarship program.

Additionally, I understand that a student cannot be enrolled in public school or be participating in the Florida Tax Credit (FTC) Scholarship program, the Family Empowerment Scholarship program, the Hope Scholarship program, or the John M. McKay Scholarship for Students with Disabilities program while participating in the Family Empowerment Scholarship program. Please note that should your child attend public school during this school year, you will forfeit the Family Empowerment Scholarship for this year.

☐ I have read and agree to the compliance statement

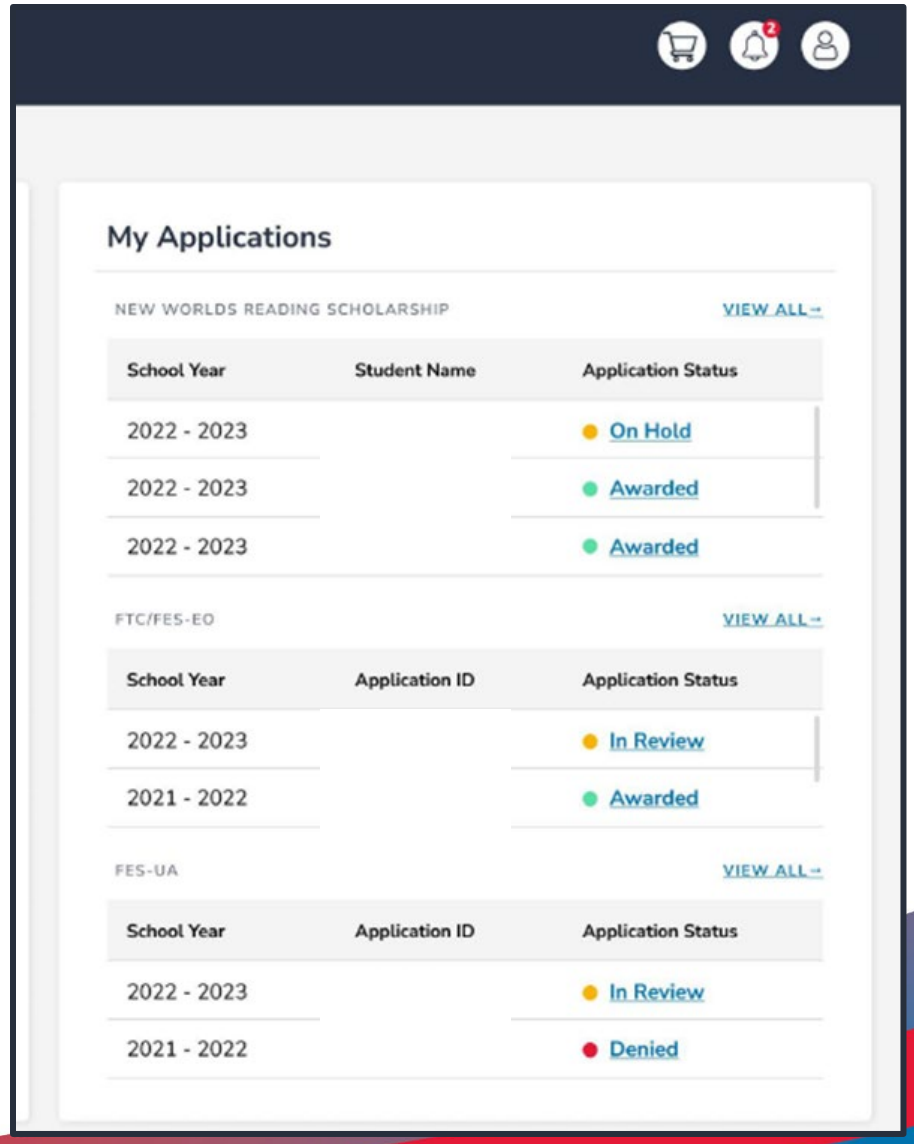
Please type your name in the box and sign your name in the signature box. If you are satisfied with your signature, please click “Keep.” If you want to change your signature, you can click “Clear” and sign again.

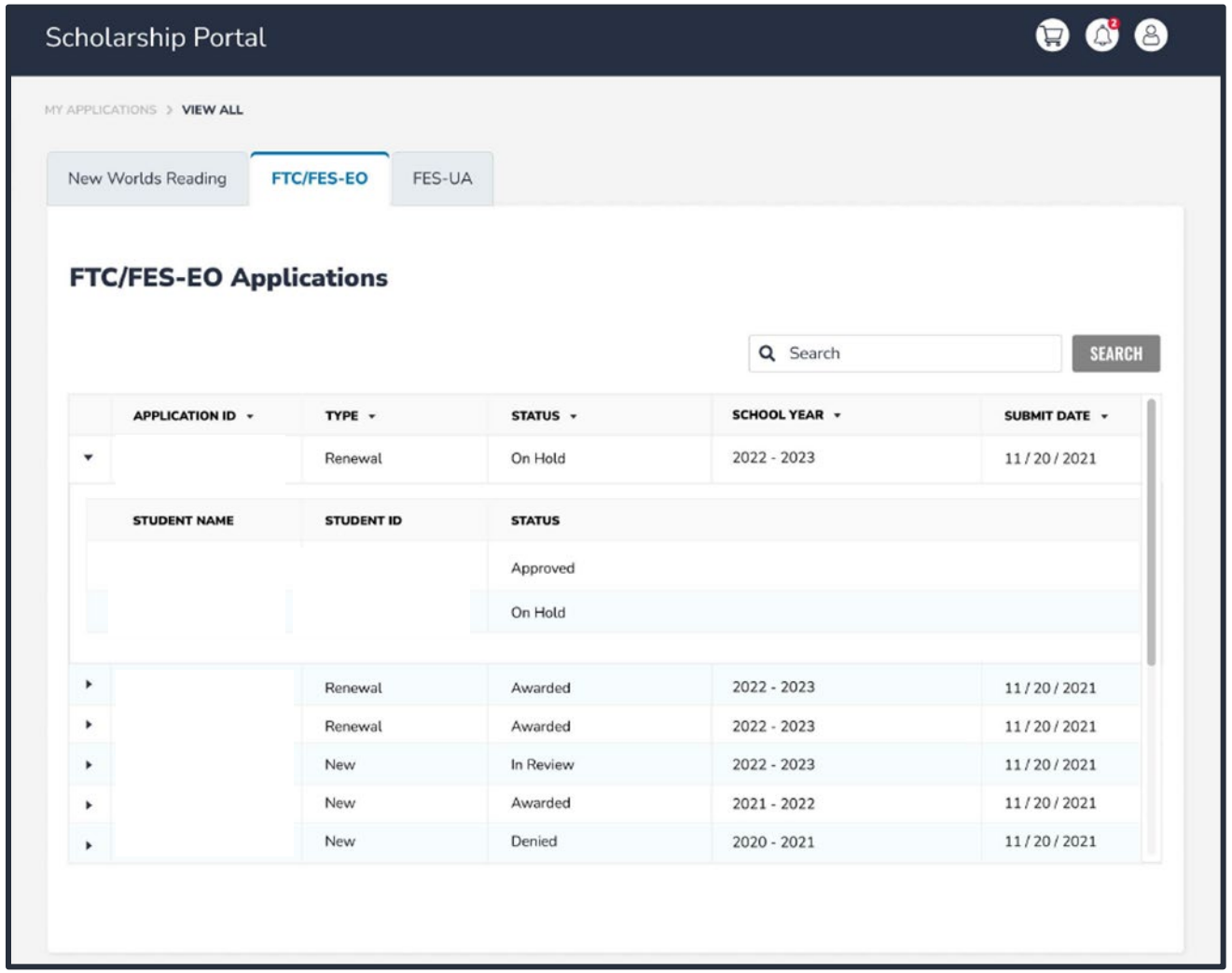
Please click “Submit.”



By clicking submit your application, your application will be sent for processing, and you will get a confirmation notice on your screen.

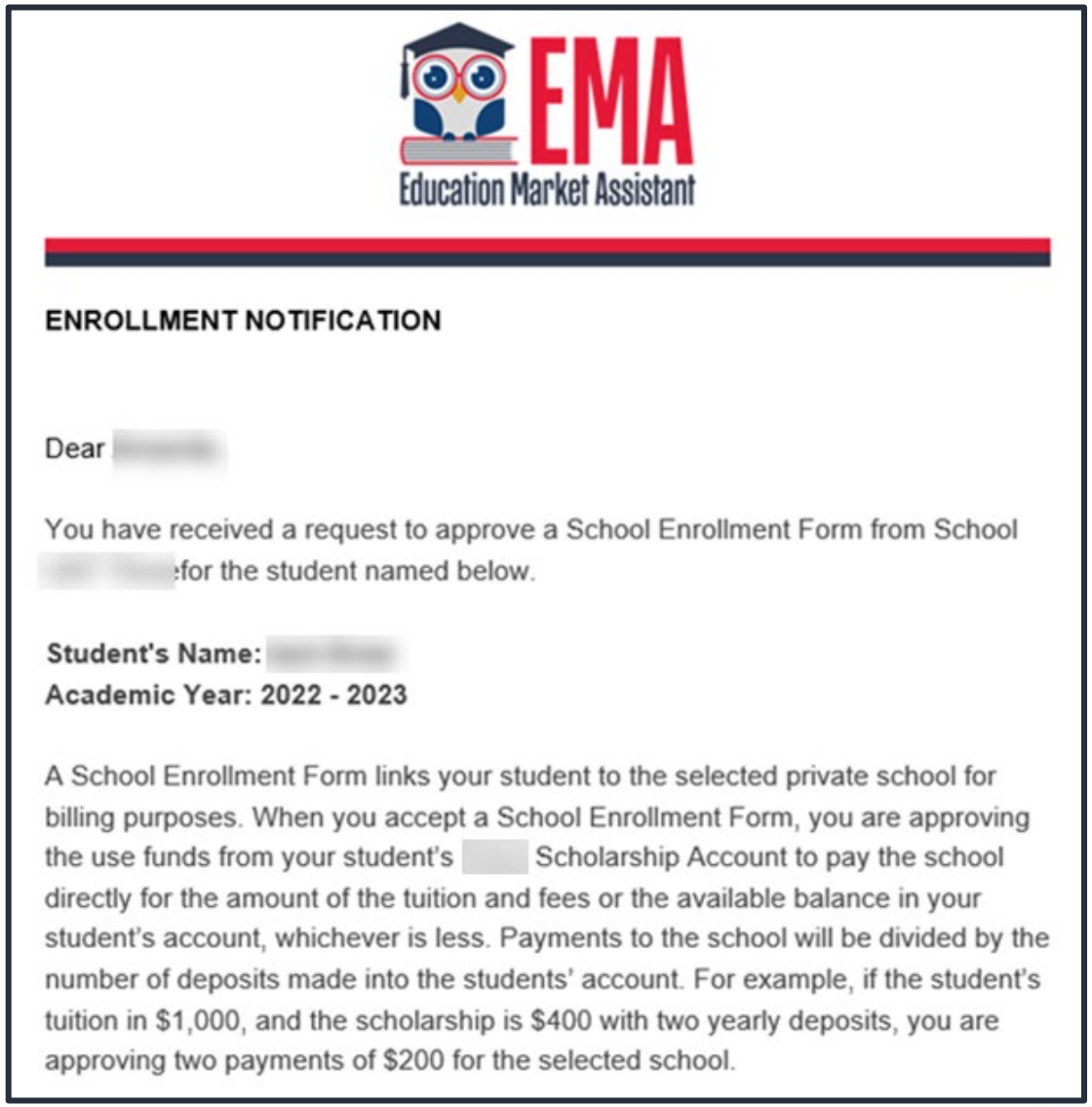
Once you submit your application, you will return to your dashboard. On the dashboard you can see the status of your application(s). If you want to see details, click the status (blue hyperlink).





The hyperlink will open your application page with more details and will show application(s) status and student(s) status. You can click on any of the line items to see the application details.

After a student is awarded and the eligible participating school has been contacted by you to start the enrollment process, you can expect to receive an email notification as well as an update to your dashboard.



EMA
Education Market Assistant

ENROLLMENT NOTIFICATION

Dear [redacted]

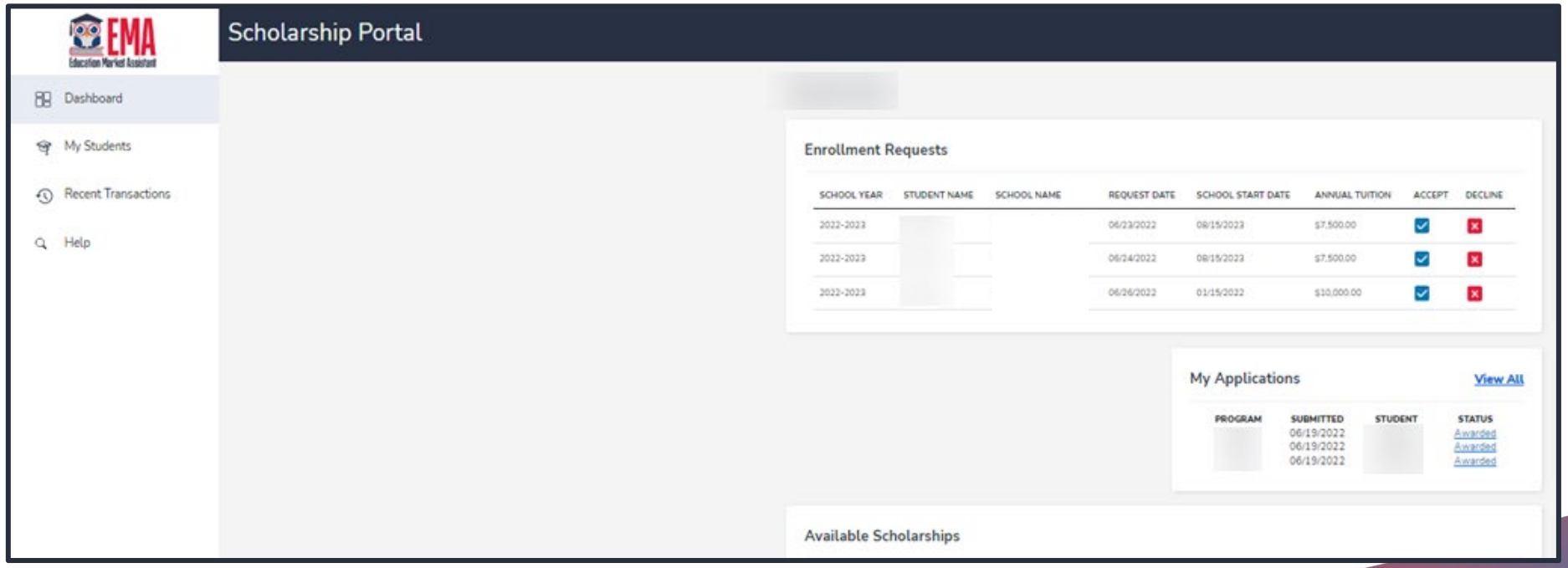
You have received a request to approve a School Enrollment Form from School [redacted] for the student named below.

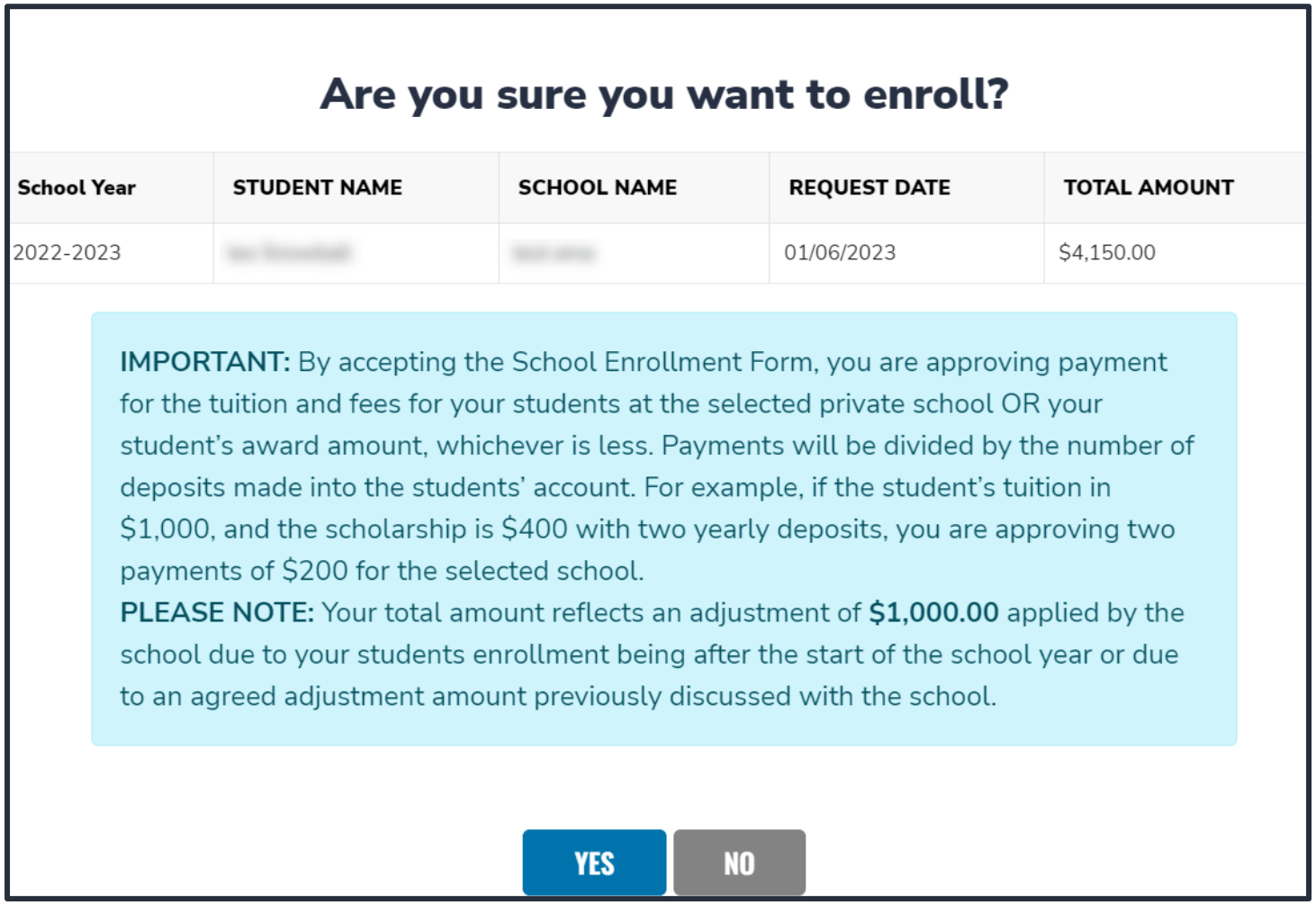
Student's Name: [redacted]
Academic Year: 2022 - 2023

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 in $1,000, and the scholarship is $400 with two yearly deposits, you are approving two payments of $200 for the selected school.

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

You can view and approve enrollment requests from the Dashboard.





Once you click on the blue check to accept or the red x to decline, a confirmation window will appear.

When you accept the School Enrollment Form for your student, you also approve payment for the tuition and fees associated with the private school you have selected.

Contact Page

Step Up For Students

877.735.7837

stepupforstudents.org