




**I'm unique.  
So is my  
education.**



## A few tips before you 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

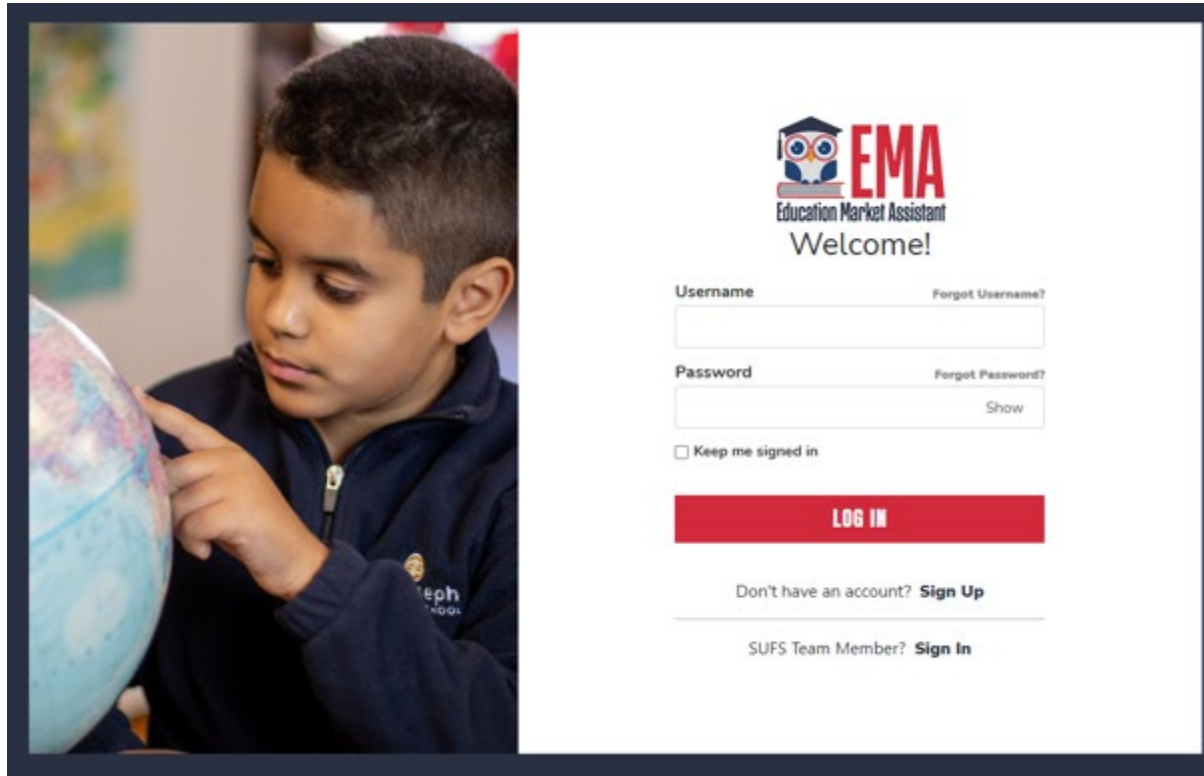
**1** Creating an account

**2** Applying for the scholarship



# New Family


Completing an FTC/FES-EO Application  
for New Students




Please go to [stepupforstudents.org](https://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.”



The image shows a young boy in a dark blue school uniform jacket, looking intently at a globe. He is pointing with his right index finger at a specific location on the globe. The background is slightly blurred, showing what appears to be a classroom setting.

  
Education Market Assistant  
Welcome!

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](#)



## Welcome to EMA

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

Email Address

**SEND CODE**

[Back to Sign In](#)

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

## New Users

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



## Scholarships for Florida Schoolchildren



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

Thanks for verifying your (1400-XXXX) account! Your verification code is: 514362. Please enter this code on the sign up screen to continue.

### **Questions?**

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

Thank you,

Step Up For Students





*Stay Connected:*



Step Up For Students, P.O. Box 54429, Jacksonville, FL 32245-4367, USA, 1-877-735-7837

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



## Welcome to EMA

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

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

Email Address

Verification Code

**CONFIRM**

[Resend verification code](#)

---

[Back to Sign In](#)

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

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



## Welcome to EMA

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

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

Email Address

**CONTINUE**

[Back to Sign In](#)

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

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.



## Welcome to EMA

Email

n\*\*\*\*\*@sufs.org

/

Parent / Guardian

Username

F

Parent FN Test

L

Parent LN Test

Create password

••••••

Show

Confirm Password

••••••

Show

- Lowercase characters
- Uppercase characters

- Numbers (0-9)
- Symbols

**CONTINUE**

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

Set up your security questions

Security Question

Answer

Security Question

Answer

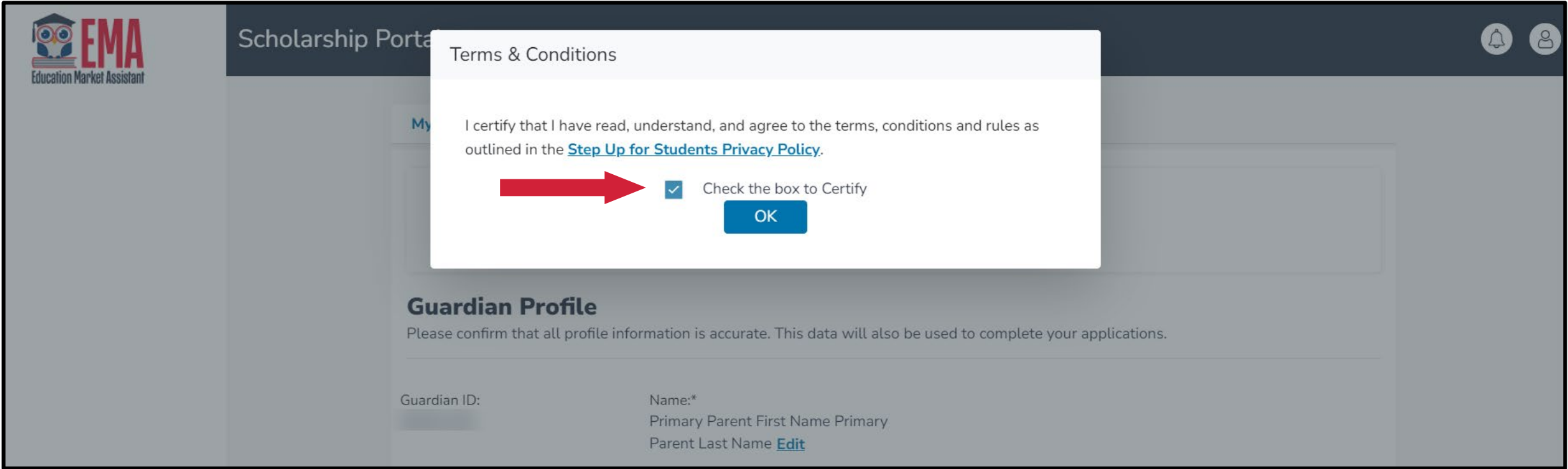
Security Question

Answer

**CONTINUE**

**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.**

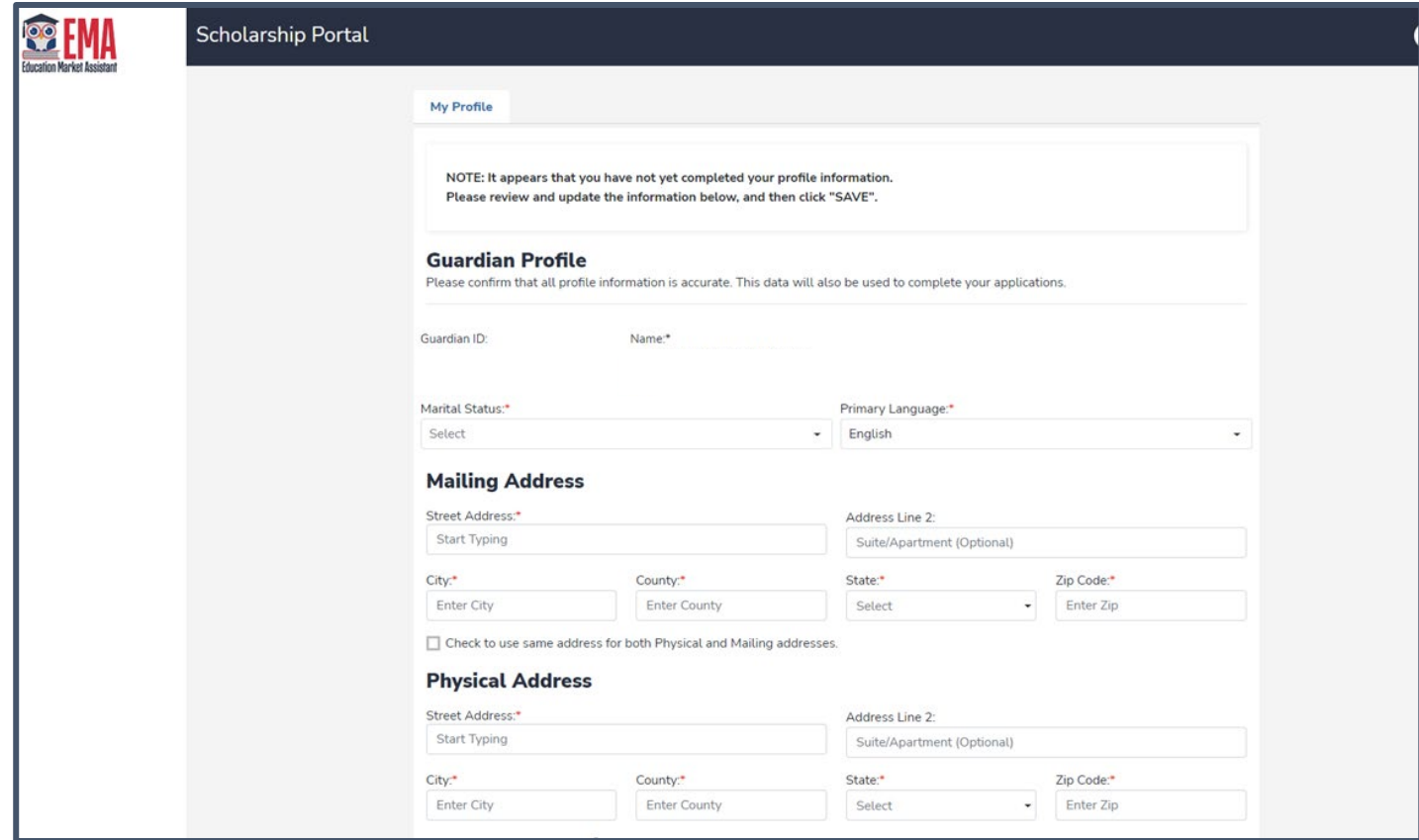
**Tip: Write these down in a safe place.**



**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.



The screenshot shows the 'My Profile' page in the Scholarship Portal. At the top left is the EMA Education Market Assistant logo. The page title is 'Scholarship Portal'. Below the title is a 'My Profile' tab. A note states: 'NOTE: It appears that you have not yet completed your profile information. Please review and update the information below, and then click "SAVE".' The 'Guardian Profile' section includes a note: 'Please confirm that all profile information is accurate. This data will also be used to complete your applications.' The form fields are: Guardian ID (text), Name (text), Marital Status (dropdown menu with 'Select' selected), Primary Language (dropdown menu with 'English' selected), Mailing Address (Street Address, Address Line 2, City, County, State, Zip Code), and Physical Address (Street Address, Address Line 2, City, County, State, Zip Code). There is a checkbox labeled 'Check to use same address for both Physical and Mailing addresses.' The form is currently empty, with placeholder text like 'Start Typing' and 'Enter City'.

**Contact Information**

Primary Phone:\*  Phone Type - Primary:\*  Secondary Phone:  Phone Type - Secondary

Primary Email:\*  Secondary Email:

**Authorized Caller**

**Authorized Caller**

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN \*

First Name \*  Last Name \*

Email \*

Primary Phone \*  Phone Type - Primary \*

- 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

## Manage Contact Preferences

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

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

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

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

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

- Email
- Text
- Pre-recorded phone message

SAVE

**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."**

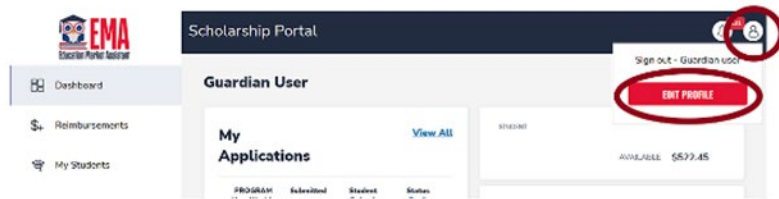
## Scholarships for Florida Schoolchildren



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



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

Scholarship Portal

MY STUDENTS

Dashboard

My Students

Recent Transactions

Help

FIND STUDENTS

ADD A STUDENT

**My Students**

⚠️ If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.

If you have a **NEW** student, please click the 'ADD A STUDENT' button.

No students were found, please add a student by clicking on the add students button.

**Active Students**

STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

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

**Inactive Students**

STUDENT ID	STUDENT NAME	DATE OF BIRTH
------------	--------------	---------------

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.

**EMA**  
Education Market Assistant

Scholarship Portal

MY STUDENTS

[FIND STUDENTS](#) [ADD A STUDENT](#)

### My Students

No students were found please add a student by clicking on the add students button

Active Students		
STUDENT ID	STUDENT NAME	DATE OF BIRTH

Inactive Students		
STUDENT ID	STUDENT NAME	DATE OF BIRTH

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

The screenshot shows the Scholarship Portal interface. On the left is a navigation menu with 'EMA Education Market Assistant' logo and links for 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main header is 'Scholarship Portal' with a notification bell and user profile icon. The breadcrumb trail is 'MY STUDENTS > STUDENT DETAILS'. The central form is titled 'Student Details' and includes 'CANCEL' and 'SAVE' buttons. The form fields are: 'Student ID:' (empty), 'First Name\*' (text input), 'Middle Name' (text input), 'Last Name\*' (text input), 'Suffix' (dropdown), 'OPTIONAL: Student FLEID number' (text input), 'Date of Birth\*' (calendar input), 'Gender\*' (dropdown), 'Ethnicity\*' (dropdown), and 'Student's Relationship to You' (dropdown).

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

APPLY FOR SCHOLARSHIPS



FIND STUDENTS

ADD A STUDENT

## My Students

**!** If you have a **RENEWAL** student (child currently receiving scholarship funding), please use the 'FIND STUDENTS' button to connect your renewal student to your EMA account. Renewal students should not be added as a new student. Adding currently funded students as new students will delay your funding.  
If you have a **NEW** student, please click the 'ADD A STUDENT' button.

Below, you will find a list of your active students. Please make sure that the information for each student is accurate and up-to-date. Keeping this information current will help streamline the process when applying for scholarships. Only active students can be added to an application and considered for funding.

Active Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	6/19/2016	<a href="#">View</a>
[REDACTED]	[REDACTED]	12/8/2013	<a href="#">View</a>

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

Inactive Students			
STUDENT ID	STUDENT NAME	DATE OF BIRTH	
[REDACTED]	[REDACTED]	11/23/2016	<a href="#">+</a>

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.

The screenshot displays the Scholarship Portal interface. On the left is a navigation sidebar with the EMA logo and menu items: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and features a dark header with notification and user icons. Below the header, the 'Available Scholarships' section contains an 'IMPORTANT NOTICE' box and three scholarship listings, each with an 'APPLY' button. A large red arrow points to the 'APPLY' button for the 'Scholarship for Private Schools and Transportation' program. At the bottom, a 'Find Your Students' section includes a megaphone icon, explanatory text, and a 'GET STARTED' button.

**EMA**  
Education Market Assistant

Scholarship Portal

**Available Scholarships**

**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 on the left before applying. After you click 'Apply' select all students you want to apply for new and renewing students.

**Scholarship for Private Schools and Transportation**  
FTC and FES-EO give families a choice between private school tuition and fees, or transportation costs to attend a public school different than the one they are assigned to. **APPLY**

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

**New Worlds Reading Scholarship Accounts**  
Is your public school child having trouble reading? If so, the New Worlds Reading Scholarship Accounts can help. **APPLY**

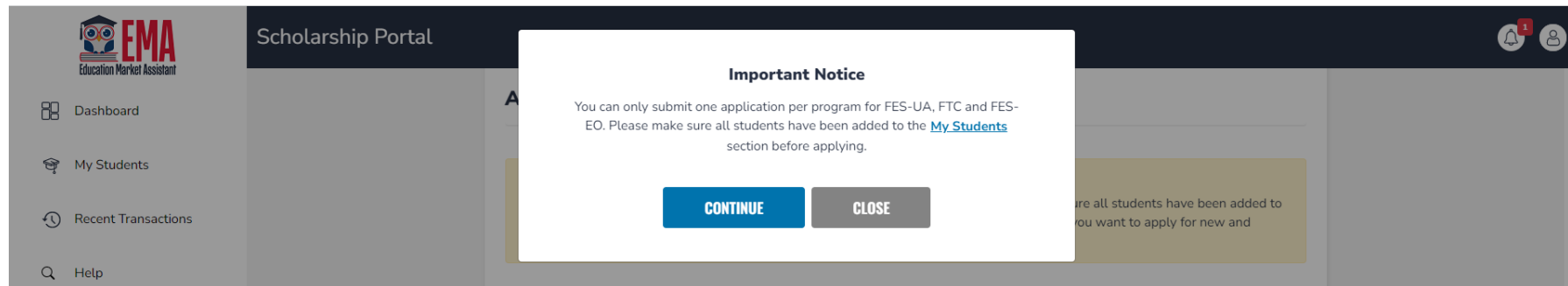
**Find Your Students**

To streamline the renewal application process, we'll need to import your existing student data into EMA. In the My Students section of your portal, click on the Import Students button to Login and import your student data. **GET STARTED**



## 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.



The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with the following items: Dashboard, My Students, Recent Transactions, and Help. The top header includes the EMA Education Market Assistant logo and the text "Scholarship Portal". In the top right corner, there are notification and user profile icons. A central modal window titled "Important Notice" is overlaid on the page. The modal text reads: "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." Below the text are two buttons: "CONTINUE" and "CLOSE".

# New FTC/FES-EO Applications



The screenshot shows the Scholarship Portal interface. On the left is a navigation sidebar with the EMA logo and menu items: Dashboard, My Students, Recent Transactions, and Help. The main content area is titled 'Available Scholarships' and features an 'IMPORTANT NOTICE' box. Below this, three scholarship options are listed, each with an 'APPLY' button. A large red arrow points to the 'APPLY' button for the 'Scholarship for Private Schools and Transportation' option. At the bottom of the main content area is a 'Find Your Students' section with a 'GET STARTED' button.

**EMA**  
Education Market Assistant

Scholarship Portal

Dashboard

My Students

Recent Transactions

Help

### Available Scholarships

**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 on the left before applying. After you click 'Apply' select all students you want to apply for new and renewing students.

**Scholarship for Private Schools and Transportation**  
FTC and FES-EO give families a choice between private school tuition and fees, or transportation costs to attend a public school different than the one they are assigned to. **APPLY**

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

**New Worlds Reading Scholarship Accounts**  
Is your public school child having trouble reading? If so, the New Worlds Reading Scholarship Accounts can help. **APPLY**

**Find Your Students**  
To streamline the renewal application process, we'll need to import your existing student data into EMA. In the My Students section of your portal, click on the Import Students button to Login and import your student data. **GET STARTED**

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.

The screenshot shows a web application interface for the 'FTC/FES-EO Application' under the heading 'Private Schools & Transportation Scholarships'. At the top, there is a navigation bar with five tabs: 'Student Selection' (active), 'Student Information', 'Guardian Information', 'Household Members', and 'Summary'. The main content area includes a title, a descriptive paragraph about the scholarships, an 'IMPORTANT NOTICE' box, a question about household ownership with radio buttons for 'Yes' and 'No', a 'PLEASE NOTE' section, and a table titled 'Who are you applying for?'. The table has columns for 'APPLY?', 'STUDENT NAME', and 'STATUS'. Two rows are visible, both with 'New' status and 'No' selected for 'APPLY?'. A 'CONTINUE' button is located at the bottom right of the form.

**FTC/FES-EO Application**  
Private Schools & Transportation Scholarships

Step Up For Students offers two scholarships that are based on your household's income and other eligibility requirements: the Florida Tax Credit Scholarship (FTC) and the Family Empowerment Scholarship for Educational Options (FES-EO). FTC and FES-EO give families a choice between assistance with private school tuition and fees, or transportation costs for students to attend a public school different than the one they are assigned to. The application is the same for both the FTC and FES-EO scholarships. Step Up will determine if you are eligible, and for which scholarship.

**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 on the left before applying. After you click 'Apply' select all students you want to apply for new and renewing students.

Are you or anyone in your household the owner, operator, superintendent or principal of an eligible private school OR a person with equivalent decision-making authority over an eligible private school?

Yes  No

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

**Who are you applying for?**

APPLY?	STUDENT NAME	STATUS
<input type="radio"/>	[REDACTED]	New
<input type="radio"/>	[REDACTED]	New

**CONTINUE**

- 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).

The screenshot shows the 'Student Information' section of the 'FTC/FES-EO Application'. At the top, there are navigation tabs: 'Student Selection' (checked), 'Student Information' (active), 'Guardian Information', 'Household Members', and 'Summary'. Below the title, a yellow warning box states: 'IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.' A blue button labeled 'ADD A STUDENT' is visible. Below that, a student list shows one student with a dropdown arrow and a trash icon. A message says: 'Please review the information below. If any information is incorrect, please go to your [My Students](#) to update.' The form fields are organized as follows:

- Personal Information:**
  - First Name: [Text Input]
  - Middle Name: [Text Input: Enter Middle Name]
  - Last Name: [Text Input]
  - Suffix: [Dropdown: Select]
  - Date of Birth: [Text Input]
  - Gender: [Dropdown]
  - Ethnicity: [Dropdown]
  - Race: [Dropdown]
  - Relationship to Guardian\*: [Dropdown: Select]
  - Student's SSN / ITIN: [Text Input: 000-00-0000]
- Current School Information:**
  - School Year: [Text Input: 2022-2023]
  - Type of School\*: [Dropdown: Select..]
  - School Name\*: [Text Input: Enter School Name]
  - School County\*: [Dropdown: Select..]
- Transportation:**
  - Do you intend to use this scholarship for transportation\*:  Yes  No
- Expected Grade Level:**
  - Expected Grade Level\*: [Dropdown: Select..]
- Sibling Information:**
  - 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.\*:  Yes  No [Text Input: 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.

#### Additional Information

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

Is this student adopted? \*

Yes  No

Has this student been in foster care in the last two calendar years? \*

Yes  No

Has this student been in Out-Of-Home Care in the last two calendar years? \*

Yes  No

Is this student the dependent child of a member of the United States Armed Forces? \* [See Less](#)

*“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.*

Yes  No

Is this student the dependent of a law enforcement officer? \* [See Less](#)

*“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)).*

Yes  No

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

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

UPLOAD

SAVE AS DRAFT

CONTINUE

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.”



Student Selection Student Information **Guardian Information** Household Members Summary

### FTC/FES-EO Application

#### Guardian Information

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

**Primary Guardian\*** 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 Enter Middle Name	Last Name*	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marital Status*	Primary Language*	Email - Primary*	Email - Secondary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone - Primary*	Phone Type - Primary*	Phone - Secondary	Phone Type - Secondary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN / ITIN			
<input type="text"/>			

#### Physical Address

Street Address:*	Address Line 2: Suite/Apartment (Optional)		
<input type="text"/>	<input type="text"/>		
City:*	County:*	State:*	Zip Code:*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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#### Proof of Residency\*

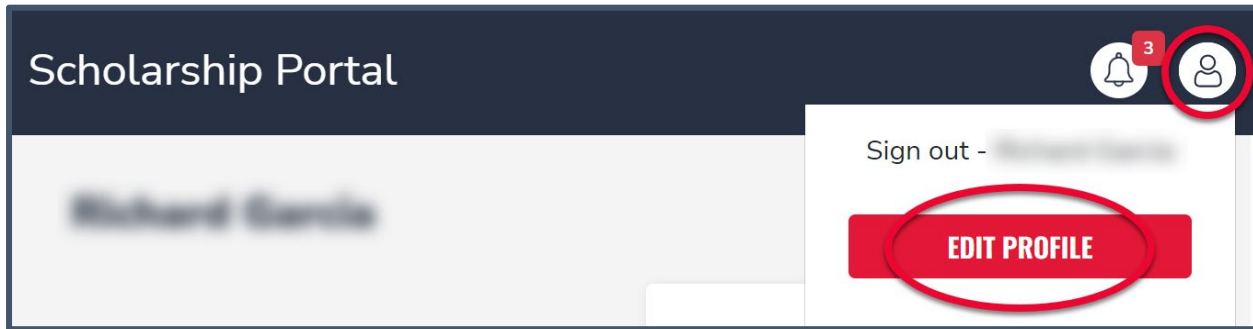
You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload.

Proof Documentation Type

Select type of document

*Must not be more than two months old.  
Must include current name and address.*





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.

**Employment Income**

Employment Information \*  Employer Company Name \*  Employment Role \*  Employed  Self-Employed

Are you paid by check or direct deposit? \*  Yes  No Payment amount (gross) \*  Paid how often? \*

Are any of these wages paid in cash? \*  Yes  No Payment amount (gross) \*  Paid how often? \*

If you are paid in cash, please download a copy of Form-XXXX and upload below.

Income Verification Documents \*  **UPLOAD**

If weekly; Must be a copy of four lorem ipsum dolor sit amet vector factorial...

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**Additional Income Sources**

**Additional Income 01**

Additional Income  Additional Income Category \*  Other Income Amount (Monthly) \*

Annual: Cash withdrawal; pension, retirement, or VA; Rental income; Roommate rent income; Annuities or net royalties; Dividend income

Income Verification Documents \*  **UPLOAD**

If weekly; Must be a copy of four lorem ipsum dolor sit amet vector factorial...

[- Delete Income Source](#)

[+ Add Additional Income Source](#)

---

**Additional Information**

Does anyone in the household receive Food Stamps (SNAP), TANF, or FDPIR?  Yes  No

I have a \*  Proof of document  **UPLOAD**

Must be a copy of four lorem ipsum dolor sit amet vector factorial dolor...

- 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.

**FTC/FES-EO Application**  
Guardian Information

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

<input type="text" value="Primary Guardian*"/>	INDIVIDUAL INCOME   \$36,000.00
--	---------------------------------

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.

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.

2. Spouse/Partner \* INDIVIDUAL INCOME \$0

First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	Suffix (optional) ⇅
Phone - Primary *	Phone Type - Primary *	Phone - Secondary	Phone Type - Secondary
<input type="text"/>	Mobile Phone ⇅	(000) 000-0000	Select type of phone ⇅
SSN / ITIN *			
<input type="text" value="*** - ** - XXXX"/>			

- 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.

2. Spouse/Partner \* INDIVIDUAL INCOME \$0

First Name \* Middle Name Last Name \* Suffix  
Suffix (optional) ▾

Phone - Primary \* Phone Type - Primary \* Phone - Secondary Phone Type - Secondary  
Mobile Phone ▾ (000) 000-0000 Select type of phone ▾

SSN / ITIN \*  
\*\*\* - \*\* - XXXX

---

**Proof of Residency \***  
You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload.

Proof Documentation Type  
Utility Bill ▾ **UPLOAD**

Must not be more than two months old.  
Must include current name and address.

---

**Employment Income**

Employment Information \* Employer Company Name \* Employment Role \*  
Employed ▾ Self-Employed

Are you paid by check or direct deposit? \* Payment amount (gross) \* Paid how often? \*  
 Yes  No \$1,000.00 Every other week ▾

Are any of these wages paid in cash? \* Payment amount (gross) \* Paid how often? \*  
 Yes  No \$1,000.00 Every other week ▾

If you are paid in cash, please download a copy of Form-XXXX and upload below.

Income Verification Documents \*  
Select ▾ **UPLOAD**

If weekly: Must be a copy of four lorem ipsum dolor sit amet vector factorial...

---

**Additional Income Sources** ⓘ  
[+ Add Additional Income Source](#)

---

**SAVE AS DRAFT** **CONTINUE**

Scholarship Portal

Student Selection Student Information Guardian Information Household Members Summary

### FTC/FES-EO Application

## Additional Household Members

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.  
If the household member is **over** the age of 18, proof of residency and employment information must be provided for this person if they share expenses or income with you.

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

[ADD MEMBER](#)

[SAVE AS DRAFT](#) [CONTINUE](#)

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.

## FTC/FES-EO Application

### Additional Household Members

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.

If the household member is **over** the age of 18, proof of residency and employment information must be provided for this person if they share expenses or income with you.

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

 ADD MEMBER



Household Member

INDIVIDUAL  
INCOME

\$0




First Name \*

Middle Name

Last Name \*

Suffix

Select (optional) 

SSN / ITIN \*

Date of Birth \*

Relationship to You \*

SAVE AS DRAFT

CONTINUE

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

**Household Member** INDIVIDUAL INCOME \$0

First Name \* Middle Name Last Name \* Suffix  
Select (optional) ▾

SSN / ITIN \* Date of Birth \* Relationship to You \*  
\*\*\* - \*\* - XXXX Mother-in-law ▾

---

**Proof of Residency**  
You must provide Proof of Residency documentation. Please select the type of document that you are submitting and then click upload.

Proof Documentation Type  
Utility Bill ▾ **UPLOAD**

Must not be more than two months old.  
Must include current name and address.

---

**Employment Income**  
Employment Information  
Select ▾

---

**Additional Income Sources** ⓘ  
[+ Add Other Income Source](#)


---

**SAVE AS DRAFT** **CONTINUE**

▼ 2. Spouse / Partner

First Name \* Middle Name Last Name \* Suffix

---



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



Student Selection  
  Student Information  
  Guardian Information  
  Household Members  
  Summary

## FTC/FES-EO 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	AGE	GRADE
1. [REDACTED]	No	No	No	No	6	03

HOUSEHOLD MEMBERS	TYPE	AGE	INCOME
1. [REDACTED]	Primary Guardian		\$36,000.00
2. [REDACTED]	Spouse/Partner		\$0.00
<b>TOTAL HOUSEHOLD INCOME</b>			\$36,000.00

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.

I have read and agree to the compliance statement

---

**Please Sign Here**  
Signature Of \*

Full Name



**KEEP** **CLEAR**

**SAVE AS DRAFT** **SUBMIT**

I have read and agree to the compliance statement

**Please Sign Here**

Signature Of \*

Full Name



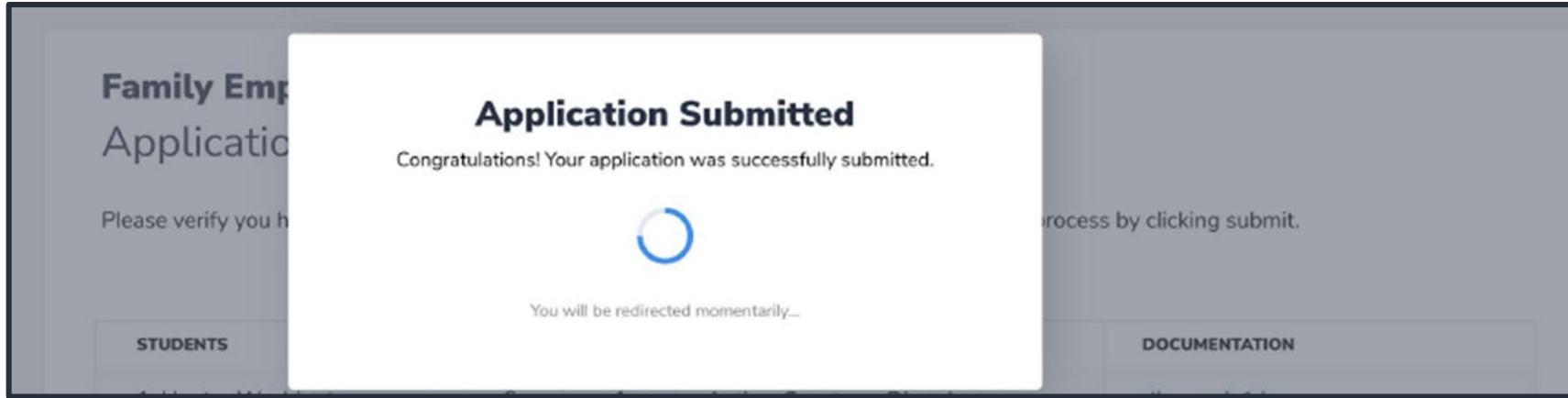
KEEP

CLEAR

SAVE AS DRAFT

SUBMIT

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 screenshot shows a user interface for managing applications. At the top right, there are icons for a shopping cart, a notification bell with a red '2', and a user profile. The main content is titled 'My Applications' and is divided into three sections, each with a 'VIEW ALL' link.

**NEW WORLDS READING SCHOLARSHIP** [VIEW ALL](#)

School Year	Student Name	Application Status
2022 - 2023		<span>●</span> <a href="#">On Hold</a>
2022 - 2023		<span>●</span> <a href="#">Awarded</a>
2022 - 2023		<span>●</span> <a href="#">Awarded</a>

**FTC/FES-EO** [VIEW ALL](#)

School Year	Application ID	Application Status
2022 - 2023		<span>●</span> <a href="#">In Review</a>
2021 - 2022		<span>●</span> <a href="#">Awarded</a>

**FES-UA** [VIEW ALL](#)

School Year	Application ID	Application Status
2022 - 2023		<span>●</span> <a href="#">In Review</a>
2021 - 2022		<span>●</span> <a href="#">Denied</a>

Scholarship Portal

MY APPLICATIONS > VIEW ALL

New Worlds Reading **FTC/FES-EO** FES-UA

### FTC/FES-EO Applications


Search

APPLICATION ID	TYPE	STATUS	SCHOOL YEAR	SUBMIT DATE
▼	Renewal	On Hold	2022 - 2023	11 / 20 / 2021
STUDENT NAME		STUDENT ID	STATUS	
			Approved	
			On Hold	
▶	Renewal	Awarded	2022 - 2023	11 / 20 / 2021
▶	Renewal	Awarded	2022 - 2023	11 / 20 / 2021
▶	New	In Review	2022 - 2023	11 / 20 / 2021
▶	New	Awarded	2021 - 2022	11 / 20 / 2021
▶	New	Denied	2020 - 2021	11 / 20 / 2021

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.**





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## 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 is \$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.

The screenshot displays the Scholarship Portal interface. On the left is a navigation menu with the following items: Dashboard (selected), My Students, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and contains three sections:

- Enrollment Requests:** A table with columns for School Year, Student Name, School Name, Request Date, School Start Date, Annual Tuition, Accept, and Decline. It lists three requests, all of which have been accepted.
- My Applications:** A section with a "View All" link and a table showing three applications, all with a status of "Awarded".
- Available Scholarships:** A section at the bottom of the main content area.

SCHOOL YEAR	STUDENT NAME	SCHOOL NAME	REQUEST DATE	SCHOOL START DATE	ANNUAL TUITION	ACCEPT	DECLINE
2022-2023	[REDACTED]	[REDACTED]	06/23/2022	08/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023	[REDACTED]	[REDACTED]	06/24/2022	08/15/2023	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022-2023	[REDACTED]	[REDACTED]	06/26/2022	01/15/2022	\$10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROGRAM	SUBMITTED	STUDENT	STATUS
[REDACTED]	06/19/2022	[REDACTED]	<a href="#">Awarded</a>
[REDACTED]	06/19/2022	[REDACTED]	<a href="#">Awarded</a>
[REDACTED]	06/19/2022	[REDACTED]	<a href="#">Awarded</a>

## Are you sure you want to enroll?

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2022-2023	[REDACTED]	[REDACTED]	01/06/2023	\$4,150.00

**IMPORTANT:** By accepting the School Enrollment Form, you are approving payment for the tuition and fees for your students at the selected private school OR your student's award amount, whichever is less. Payments will be divided by the number of deposits made into the students' account. For example, if the student's tuition is \$1,000, and the scholarship is \$400 with two yearly deposits, you are approving two payments of \$200 for the selected school.

**PLEASE NOTE:** Your total amount reflects an adjustment of **\$1,000.00** applied by the school due to your students enrollment being after the start of the school year or due to an agreed adjustment amount previously discussed with the school.

YES

NO

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](http://stepupforstudents.org)

