



Renewal Application Process

Florida Tax Credit (FTC) Scholarship Family Empowerment Scholarship for Educational Options (FES-EO) and the Personalized Education Program (PEP)

We empower Florida students with personalized PreK3-12 education scholarships.



Important Notice: Renewal FTC/FES-EO/FTCPEP Application

Here are a few tips before you get started on your renewal FTC/FES-EO/FTCPEP Application . . .



- Click the link or scan the QR code here to review the [required application documents](#).
- Per new legislation [families can only apply for ONE scholarship per student at the same time.](#)
- Each time you log onto the EMA platform, you must complete a multi-factor authentication. We recommend you use a cell phone or phone number that does not answer as a recording.
- It can take up to 6 weeks for applications to be processed. You will receive updates via email when your application review is complete.

Important Notice: FTC/FES-EO/FTCPEP Renewal Application

Additional information:

Schools will need your student(s) “Award ID” for enrollment. You only need your 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 view next to your active student’s name
3. Scroll down to see the Award ID under the “Scholarship Status” section

Tip: Families, you 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 current amounts displayed will be updated once new award amounts are published by the State.

Very Important!

You will ONLY able to locate your students' Award ID number once the application status is "Complete" and they are awarded!



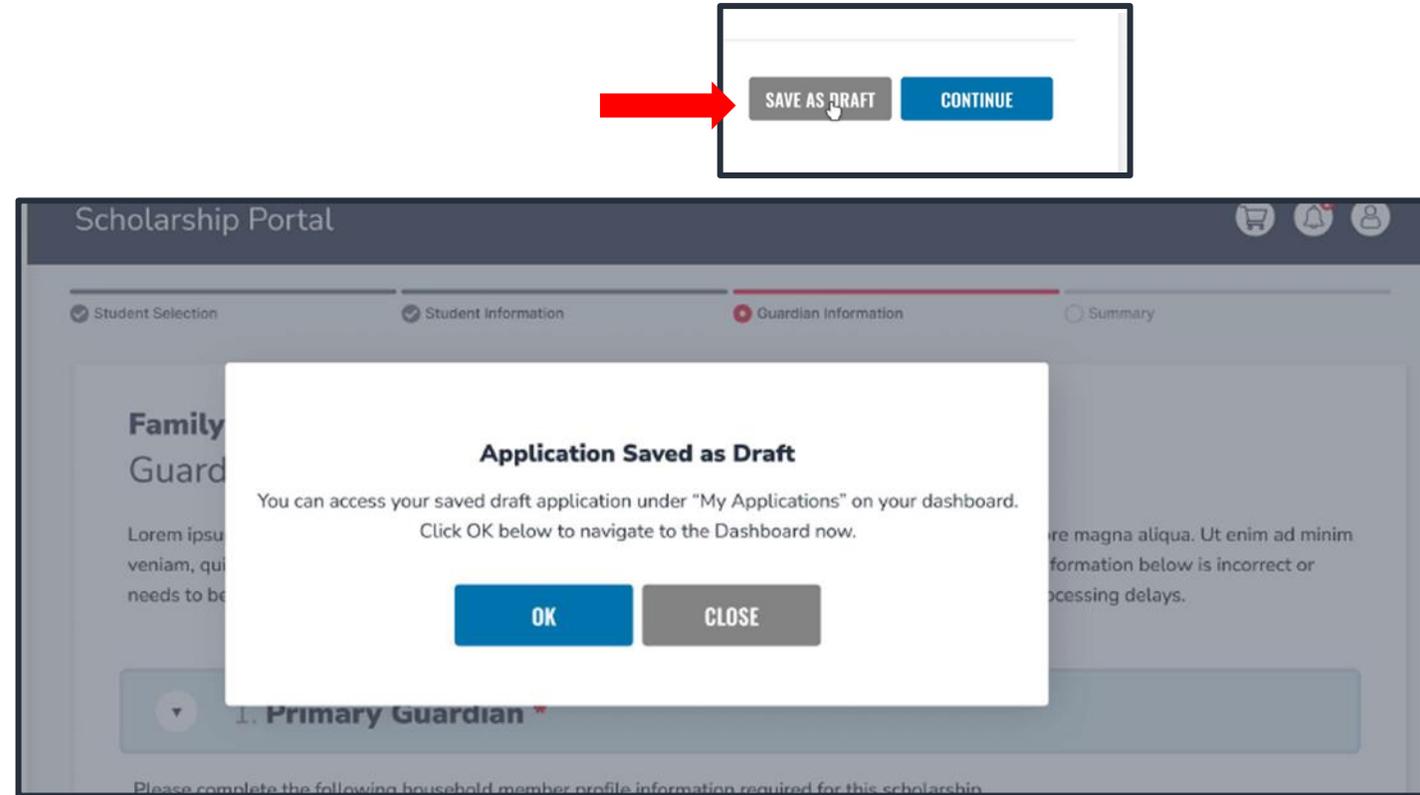
Renewal Family

Completing an FTC/FES-EO/FTCPEP Renewal Application

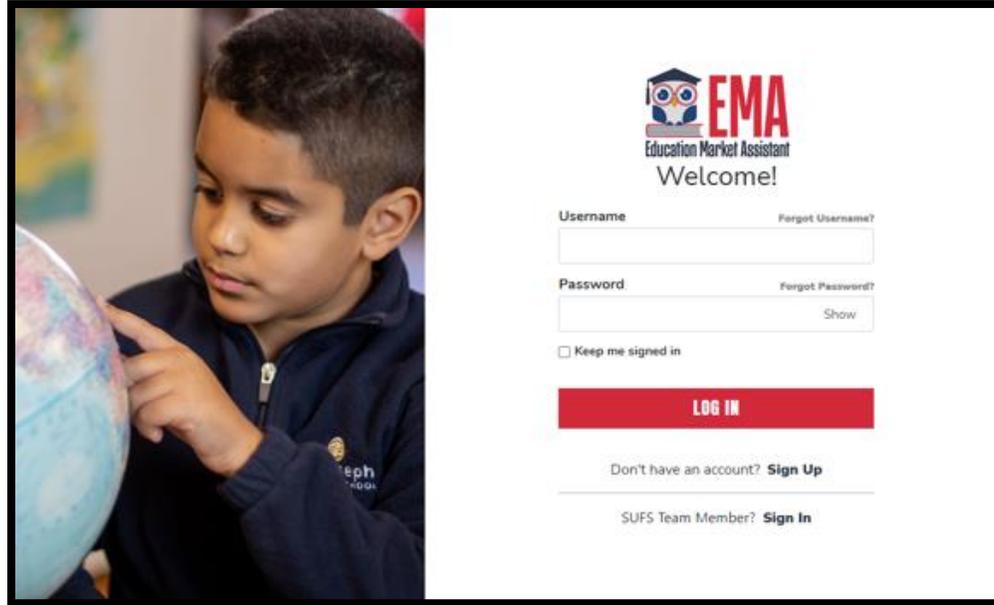
Important Tip: FTC/FES-EO/FTCPEP Application

Please note:

At any time, you may select **“Save as a Draft”** to save your progress and come back later. You can find all your saved drafts on your dashboard, and you can select the saved drafts to continue the process.



FTC/FES-EO/FTCPEP Renewal Applicant Process

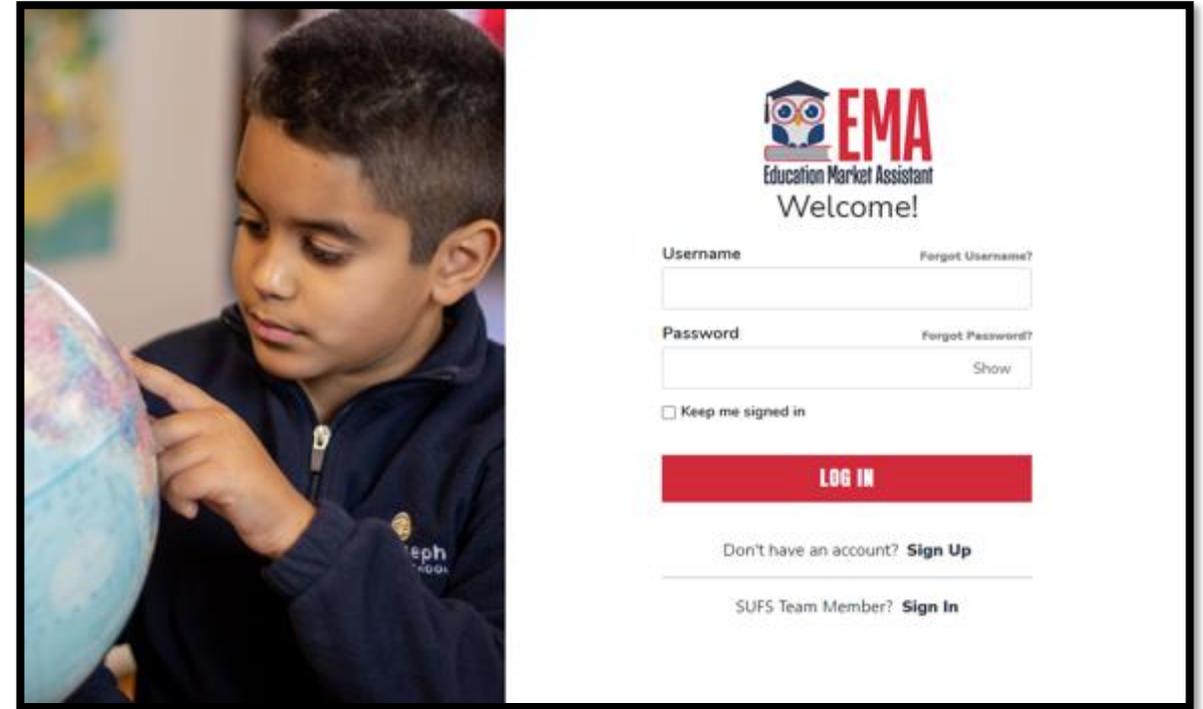


Please go to stepupforstudents.org to apply for the Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO) or Personalized Education Program (PEP).

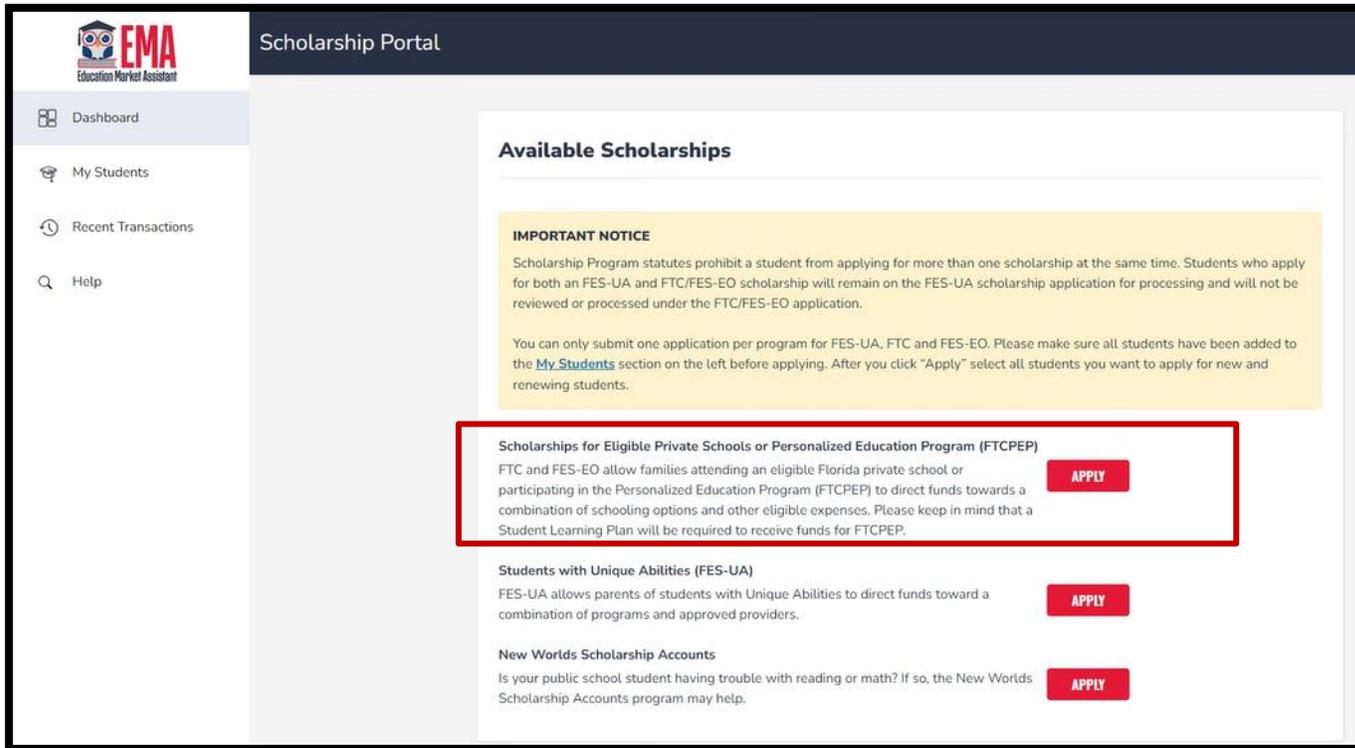
FTC/FES-EO/FTCPEP Renewal Applicant Process

Log into your EMA account by entering your username and password.

If you have forgotten your username, click on the **“Forgot Username”** button; if you have misplaced your password, click the **“Forgot Password”** button.



FTC/FES-EO/FTCPEP Renewal Applicant Process



The screenshot shows the EMA Scholarship Portal interface. On the left is a navigation menu with 'Dashboard', 'My Students', 'Recent Transactions', and 'Help'. The main content area is titled 'Available Scholarships'. It features an 'IMPORTANT NOTICE' box with text about scholarship application rules. Below this, three scholarship options are listed, each with an 'APPLY' button. The first option, 'Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)', is highlighted with a red rectangular border. The other two options are 'Students with Unique Abilities (FES-UA)' and 'New Worlds Scholarship Accounts'.

EMA
Education Market Assistant

Scholarship Portal

Dashboard
My Students
Recent Transactions
Help

Available Scholarships

IMPORTANT NOTICE
Scholarship Program statutes prohibit a student from applying for more than one scholarship at the same time. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.

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.

Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)
FTC and FES-EO allow families attending an eligible Florida private school or participating in the Personalized Education Program (FTCPEP) to direct funds towards a combination of schooling options and other eligible expenses. Please keep in mind that a Student Learning Plan will be required to receive funds for FTCPEP. **APPLY**

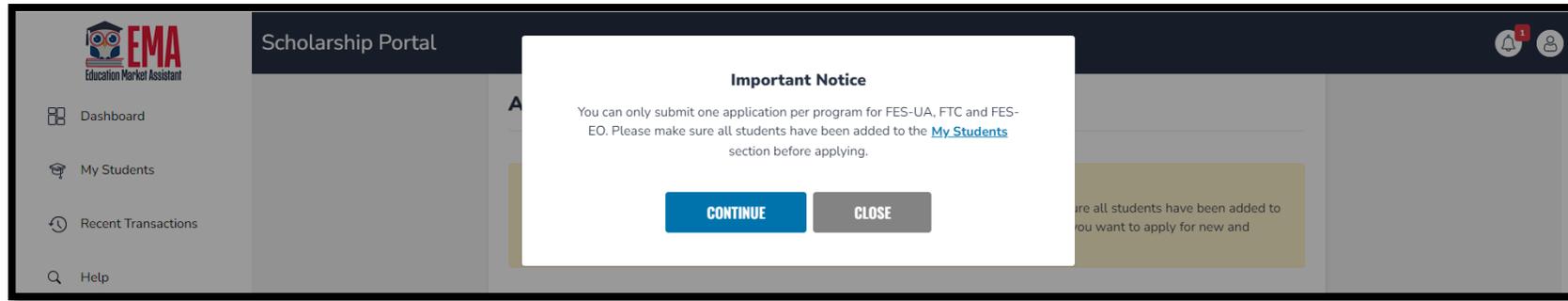
Students with Unique Abilities (FES-UA)
FES-UA allows parents of students with Unique Abilities to direct funds toward a combination of programs and approved providers. **APPLY**

New Worlds Scholarship Accounts
Is your public school student having trouble with reading or math? If so, the New Worlds Scholarship Accounts program may help. **APPLY**

Once you are logged into EMA, you will land on the **"Dashboard."**

You can find the **"Available Scholarships"** section by scrolling down the page. To renew your FTC/FES-EO/FTCPEP application, click the **"Apply"** button next to the "Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)" scholarship description.

FTC/FES-EO/FTCPEP Renewal Applicant Process



Important Notice:

You may not apply for multiple scholarships under FES and FTC for an individual student at the same time. Please ensure all students have been added to the “My Students” section before applying.

FTC/FES-EO and FTCPEP Renewal Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application

Scholarships for Eligible Private Schools or Personalized Education Program (FTCPEP)

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

IMPORTANT NOTICE

Scholarship Program statutes prohibit a student from applying for more than one scholarship at the same time. Students who apply for both an FES-UA and FTC/FES-EO scholarship will remain on the FES-UA scholarship application for processing and will not be reviewed or processed under the FTC/FES-EO application.

You can only submit one application per program for FES-UA and FTC/FES-EO. Please make sure all students have been added to the "[My Students](#)" section on the left before applying for each scholarship program. After you click "Apply" select all the new and renewal students you want to apply for that scholarship program.

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

Yes No

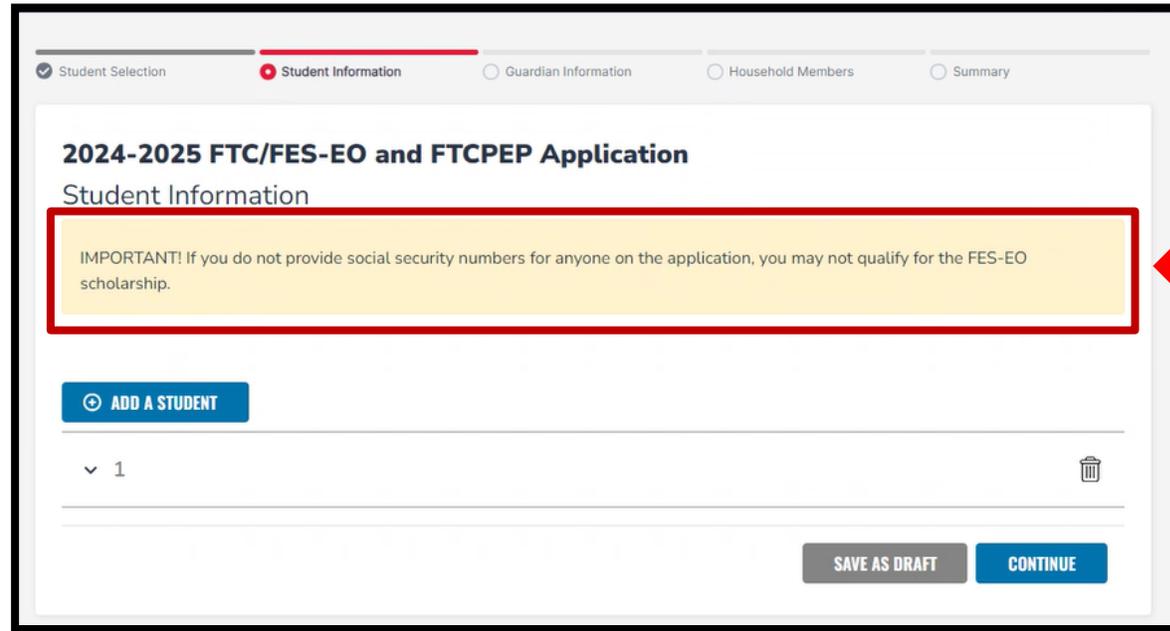
Who Are You Applying For?

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

Select the student for whom you wish to complete the renewal application for FTC/FES-EO or FTCPEP. *Each student can only apply for one program at a time.*

Please indicate if anyone in your household has decision-making authority in an eligible nonprofit Scholarship Funding Organization (SFO) that offers scholarships.

Important Tip: FTC/FES-EO and FTCPEP Renewal Application



Student Selection Student Information Guardian Information Household Members Summary

2024-2025 FTC/FES-EO and FTCPEP Application

Student Information

IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.

[+ ADD A STUDENT](#)

▼ 1 

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

FES applications require student social security numbers. If you or your student do not have a social security number, leave this question blank. Your student will only be considered for FTC or FTCPEP.

FTC/FES-EO and FTCPEP Renewal Applicant Process

To proceed with a selected student, click on the arrow to the left of the student's name and complete the fields below:

- Relationship to Guardian
- Current School Information
- Expected School Information Additional Information
 - For FTCPEP – Please select "Florida Homeschool" from the dropdown to get the PEP question

You will be required to submit a government-issued birth certificate. If submitting a passport, it must be a valid government-issued passport that is active as of the date of application for the scholarship program.

2024-2025 FTC/FES-EO and FTCPEP Application
Student Information

IMPORTANT! If you do not provide social security numbers for anyone on the application, you may not qualify for the FES-EO scholarship.

[+ ADD A STUDENT](#)

Please review the information below. If any information is incorrect, please go to [My Students](#) to update.

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender		Race
<input type="text" value="08/31/2017"/>	<input type="text" value="Male"/>		<input type="text" value="Black or African American +1"/>
Relationship to Guardian*	Student's SSN / ITIN		Passport / ITIN *
<input type="text" value="Son"/>	<input type="text"/>		<input type="text"/>

The birth certificate that is submitted must be a government issued birth certificate. Hospital or other documents with information of the child's birth are not valid. The passport that is submitted must be a valid government issued passport that is active (non-expired) as of the date of application for scholarship program.

Valid Birth certificate (or a Non-Expired Passport) Required ⓘ

New students between the ages of 3-6 years-old during the school year that you are applying for must upload a valid Birth certificate or a Non-Expired Passport.

Important Tip: FTC/FES-EO and FTCPEP Renewal Application

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender	Ethnicity	Race
<input type="text"/>	Male	Non-Hispanic or Latino	Black or African American +1 ▾

Please note: If you would like to make changes to greyed-out fields, you must navigate to the “My Students” page, select that student, and make the necessary changes. This includes race and ethnicity.

FTC/FES-EO and FTCPEP Renewal Applicant Process

Current School Information

Indicate the type of school your student(s) is attending for the 23-24 SY and the county the school is in.

Expected School Information

Indicate the type of school your student(s) plans to attend for the 24-25 SY and the grade level.

- For FTCPEP – Please select "Florida Homeschool" from the dropdown to get the FTCPEP question

Current School Information

School Year	Type of School *	School Name	County *
<input type="text" value="2023-2024"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Florida . Home School"/>	<input type="text" value="N/A"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Brevard"/>

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year	Type of School *	Grade Level *
<input type="text" value="2024-2025"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Charter School"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="1"/>

FTC/FES-EO and FTCPEP Renewal Applicant Process

Current School Information

School Year: 2023-2024
Type of School *: Florida Private
School Name *: ABC
School County *: Bay

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year: 2024-2025
Type of School *: Florida Home School
Grade Level *: Select...

Do you intend to use this scholarship for FTC PEP (Personalized Education Program)?*

Yes No

Do you intend to use this scholarship for FTCPEP (Personalized Education Program)? If you select your expected school as "Florida Home School", you will be required to answer the PEP question.

The FTCPEP scholarship program is for children who will be participating in parent-directed education only. If you answer **"No"** to this question, please edit your Expected School Type OR your confirmation of intended use of FTCPEP application to proceed.

Expected School Information

Note: If you are applying for the Florida Tax Credit Scholarship Personalized Education Program (FTCPEP) then please select "Florida Home School" from the dropdown below.

School Year: 2024-2025
Type of School *: Florida Home School
Grade Level *: 3

Do you intend to use this scholarship for FTCPEP (Personalized Education Program)?*

Yes No

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

FTC/FES-EO and FTCPEP Renewal Applicant Process

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

FES-UA ID

If you have another student in your household that receives the FES-UA scholarship you may indicate their FES-UA Student ID # here, but it is **NOT MANDATORY**.

FTC/FES-EO and FTCPEP Renewal Applicant Process

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 More](#)

Yes No

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

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.)

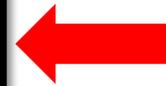
If you answer “**Yes**” to any of the following questions, you will be required to upload supporting documentation.

FTC/FES-EO and FTCPEP Renewal Applicant Process

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

Enter Document Name

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



Once you are done completing all the sections, click **“Continue”** in the bottom right corner to proceed or **“Save As Draft”** to save and return to complete the application at a later time.

Please ensure that any files you are uploading are not password-protected!

FTC/FES-EO and FTCPEP Renewal Applicant Process



The screenshot shows a web form for adding students to a scholarship application. It features two rows of student information, each with a dropdown arrow on the left and a trash icon on the right. The first row is labeled '1. Sa' and the second row is labeled '2. K'. At the bottom right of the form, there are two buttons: 'SAVE AS DRAFT' and 'CONTINUE'.

Families can only apply for ONE scholarship per student.

Please ensure all students you are requesting an FTC/FES-EO/FTCPEP scholarship for are on this application. You will only submit one application for your household for these scholarships. You may use the arrows next to the student's name to expand or collapse their student section to fill out the details for each student on this application.

Please Note:

To add students to an already submitted application, please contact customer support.

FTC/FES-EO and FTCPEP Renewal Applicant Process

The screenshot shows a web application interface for the 2024-2025 FTC/FES-EO and FTCPEP Application. At the top, there is a progress bar with five steps: Student Selection (checked), Student Information (checked), Guardian Information (active, highlighted with a red line), Household Members (unchecked), and Summary (unchecked). Below the progress bar, the title "2024-2025 FTC/FES-EO and FTCPEP Application" is followed by the section heading "Guardian Information". There are two dropdown menus: "Primary Guardian*" and "Spouse / Partner*", both with a small downward arrow icon. The "Primary Guardian*" dropdown is highlighted with a red square. At the bottom right of the form, there are two buttons: "SAVE AS DRAFT" (grey) and "CONTINUE" (blue).

Once you have completed the “Student Information” section, you will proceed to the **“Guardian Information”** section.

FTC/FES-EO and FTCPEP Renewal Applicant Process

The screenshot shows a web application interface for the 2024-2025 FTC/FES-EO and FTCPEP Application. The navigation bar at the top includes 'Student Selection', 'Student Information', 'Guardian Information' (which is the active tab), 'Household Members', and 'Summary'. The main heading is '2024-2025 FTC/FES-EO and FTCPEP Application Guardian Information'. Below this, there is a section for 'Primary Guardian' with a sub-heading and a note: '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.' The form contains several input fields and dropdown menus for personal and contact information. The 'Physical Address' section is also visible.

Field	Value
First Name*	Doug
Middle Name	Enter Middle Name
Last Name*	Test
Suffix	
Marital Status*	Married
Primary Language*	English
Email - Primary*	nlpuat143@sufs.org
Email - Secondary	Enter Secondary Email
Phone - Primary*	(727) 743-3845
Phone Type - Primary*	Mobile
Phone - Secondary	(000) 000-0000
Phone Type - Secondary	
SSN/ITIN	***-**-XXXX
Confirm SSN/ITIN	***-**-XXXX
Street Address:*	4655 SALISBURY RD
Address Line 2:	Suite/Apartment (Optional)
City:*	JACKSONVILLE
County:*	DUVAL
State:*	FL
Zip Code:*	32256-0902

You must review the information listed here to ensure its accuracy.

If you need to make any changes, click on the **Profile**  icon in the upper right-hand corner of the page and make the necessary corrections. Failure to do so may result in processing delays.

FTC/FES-EO and FTCPEP Renewal Applicant Process

Proof of Residency *

Step Up For Students requires detailed Proof of Residency provided by the primary parent/guardian. All documents must be current (less than two months old, if a recurring bill/statement), valid and match the primary parent's/guardian's full name and the current physical street address provided on the application.

Proof of Residence can be established with one document from Column A or two different documents from Column B (see below). Please select the type of document you are submitting, then upload.

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

COLUMN A (UPLOAD <u>ONE</u> DOCUMENT)	COLUMN B (UPLOAD <u>TWO DIFFERENT</u> DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	<i>*A secondary document is necessary.</i>
Property deed	

Reminder: The documents must match the primary parent's/guardian's full name and the current physical street address provided on the application.

File Upload Requirements

- Please ensure that any files you are uploading are **not** password protected.
- If you are uploading more than 1 file, you can upload up to 2 files max.
- Each file cannot exceed 5MB.
- Files types accepted: jpeg, jpg, png, PDF

Proof of Documentation Type

Select type of document

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

Please ensure that the documents you submit are:

1. Valid
2. Current (dated within 2 months, if a recurring bill/statement)
3. Match the **primary guardian's** full name as well as the current physical street address provided on the application. Refer to the guidelines listed on the slide for the list of acceptable documents for submission.

***Proof of residency is no longer required for additional household members**

Important Tip: FTC/FES-EO and FTCPEP Renewal Applicant Process

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

COLUMN A (UPLOAD ONE DOCUMENT)	COLUMN B (UPLOAD TWO DIFFERENT DOCUMENTS)
Utility bill (electric, gas, water)	Florida driver's license or state-issued ID*
Mortgage statement or residential lease agreement	Paystub*
Proof of current government benefits: Social Security, Veterans Affairs, Disability, Medicare, Section 8/HUD, TANF, SNAP, DCF correspondence	Automobile insurance statement*
Homestead or Property tax statement/assessment	Health insurance statement*
Permanent change of station (PCS) military orders	Homeowners or renters insurance policy*
Homeless Verification or Certificate	Mortgage acceptance letter*
Migrant Address Verification Letter	<i>*A secondary document is necessary.</i>
Property deed	

If you submit only one document from column B, you will receive an error message. However, you can easily fix this by simply scrolling up and submitting another document type.

You're missing a Proof of Residency document.

⚠ Because you uploaded a "Automobile insurance statement**" document type, you will need to provide a total of 2 Proof of Residency documents. Please reference Column B in the Document Guidelines table. [Update information.](#)

SAVE AS DRAFT CONTINUE

- If you submit a FL driver's license, you will also need to submit another document type, such as an automobile insurance statement.
- If you submit two paystubs for income verification/POR, the paystubs will only count as one document type. Therefore, you will still need to submit another document.

FTC/FES-EO and FTCPEP Renewal Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application

Guardian Information

▼ Primary Guardian*

^ Spouse / Partner*

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

First Name * Middle Name Last Name * Suffix

Rhonda Enter Middle Name Washington Select (optional)

SAVE AS DRAFT **CONTINUE**

If applicable, complete the **"Spouse/Partner"** section with the required information indicated by a red asterisk.

When you have completed the **"Guardian Information"** section, you may press the continue button to proceed.

FTC/FES-EO and FTCPEP Renewal Applicant Process

The screenshot shows a web application interface for the 2024-2025 FTC/FES-EO and FTCPEP Application. At the top, there is a progress bar with five steps: Student Selection (checked), Student Information (checked), Guardian Information (checked), Household Members (active, highlighted in red), and Summary (unchecked). Below the progress bar, the title "2024-2025 FTC/FES-EO and FTCPEP Application" is followed by the section heading "Additional Household Members". A yellow highlighted box contains the following text: "You **MUST** add all household members on this application by using the Add Member button below. A household member is any **non-scholarship person** residing at the same address. If the household member is under the age of 18, they must be your dependent to be included on the application. If the household member is over the age of 18, employment information must be provided for this person if they share expenses or income with you." Below this text is a checkbox with the label "By checking this box, I am confirming that I have read and understand the definition of a household member." To the left of the main content area is a button labeled "ADD MEMBER" with a plus icon. At the bottom right of the form are two buttons: "SAVE AS DRAFT" and "CONTINUE".

“Household Members” is the next section you will be prompted to complete. Here you will have an opportunity to add non-scholarship members of your family residing at the same address.

FTC/FES-EO and FTCPEP Renewal Applicant Process

Scholarship Portal

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

2024-2025 FTC/FES-EO and FTCPEP Application

Additional Household Members

You **MUST** add all household members on this application by using the Add Member button below.
A household member is **any non-scholarship person** residing at the same address.
If the household member is under the age of 18, they must be your dependent to be included on the application.

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

ADD MEMBER

Household Member INDIVIDUAL INCOME \$0

Household Member INDIVIDUAL INCOME \$0

First Name * Middle Name Last Name * Suffix

Gladys Knight Suffix (optional)

SSN / ITIN * Date of Birth * Relationship To You *

***-**-2232 01/01/1979 Mother-in-law

SAVE AS DRAFT **CONTINUE**

To add members to the application, use the **"Add Member"** tab and add as many members as needed.

If the additional household member is 18 years of age or older, you will automatically be prompted to input employment type.

FTC/FES-EO and FTCPEP Renewal Applicant Process

2024-2025 FTC/FES-EO and FTCPEP Application

Application Summary

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

Annual Household Income*

\$60,000.00

STUDENTS	ADOPTED	FOSTER CARE	OUT OF HOME CARE	MILITARY	AGE	GRADE
1. Wendy Pan	No	No	No	No	6	01

HOUSEHOLD MEMBERS	TYPE	AGE
1. Doug Test	Primary Guardian	
2. Train Trainor	Spouse/Partner	
3. Test Trainor	Aunt	38

After adding family members, based on the criteria mentioned, press continue to move on to the **“Summary Section.”**

In the **“Summary Section,”** you will complete the following task:

- Annual Household Income
- Parent/Guardian Terms and Conditions
- Sworn Compliance Statement

FTC/FES-EO and FTCPEP New Applicant Process

Parent/Guardian Terms & Conditions

By submitting this scholarship application, under the penalties of perjury, I certify the following:

- I certify that I and any applying student meet the residency requirements for the scholarship programs in the State of Florida and understand that continued physical residency is a requirement for scholarship participation. I understand that I must notify Step Up For Students if either myself or my student move out of the State of Florida while my student is participating in a scholarship program.
- I certify that the information I am providing 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 understand additional information and/or documentation related to my application can/may be requested at any time post-award for auditing purposes. I understand if a post-award audit determines my student is not eligible, the scholarship may be rescinded.
- I have read, understand, and agree to the terms, conditions and rules as outlined in the Step Up For Students Parent/Guardian Materials, including [Parent/Guardian Handbook](#), [Program Purchasing Guide](#), Terms & Conditions and Sworn Compliance Statement. Step Up reserves the right to routinely update, modify, or alter the Parent/Guardian Materials without notifying me of any such updates. I understand that I am bound by the terms of these Materials.

Make sure to click on each box once you have read and agreed to the terms and conditions.

I have read and agree to the compliance statement.

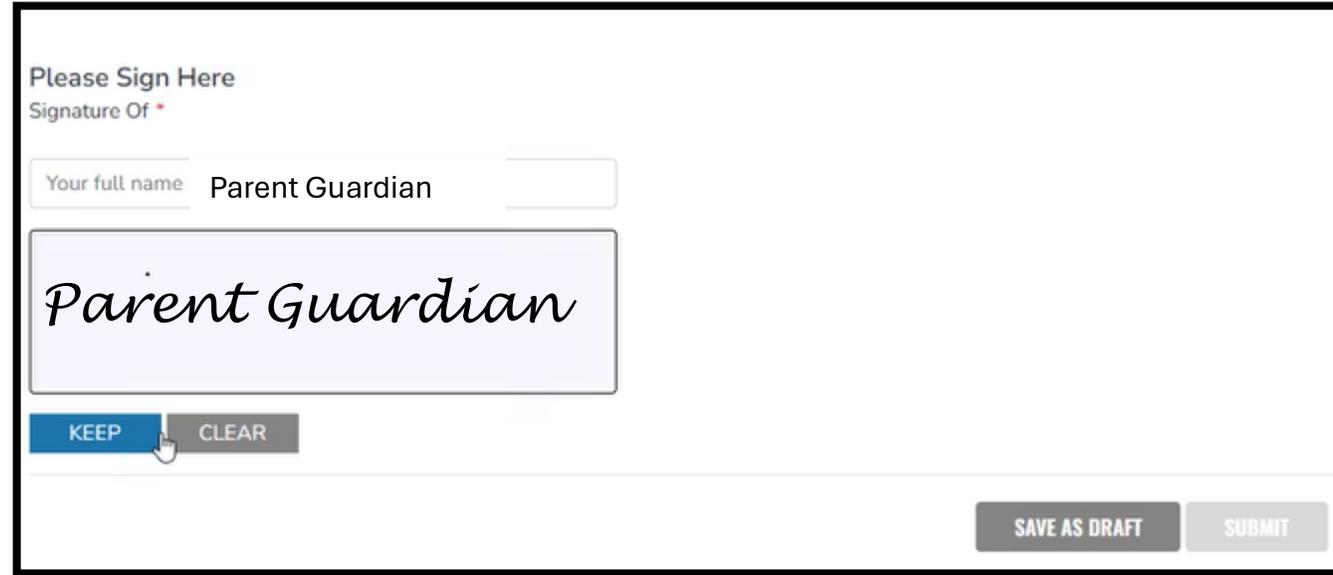
You will also be required to complete the “**Parent/Guardian Terms & Conditions**” and “**Sworn Compliance Statement.**”

Sworn Compliance Statement

The Family Empowerment Scholarship program statute includes parent and student responsibilities that parents and students must follow to participate in the scholarship programs. Pursuant to s. 1002.394(10), F.S. I affirm that:

- I will enroll the student in a parochial, religious, or denominational school; private school; or a home education program that meets regular school attendance requirements as required by s. 1003.01(13)(b), (c) or (d), F.S., as provided for in the Family Empowerment Scholarship program statute.
- I will use the Family Empowerment Scholarship Program for Students with Unique Abilities (FES-UA) funds only for authorized purposes serving the student’s educational needs, as described in the Family Empowerment Scholarship program statute (s. 1002.394(4)(b), F.S.).
- I will not transfer any prepaid college plan or college savings funds to another beneficiary.
- I will not receive a payment, refund, or rebate from an approved provider of any services under this program.
- I understand that I am responsible for the payment of all eligible expenses in excess of the amount of the FES-UA scholarship account in accordance with the terms agreed to between the parent/guardian and the providers.
- I will ensure that the student’s educational progress is evaluated each year by complying with the requirement of the private school I choose or a home education program.
- I understand if the student is enrolled in an eligible private school, the student must take an assessment selected by the private school pursuant to s. 1002.395(8)(c), F.S. If the student is enrolled in a home education program, the parent/guardian may choose any of the evaluation methods provided for in s. 1002.41(1)(c), F.S. I will require the child to take any pre- and post-assessments selected by the provider if the child is four years of age and is enrolled in a program provided by an eligible Voluntary Prekindergarten Education program provider. A student with disabilities for whom a pre- and post-assessment is not appropriate is exempt from this requirement.
- I understand if the student is enrolled in a home education program, the parent/guardian may choose any of the evaluation methods provided for in s. 1002.41(1)(c), F.S.

FTC/FES-EO and FTCPEP New Applicant Process



Please Sign Here
Signature Of *

Your full name Parent Guardian

Parent Guardian

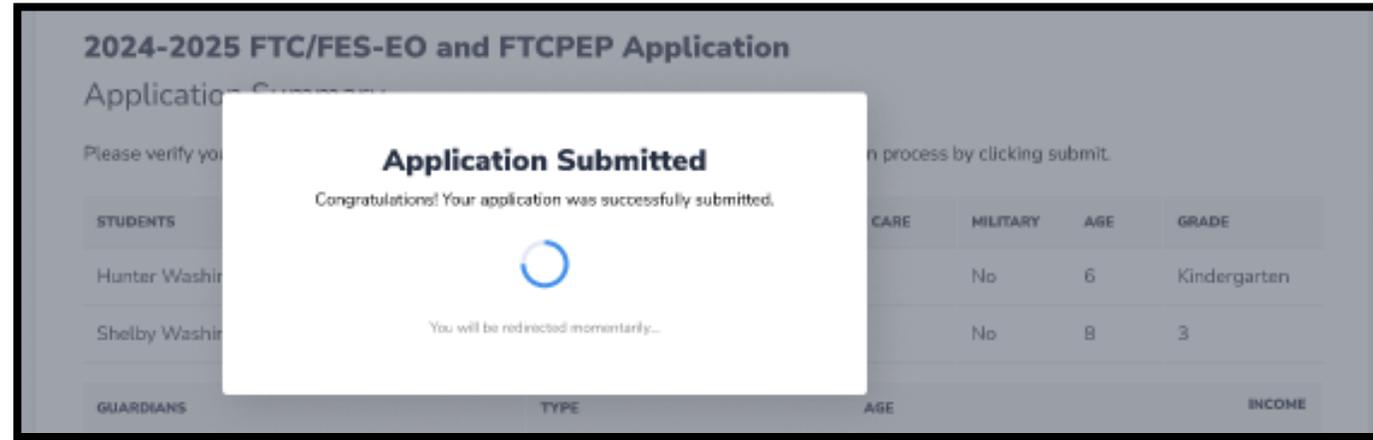
KEEP CLEAR

SAVE AS DRAFT SUBMIT

The screenshot shows a digital signature interface. At the top, it says "Please Sign Here" and "Signature Of *". Below this is a text input field containing "Parent Guardian". Underneath the input field is a signature box containing the handwritten text "Parent Guardian". Below the signature box are two buttons: "KEEP" (highlighted in blue) and "CLEAR". At the bottom right of the form are two more buttons: "SAVE AS DRAFT" and "SUBMIT".

Please type your name in the box and sign your name in the signature box.
Please click **“Keep”** if you are satisfied with your signature. If you want to change your signature you can click **“Clear”** and sign again. After you select **“Keep”** you may **“Submit”** your application.

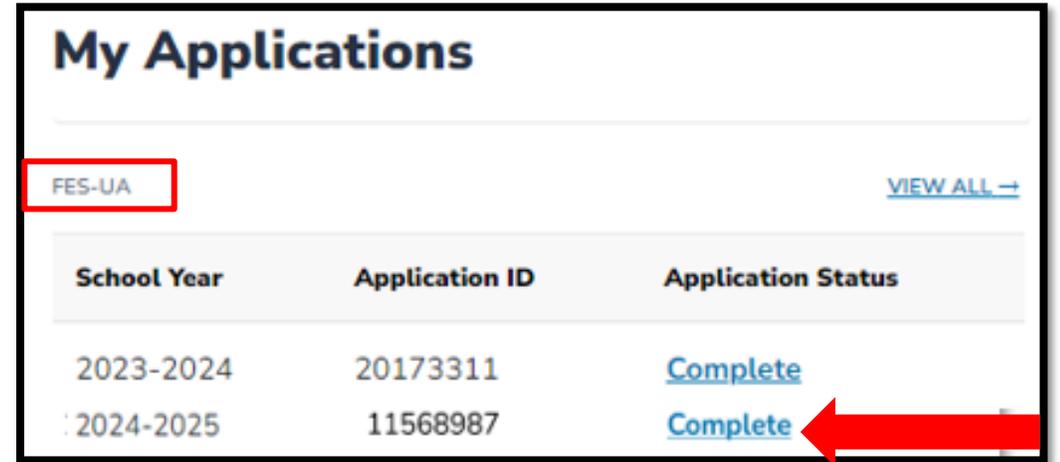
FTC/FES-EO and FTCPEP Renewal Applicant Process



By clicking “**Submit**”, your application will be sent for processing. You will get a confirmation notice on your screen.

FTC/FES-EO and FTCPEP Renewal Applicant Process

Once you have 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](#)) under the Application Status header.



My Applications

FES-UA [VIEW ALL →](#)

School Year	Application ID	Application Status
2023-2024	20173311	Complete
2024-2025	11568987	Complete

FTC/FES-EO and FTCPEP Renewal Applicant Process

Application Details SUBMIT

APPLICATION ID	APPLICATION TYPE FTC New	TOTAL HOUSEHOLD INCOME \$54,600.00	STATUS Complete
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Student Details ADD A STUDENT

1. Eligible

Guardian Details

1. Primary Guardian

Application Details SUBMIT

APPLICATION ID	APPLICATION TYPE FTC New	TOTAL HOUSEHOLD INCOME \$54,600.00	STATUS Complete
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Student Details ADD A STUDENT

1. Eligible

First Name	Tiffany
Middle Name	T
Last Name	Johnson
Suffix	
Date of Birth	1/18/2015
Gender	Female
Ethnicity	Hispanic
Race	Black or African American, White

The hyperlink will open your “**Application Details**” page with more details and will show the application(s) status and student(s) status.

You can click on the arrow adjacent to the student’s names to see the application details.

Application Statuses

Status	Meaning
Pending	Your student's eligibility status is still under review. Please monitor your EMA account for updates.
Awarded	Your application was approved, and the student has been determined eligible for a scholarship. Please note, your student has not yet been "funded" for the applying school year.
Funded	Your student's scholarship has been funded to your EMA account. You may now utilize the funds in your account.

FES-UA New Applicant Process



After a student is awarded, if you plan to use your student's scholarship at an eligible participating school, you need to contact the school to start the enrollment process.

FTC/FES-EO and FTCPEP Renewal Applicant Process



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: 2024-2025

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 their system, you will receive an email notification asking you to log in and review the enrollment request.

FTC/FES-EO and FTCPEP Renewal Applicant Process

The screenshot displays the Scholarship Portal interface for a user named Doug Test. The page is divided into several sections:

- Navigation Menu:** Located on the left, it includes links for Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help.
- Header:** The top right corner identifies the user as "Doug Test" and the page as the "Scholarship Portal".
- Your Student's Learning Plan:** A section explaining the purpose of a Student Learning Plan (SLP) and its requirements. It includes an "UPDATE" button.
- My Applications:** A table listing applications for three different programs: NEW WORLDS, FTC/FES-EO, and FES-UA. Each application entry shows the school year, student name or ID, and the application status.
- My Students:** A section showing details for a student named Wendy Pan, including her Student ID (21001575) and the amount of funds available for the FTC/FES-EO program (\$0.00).

School Year	Student Name	Application Status
2022-2023	Peter Pan	Eligible

School Year	Application ID	Application Status
2023-2024	20352970	Complete
2024-2025	20353118	Submitted

School Year	Application ID	Application Status
2023-2024	20352971	Complete

Student Name	Student ID
Wendy Pan	21001575

PROGRAM	FUNDS AVAILABLE
FTC/FES-EO	\$0.00

You can view and approve enrollment requests from the Dashboard.

FTC/FES-EO and FTCPEP Renewal Applicant Process

✕

Are you sure you want to enroll?

School Year	STUDENT NAME	SCHOOL NAME	REQUEST DATE	TOTAL AMOUNT
2024-2025	[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

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.

Approving payment to the selected private school is required for your student to receive their scholarship funds.

FTC/FES-EO and FTCPEP Renewal Applicant Process



Contact Us

Step Up For Students

 877.735.7837

Monday – Friday

8:00 AM – 5:00 PM

