Step Up for students

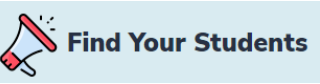# I'm unique. So is my education.

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

- Click here to review the **required application documents**.

- To renew your application, you can import your students information from existing data by using the **Find Your Students** tool. You will need your previous email address and password used to log into the legacy system.

  - *IMPORTANT: If you cannot find your student, please DO NOT add them separately. Please contact Step Up For Students for assistance before moving forward.*

- You can add new students (students not currently on the scholarship) after you have completed the application for your renewal 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.

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.
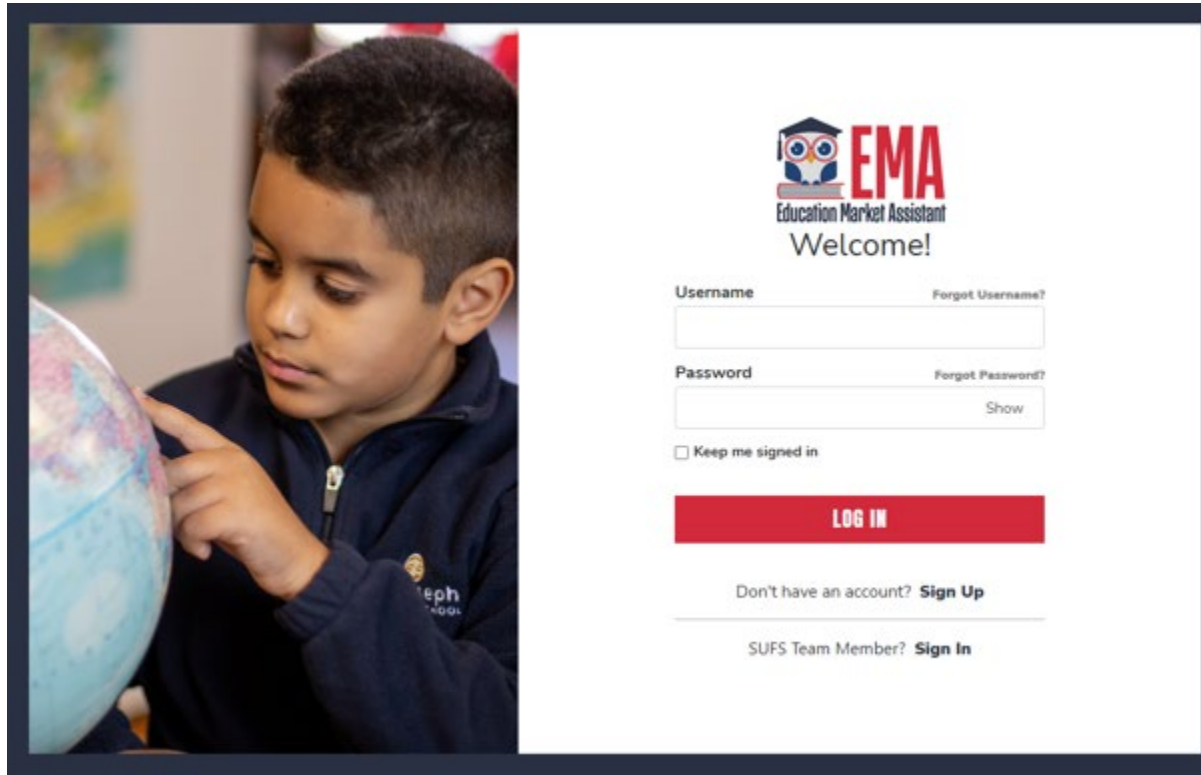
Agenda

1 Creating an account

2 Applying for the scholarship

Renewal Family

Completing an FTC/FES-EO Intent to Continue Application

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 <u>have</u> an EMA account, please enter your username/ password.

If you <u>do not</u> have an EMA account, please click "Sign Up."

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.
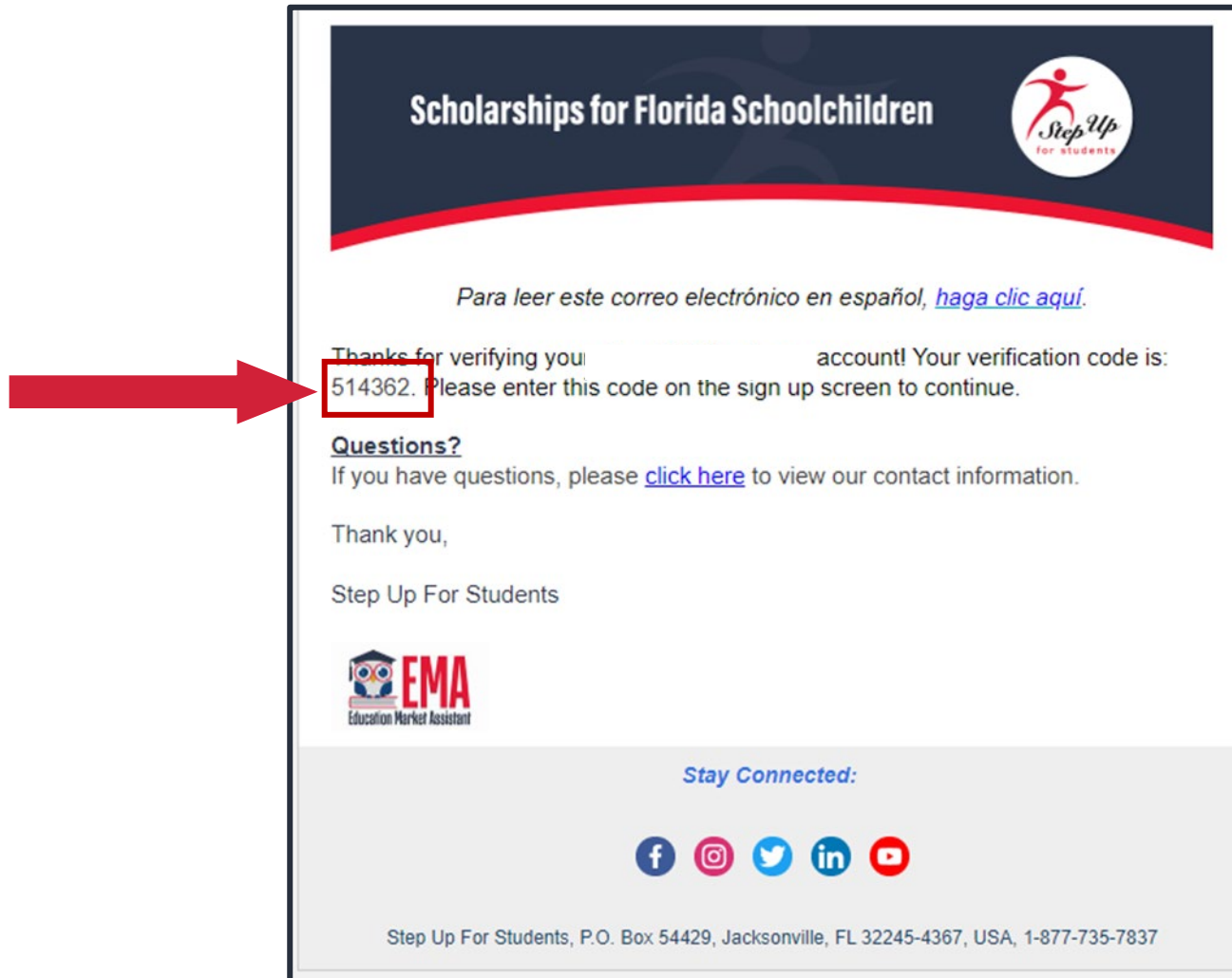
Email Address

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."

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."

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

[████████]@sufs.org

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 can be used use to log in. However, the email address is preferred.**

- **First name and last name is your name, the parent's/guardian's name.**

- **Password: This along with username will be how you access the system.**

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

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 and where you will come if your information, your address, for example, needs to be updated. If you want to change the Primary Language, please select the language, such as Spanish, from the drop-down menu.

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

Contact Information

Primary Phone:*
(000) 000-0000

Phone Type - Primary:*
Select type of phone ▾

Secondary Phone:
(000) 000-0000

Phone Type - Secondary
Select type of phone ▾

Primary Email:*

Secondary Email:
Secondary Email

Authorized Caller

⊕ ADD A CALLER

Authorized Caller ✕

Setup a 4-digit PIN for your Authorized Caller ⓘ

4-DIGIT PIN * XXXX

First Name *
Enter First Name

Last Name *
Enter Last Name

Email *
Enter Email

Primary Phone *
(000) 000-0000

Phone Type - Primary *
Select type of phone ⌄

CANCEL   ADD

- **Enter in your contact information.**

- **If you would like to allow anyone other than yourself to call in on your behalf, please select "Add a Caller" to add an authorized caller.**

- **For the authorized caller, set up a 4-digit pin, and make sure your authorized caller knows the pin.**

- **All fields are mandatory.**

- **Once completed click "ADD."**

- **The 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."

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

Scholarship Portal

- Dashboard
- My Students
- Recent Transactions
- Help

MY STUDENTS

🔍 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.

Renewal Student FTC/FES-EO Applications

- **Once you save your profile, you will be automatically taken to the "My students" section where you can add your students.**
- **As a renewal parent you will need your email address and password(s) from our legacy systems to complete this section.**
- **To find your renewal students you will need to click on "Find Students"**

Please click "Find Students".

Scholarship Portal

- Dashboard
- My Students
- Recent Transactions
- Help

MY STUDENTS

FIND STUDENTS   ADD A STUDENT

My S

⚠ If ... e use the 'FIND STUDENTS' button to ... added as a new student. Adding currently

It ...

... dd students button.

Find Students

Use the find students process for students who are eligible to complete a renewal application, and who have existing accounts at Step Up For Students. You will link all of your parent login accounts into one account in EMA. For all other students you will use the +Add a Student button and not this process.

Important! Please use your **email address** as your user name to find your renewal students!
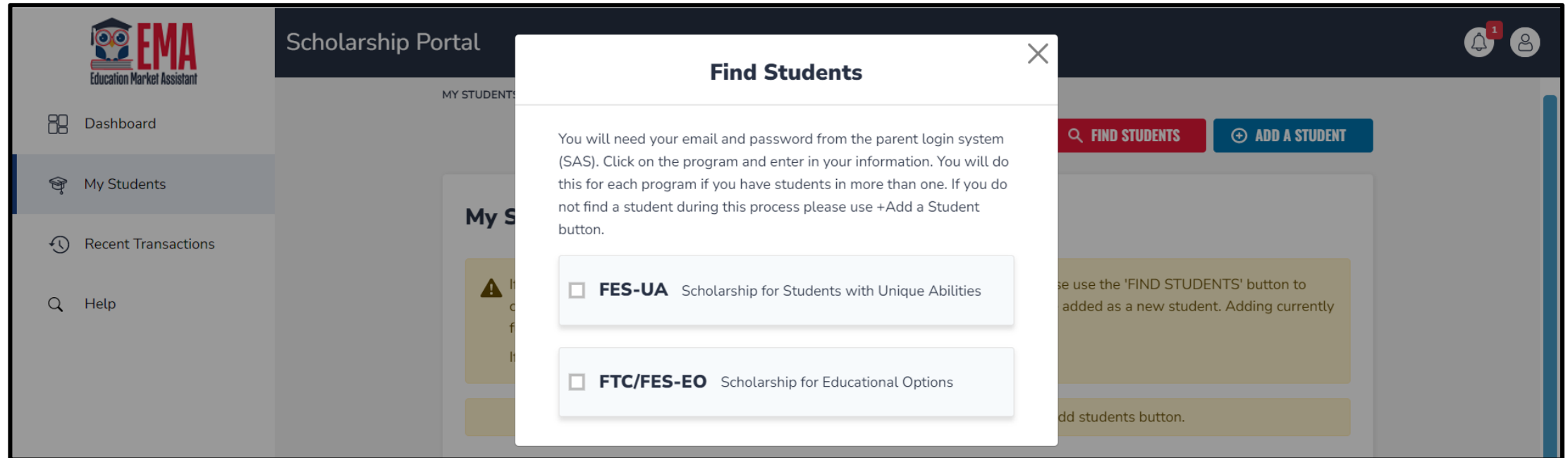
FIND STUDENTS   CLOSE

| 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 | |

After clicking "Find Students" you will be asked to select the scholarship program you wish to locate the student from.

Please Note: You will need your email address and password from our legacy system to find your students.

Find Students

You will need your email and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

☑ **FES-UA** Scholarship for Students with Unique Abilities

Email

[Enter your email]

Password

[Enter your password] SHOW

VERIFY

Need Assistance? Get Help

☐ **FTC/FES-EO** Scholarship for Educational Options

If you have students in both FES-UA and FTC/FES-EO please start with your FES-UA students. You will go through this process twice if you have students on both FTC/FES-EO and FES-UA.

Please enter in your email address and password from your parent login from our legacy system and Click "Verify."
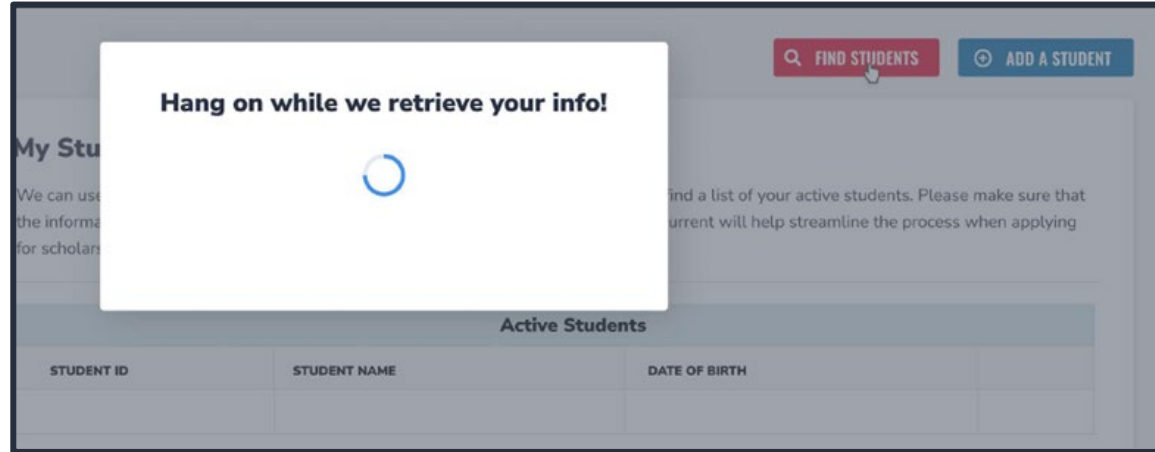
We appreciate your patience while we retrieve your account from our current system.

Please select the students that you want to complete an intent to continue for this year and click "Activate Students"
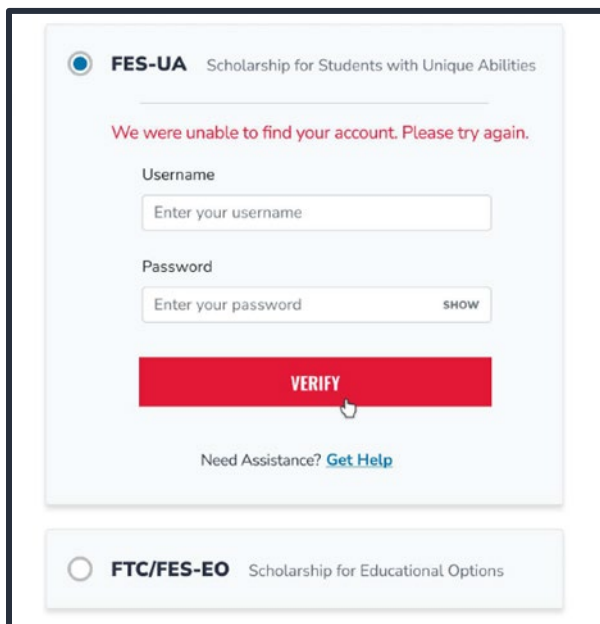
Find Students

You will need your username (email) and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

| STUDENT NAME	☐
	☑
	☐

**ACTIVATE STUDENTS**

Don't see your student listed? **Get Help**

Error Messages you could receive while "we retrieve your information"

1. First error message "We were unable to find your account. Please try again." This means your username or password is incorrect.

2. The "system is currently down" means our Scholarship Administration System is currently not available to retrieve your students.

3. "We're unable to find your student information" means that you do not have any students that were found eligible for a renewal application.
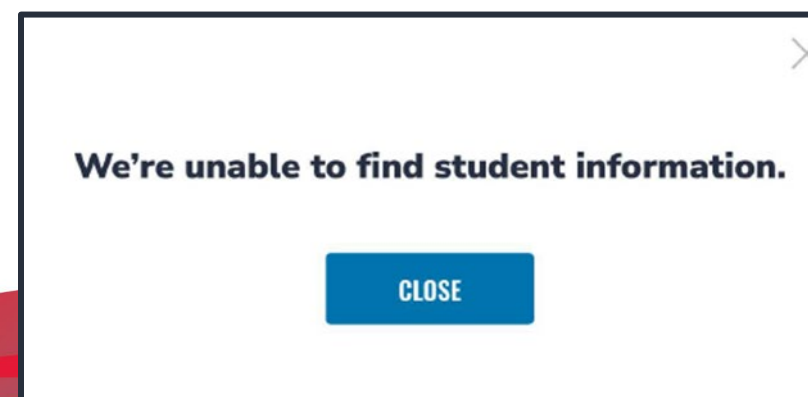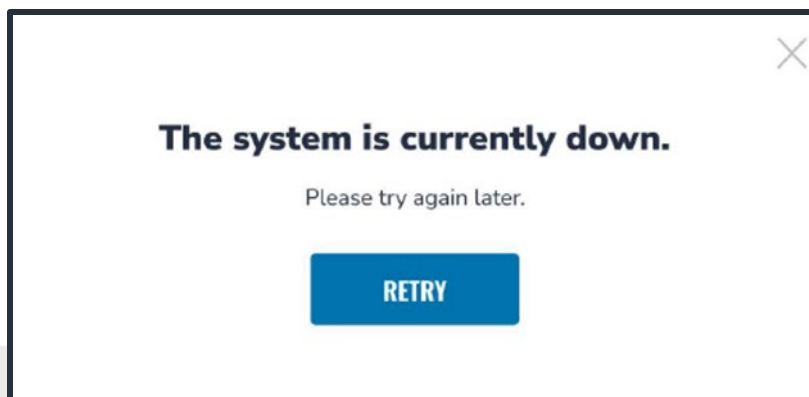
What to do if you get these error messages.

1. If you receive error message 1 you should reach out directly to our Service Center to confirm your information and reset your password if need be.

2. If you receive error message 2, you should try again later before contacting our Service Center as this issue is normally corrected the same day.

3. If you receive error message 3 and believe this is a mistake, please reach out to our Service Center to confirm your student's information.
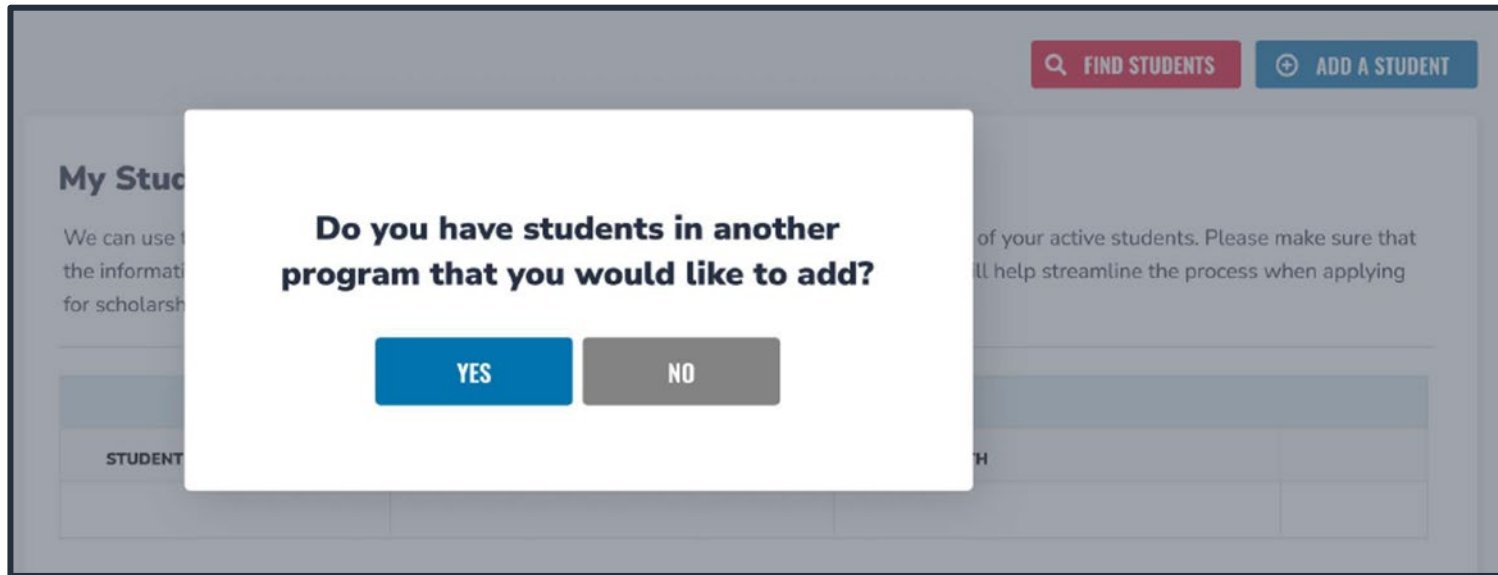
If you have more than one account, you can keep going through this process until you have found all your students. If you are done, please click "NO."

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	
		6/19/2016	View
		12/8/2013	View

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.
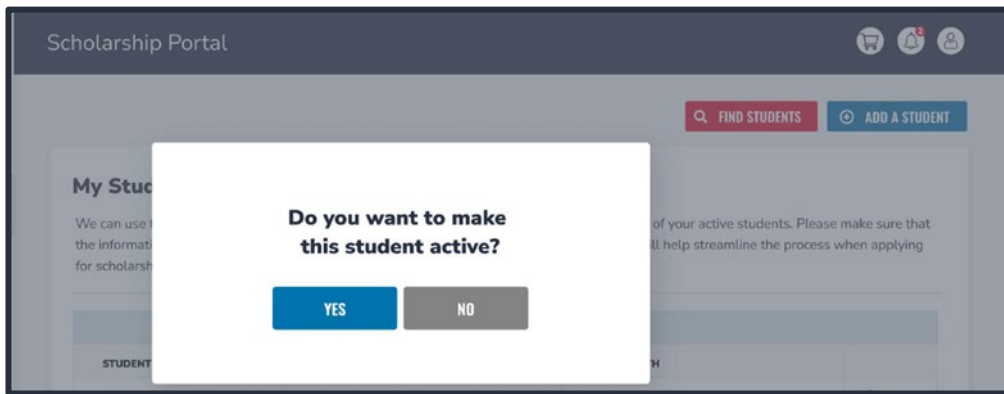
Inactive Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		11/23/2016	⊕

The students you have selected are in the active students' section. The students you did not select are in the inactive students' section. If you want to make a student active, please click the green plus button.

Only students in the Active section will be available to apply for scholarships.

If you clicked the green plus button, you will be asked if you are sure that you want to make this student active.

Click "Yes" or "No" accordingly.

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.

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Active Students

STUDENT ID	STUDENT NAME	DATE OF BIRTH	
		6/19/2016	View
		12/8/2013	View

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	
		11/23/2016	⊕

If you have a student that was not on the import and is a new student this year, please click the "Add A Student" in the top right corner.

**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	
		6/19/2016	View
		12/8/2013	View

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	
		11/23/2016	⊕

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.

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]

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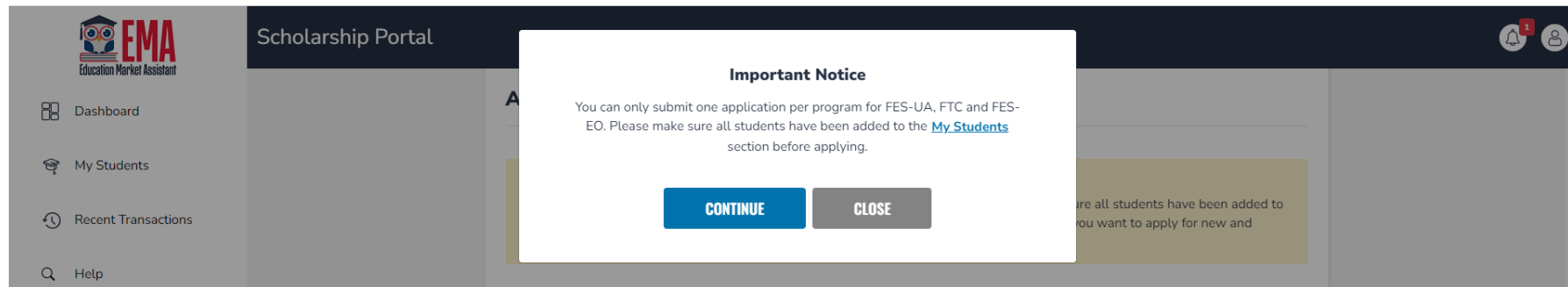
Please answer if anyone in the household is an owner, operator, superintendent or principal of an eligible private school OR a person with equivalent decision-making. If you select "Yes," Social Security Numbers are required for all household members.

Once you select your answer, select the student(s) who you will be applying.

Student profile information is auto populated. If anything is incorrect, please correct it in the "My Students" Menu and return to the application.

- **Please enter in current school information for School Year (SY) 22-23.**

- **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.

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.)

| Enter Document Name | **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."

Please Note: Ensure that any files you are uploading are not password protected. Uploading a password protected file may cause delays in your application being processed.

Please note

Renewal families should upload Proof of residency for only the Primary Parent.

Scholarship Portal

Sign out -
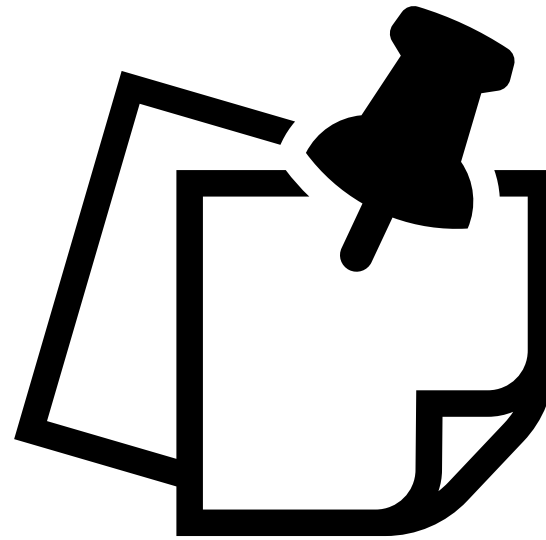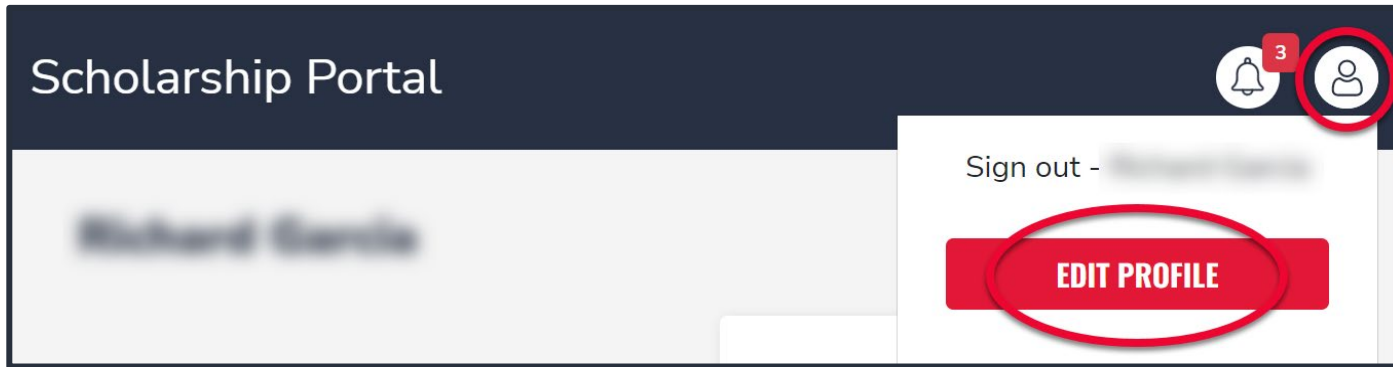
EDIT PROFILE

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.

If you indicated you are married or have indicated you are living with your significant other, the spouse/partner section is mandatory as indicated by the red asterisk*.

If your marital status indicates you do not have spouse/partner living with you, you may skip this section .

Next, we need you to add anyone else that lives in your house that 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 and click continue.

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 *
*** - ** - XXXX	01 / 01 / 2018	Daughter ⌄

SAVE AS DRAFT   CONTINUE

Please review your summary page to ensure all information is correct, if applicable enter your Annual Household Income.

FTC/FES-EO Application

Application Summary

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

Annual Household Income*

$0.00

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	AGE	GRADE
	No	No	No	No	7	03

HOUSEHOLD MEMBERS	TYPE	AGE
1. Primary Parent First Name Primary Parent Last Name	Primary Guardian	
2. Household Member	Cousin	31

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

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 Parent-Student Responsibilities.

Once you have read and agree, 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. Once you are satisfied with your signature, please click "Keep." If you want to change your signature you can click "Clear" and sign again.
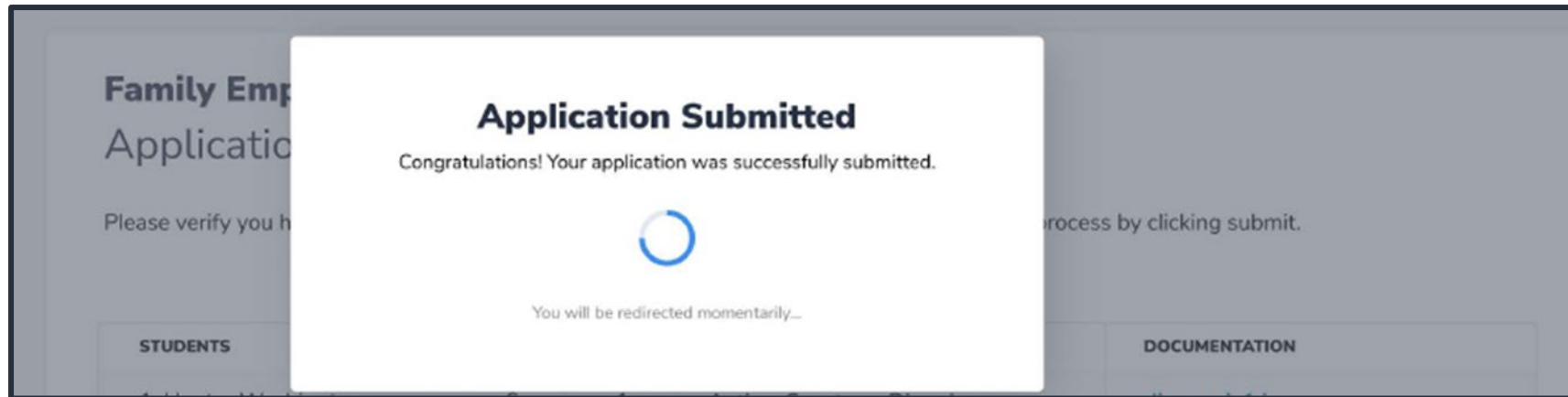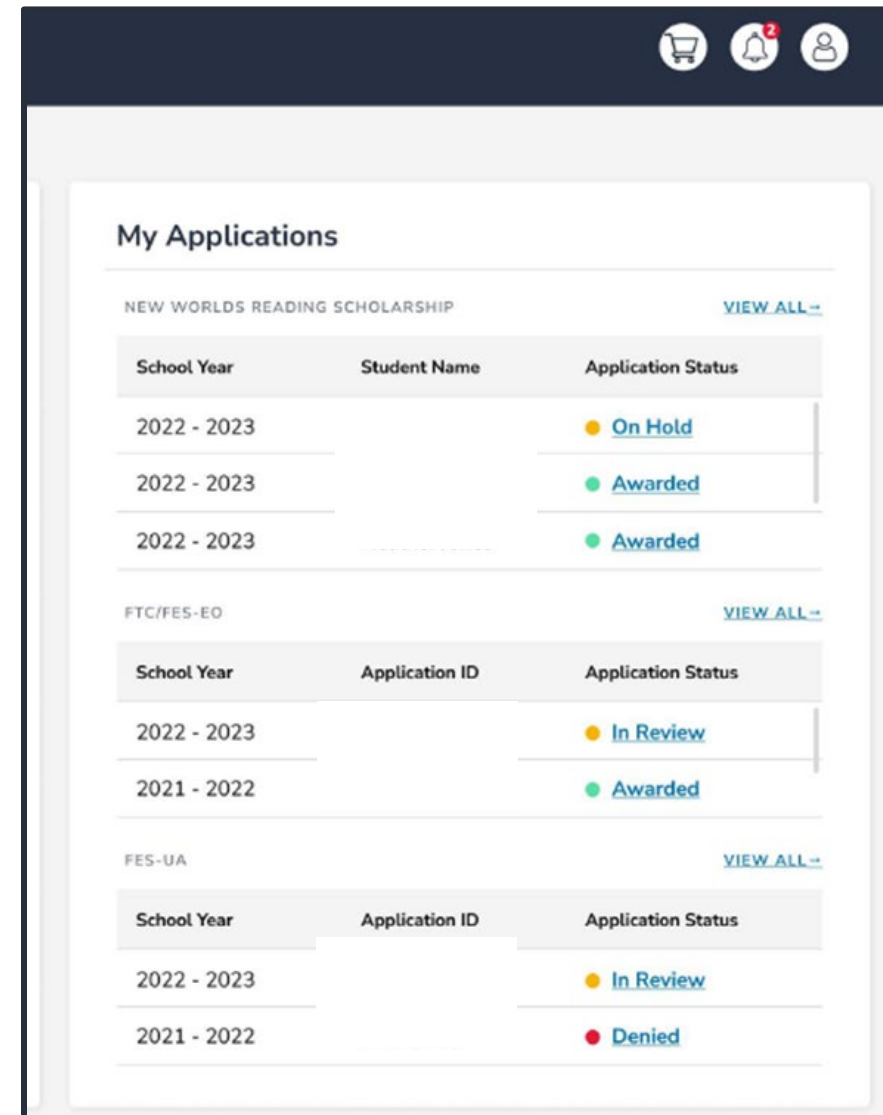
Please click "Submit."

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

Once you submitted 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).

My Applications

NEW WORLDS READING SCHOLARSHIP   VIEW ALL →

School Year	Student Name	Application Status
2022 - 2023		🟡 On Hold
2022 - 2023		🟢 Awarded
2022 - 2023		🟢 Awarded

FTC/FES-EO   VIEW ALL →

School Year	Application ID	Application Status
2022 - 2023		🟡 In Review
2021 - 2022		🟢 Awarded

FES-UA   VIEW ALL →

School Year	Application ID	Application Status
2022 - 2023		🟡 In Review
2021 - 2022		🔴 Denied

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 these 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.

ENROLLMENT NOTIFICATION

Dear ▮▮▮▮

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

Student's Name: ▮▮▮▮
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 ▮▮ 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 their 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.

Are you sure you want to enroll?

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2022-2023			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 in $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

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