

# Florida Prepaid College Fund

## Reimbursement Guide



### What is the Florida Prepaid College Fund?

The Florida Prepaid College Fund allows families to prepay future college costs. Scholarship recipients may request reimbursement from their scholarship account for qualifying expenses paid out of pocket.

### How to Submit a Reimbursement Request

If you have paid eligible Florida Prepaid College Fund expenses out of pocket:

1. Log into your EMA account.
2. Follow the steps to submit a reimbursement request.
3. Provide complete and accurate information for faster processing.

### Required Fields for Reimbursement

- Purchase Date
- Invoice Number
- Category
- Type
- Description
- Amount
- Who did you pay?
- Provider Name
- Educational Benefit

### Submission Deadlines

- Florida Prepaid requests must be submitted by the 14th of each month.
- Requests after the 14th will not be sent for verification until the following month.
- Florida Prepaid will verify the request before Step Up For Students begins processing.

### Reminder!

The process for contributing to a Florida Prepaid College Fund is not the same as the process for contributing to the Florida 529 Savings Plan. Follow the correct steps depending on which plan you use.

### Helpful Resources

- [How to Submit a Reimbursement in EMA](#) (available online).
- [Families and Submitting Reimbursements in EMA](#) (YouTube video available).  
YouTube videos on the Florida 529 Savings Plan and Florida Prepaid College Fund are here in [English](#) and [Spanish](#).