



**FAMILY EMPOWERMENT
SCHOLARSHIP FOR
EDUCATIONAL OPTIONS**

SCHOOL HANDBOOK





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Provider Relations Contact Information

The Provider Relations Department has a team of Service Ambassadors that can assist you with your questions and/or concerns.

Service Ambassadors - Email enrollment@sufs.org or call 877-735-7837 Monday through Friday from 8 a.m. – 6:30 p.m. ET.

Step Up For Students Overview

Step Up For Students is a state-approved nonprofit scholarship funding organization that empowers families to pursue and engage in the most appropriate learning options for their children, with an emphasis on families who lack the information and financial resources to access these options. By pursuing this mission, we help public education fulfill the promise of equal opportunity.

One of the primary focuses of Step Up For Students is the administration of four scholarships for students in Florida: the Florida Tax Credit Scholarship Program (FTC) for lower to middle income families; the Family Empowerment Scholarship (FES), which has two components, one for students with Unique Abilities (FES-UA) and a second for lower to middle income families and for students who meet other categorical requirements (FES-EO); the Hope Scholarship for students who are bullied or are victims of violence and the **New Worlds Reading Scholarship Accounts Program (formerly Reading Scholarship Accounts Program) for public school students in kindergarten through fifth grades who struggle with reading.**

The Family Empowerment Scholarship (FES) was signed into law on May 9, 2019 and became Florida’s sixth K-12 private school scholarship program since 1999. The Family Empowerment Scholarship is funded through the Florida Education Finance Plan (FEFP), which also funds district public schools and public charter schools.

FES-EO served more than 17,000 students in its first year. For the 2022-23 school year, the FES-EO program is expected to serve more than 82,000 students.

As a new school, how can we partner with Step Up For Students?

Step Up For Students welcomes private schools to participate in the scholarship program at any time of year. In order for a private school to accept scholarship students, it must be in good



standing with the Florida Department of Education and fully compliant with the scholarship statute corresponding to private schools.

Requirements for private schools are focused on two categories: a school's facility and its personnel. The state is focused on providing a great learning environment for all of Florida's students and asks private schools to hold themselves to the standards found in s. 1002.421, F.S. A school will work with local agencies, such as fire and health departments, to successfully complete inspections annually. Additionally, school faculty and staff are fingerprinted to ensure they are good candidates to work with students.

Indicate Which Scholarships Your School Will Accept

Once a school has received their four-digit DOE code, they will need to follow the process below to be able to accept scholarship students:

- Navigate to www.floridaschoolchoice.org.
- Click on "K-12 PRIVATE SCHOOLS"
- Click on "Secure Login"
- Click on, "Private school Login" under Secure Login.
- Use your 4-digit Department of Education code and password to Login under "Existing Private Schools Login." If you don't have a DOE code, please click [here](#) and follow instructions to obtain a code and password.
- After logging in, please indicate which scholarship programs you'd like to participate in.

Upon completing the above steps, the school may contact Step Up For Students to create a Step Up For Students account. In order to receive your login with Step Up For Students, you will need to email enrollment@sufs.org for login credentials. Please keep in mind that all the information we require will come from your portal with the Florida Department of Education.

Sign Up for a School Webinar Through Step Up For Students

To have the best experience with Step Up For Students and to receive the most updated information, we encourage you to attend this webinar.

- Double check your contact email addresses are up to date in the DOE system and the Step Up For Students School Login Portal
- An email asking schools to sign up for the webinar will be sent to each contact listed in our systems in August.
 - There will be a review of the school training in the middle of the school year.
- The webinar is designed to:



- Instruct new school administrators on how to use our systems and expectations
 - Go over changes for the upcoming school year
 - Give clarity on any new processes that will affect schools.
- The webinar information will also be listed on the homepage of the school login page.

For additional information regarding the webinar, please contact the Provider Relations team.

How do families qualify and apply for the scholarship?

Qualifying for a Scholarship

To qualify for the Family Empowerment Scholarship for Educational Options (FES-EO), the following requirements must be met:

- The student is a resident of the state of Florida
- If the student is entering kindergarten s/he must be five years old on or before September 1st
- If the student is entering first grade s/he must be six years old on or before September 1st
- A student enrolled in **any** courses offered by Florida Virtual School, a correspondence school or distance learning program receiving state funding is **NOT** eligible to receive a Family Empowerment Scholarship for Educational Options (FES-EO) during that academic year. A student may pay for those courses privately, but the student cannot receive a state-funded course.

To qualify for a Family Empowerment Scholarship for Educational Options (FES-EO) based on income, a household's gross income must fall below the caps presented below. Household members include anyone who permanently resides at the residence.

Income-Based Scholarship Guidelines
2022-2023 School Year

<i>Household Size</i>	<i>Income-Based Scholarships Annual Maxim Gross Income Cap</i>
1	\$ 54,360
2	\$ 73,240
3	\$ 92,120
4	\$ 111,000
5	\$ 129,880
6	\$ 148,760
7	\$ 167,640
8	\$ 186,520
9	\$ 205,400
10	\$ 224,280
11	\$ 243,160
12	\$ 262,040
13	\$ 280,920

Go to sufs.org for scholarship information, additional household sizes and eligibility details.



Priority will be given to students whose household income is at or below 185% of the Federal Poverty Line or \$51,337.50 or less for a family of four.

The following students do not need to meet the household income requirements:

- A student who is currently placed, or during the previous state fiscal year was placed, in foster care or in out-of-home care
- Students who are homeless
- Siblings of students who qualify for a Family Empowerment Scholarship for Educational Options (FES-EO) or for the Family Empowerment Scholarship for students with Unique Abilities (FES-UA) (formerly known as Gardiner)
- Dependent children of members of the United States Armed Forces, including reservists
- **Dependent children of law enforcement officers, as defined [here](#)**

All other families, regardless of student type, must meet the income guidelines in the initial eligibility year.

Any misrepresentation of the information provided to Step Up For Students for eligibility purposes will result in the revocation of the student’s scholarship and could be punishable as a crime.

Children who are in foster care, out-of-home care, dependents of a parent or guardian in the U.S. Armed Forces, or dependents of a law enforcement officer **may apply at any time, pending funding availability.**

Once a student qualifies for a scholarship, the student’s household income does not need to be re-evaluated as long as the student continues to reside in Florida, or until he/she graduates from High School or turns 21, or the student returns to public school, whichever occurs first.

Eligible students will fall into one of the following categories:

- **Renewal** – a student who attended an eligible, participating private school and received funding for at least one day during the previous academic year.
 - Renewal students do not need to meet eligibility requirements after their initial eligibility year. This means that students remain eligible for a Family Empowerment Scholarship for Educational Options (FES-EO) regardless of the household income. **However, they must complete an Intent to Continue annually.** If a student returns to public school, they will be considered a new student and will need to meet the eligibility criteria at the time of application.



- **Add-on** - a new student being considered for a scholarship who is the sibling of a renewal student.
 - Students who fall under this category do not need to meet income or categorical requirements but must meet the age eligibility requirements.
- **New** – a student who has never received scholarship funds or who did not receive scholarship funds in the previous academic year.

Please note: Students who meet the requirements for both the Florida Tax Credit Scholarship, and the Family Empowerment Scholarship for Educational Options (FES-EO) will be awarded an FES-EO Scholarship, unless the funds are exhausted. If the funds are exhausted for FES-EO or the school the student is attending does not take FES-EO, the student will remain eligible for the Florida Tax Credit Scholarship. Contact [Customer Service](#) for additional information. Please click here to see the [Florida Tax Credit Scholarship Handbook](#).

Scholarship Continuity

Once a student qualifies for a scholarship based on household income, or one of the other categorical eligibility requirements, as long as the student is a resident of the state of Florida, the student remains eligible for the Family Empowerment Scholarship for Educational Options (FES-EO) until he or she returns to public school, graduates from High School or turns 21, whichever occurs first, regardless of income.

If a student returns to public school, the student will need to meet the income or categorical requirements if returning to FES-EO.

Applying for a Scholarship

Families can apply online by clicking [here](#). There is no fee to apply.

Applications are processed on a first come, first-served basis in the order all documents are received. Renewal students (those who used the scholarship the previous school year) are given priority.

Parents may apply or check the status of their application via their secured login on the Step Up For Students website. **The contact information provided by the parent during the application process MUST belong to the parent/guardian/s on the application and NOT the school.** The student's award letter is available to the parent via their secured login. A copy of the award letter should be provided by the parent to the eligible participating private school of their choice.

Please note: Your school should not create a student's scholarship application, submit documentation, or otherwise act on behalf of the parent. Schools MUST NOT request access to or obtain the parent/guardian's information to access the student's scholarship account.



Doing so may result in loss of provider participation and/or scholarship eligibility and funding for the student.

When should the school accept scholarship students?

When a family applies for a Family Empowerment Scholarship for Educational Options (FES-EO), it does not mean the student(s) will be awarded.

If a student is found eligible, the parent/guardian is notified via email and can access the student's award letter through their secured login.

A copy of the student(s) current year award letter should be provided by the parent/guardian to the eligible, participating private school of their choice.

If your school accepts a student without a current year award letter, your school assumes financial responsibility for that student.

IMPORTANT: A student must pass a public-school cross-check with the Florida Department of Education. If the student appears as enrolled in a public school, they will not be funded for that quarter until the issue is resolved.

Scholarship Awards and What Is Covered

Family Empowerment Scholarship for Educational Options (FES-EO) award amounts for the upcoming school year are established when the Governor signs the state budget into law, typically by July 1st each year.

Scholarship awards are based on the student's grade and the county in which the student resides at the time of the application.

To view the scholarship award amounts for the 2022-23 school year, please [click here](#).

Please note: If a student is found eligible before the school year's award amounts have been established, their award letter will not display any award amounts. Letters will be updated once the award amounts have been published by the Florida Department of Education. Letters can be accessed by the parent/guardian through their parent portal.

What is covered?

The Family Empowerment Scholarship for Educational Options (FES-EO) offers two choices for eligible students. A student can attend an eligible, participating K-12 private school or the student can use the scholarship for transportation to a public school other than the student is assigned to attend. In order to receive the Transportation option, the student must meet additional eligibility criteria. Please see the FES-EO parent handbook for more information on this option.



Private School Tuition and Fees

Schools participating in the scholarship program may not charge a different rate for scholarship students. The same published tuition schedule must apply to all students, whether they are on scholarships or paying privately. Likewise, Step Up For Students may not pay for fees that are not included on the published fee schedule provided to all prospective parents.

Many eligible, participating private schools charge more than the value of the scholarship. In some cases, eligible, participating private schools may decide to provide scholarship students with supplemental financial assistance at their own discretion. Parents will be required to pay the difference between the value of the scholarship and the full tuition and fees.

The scholarship may be used towards the following school expenses, in this order:

- Tuition
- Books sold through the school (e.g., textbooks, workbooks, etc.)
- Registration
- Transportation services that occur during school hours (e.g., transportation services to/from school or for field trips)
- Uniforms sold through the school
- Testing (e.g., standardized or entrance testing)
- Other fees, not including before and/or after school care services or after school sports fees (e.g., graduation fees, yearbook fees, field trips)
- Digital devices and internet access directly through the school

***Before, after and wrap-around care or extracurricular sports are not a covered fee item. Also, fees paid to a third-party vendor (including books and uniforms) will not be covered by the Family Empowerment Scholarship for Educational Options (FES-EO).**

Students may not receive funding if the student is:

- Enrolled in public school (including the Florida School for the Deaf and the Blind, the College-Preparatory Boarding Academy, or a charter school)
- Enrolled in a school providing education to youth in Department of Juvenile Justice program
- Enrolled in a virtual school, correspondence school, or distance learning program that receives state funding for the student *unless* the school or parent pay for those fees privately



- Receiving any other educational scholarship under Chapter 1002, Florida Statutes (Florida Tax Credit, Family Empowerment for students with Unique Abilities (FES-UA), Hope, or New Worlds Reading)

Scholarship funding can be transferred to another eligible, participating private school during the school year if the student moves within the state, or simply wants to attend a different participating private school. Please refer to the [Student Transfers](#) section of this handbook for additional information on quarterly payments for transferring students.

Scholarship Payments

Payment Eligibility

After a student has been awarded a scholarship and the parent provides the award letter to the school, the school must enroll the student through the Step Up For Students school portal. In order for the student to be eligible for payment, the school has to complete this process by the following dates.

- August 1 to be eligible for the September 1 payment.
- October 1 to be eligible for the November 1 payment.
- January 1 to be eligible for the February 1 payment.
- March 1 to be eligible for the April 1 payment.

If there are any extenuating circumstances, the Florida Department of Education may consider making additional payments. For a student to be included in any additional payments, they must be enrolled 30 days before such payment is made.

Payment Approval

Step Up For Students issues payment for Family Empowerment Scholarship for Educational Options (FES-EO) to schools electronically. This process takes place at least four times per school year and requires the parent/guardian to electronically verify their student's payment before Step Up For Students can release the student's scholarship funds to the school. Because timely payment of the student's scholarship is dependent on the parent/guardian's approval, it is critical the parent/guardian maintains a current, active email address with Step Up For Students.

Parents or guardians will be notified when there is a payment to approve. Parents/guardians will need to follow the steps below to make sure payments are made to the school on time:

- Log in to their Step Up For Students account.
- Click on "Check the Status of an Application."



- Click on the link found within the red text to review their student's payment.
- Review, complete and submit the electronic form for their student's payment.

Under no circumstances should an eligible, private school approve any scholarship payments on behalf of the parent/guardian. Doing so may result in revocation of scholarship participation.

Scholarships are paid to the school on a quarterly basis. If a student attended a school for a minimum of 10 days, the school would receive the full quarter's tuition.

Prorated Awards

The student's funding is based on the **latest** of the following three factors:

- the date of the student's scholarship award
- the student's first day of attendance at the school
- or the date the school became compliant with the Florida DOE

If a student's tuition and fees are less than the student's maximum allowable scholarship award amount, the student will receive the lesser amount.

Statutory Requirements

In order to accept students receiving the Family Empowerment Scholarship for Educational Options (FES-EO), a school must apply with and meet the annual compliance regulations of the Florida Department of Education (DOE). For more information regarding these requirements, by logging into your DOE portal.

Private school administrators are required to be familiar with and know the Family Empowerment Scholarship for Educational Options (FES-EO) Statutes and Rules. The statute and rules can be found [here](#).

For questions related to Florida DOE compliance requirements or deadlines, you may contact your DOE regional manager by calling 800-447-1636. Please see a list of your regional managers by logging into your DOE portal.

The policies and procedures specific to Step Up For Students are contained in this document. Please take the time to become familiar with them.

Financial Reporting Requirements - Agreed Upon Procedures (AUP) Report

Private schools receiving more than \$250,000 in scholarship dollars from the Family Empowerment Scholarship for Educational Options (FES-EO) and for students with Unique



Abilities (FES-UA), the John M. McKay Scholarship for Students with Disabilities, the Hope Scholarship, the Florida Tax Credit Scholarship or in aggregate scholarship dollars from multiple programs in a single academic year must submit a financial report to Step Up For Students (or the scholarship funding organization from whom they receive most scholarship funds from) no later than September 15th of the following year (i.e., for the 2022-23 school year, reports will be due by September 15, 2023).

Agreed Upon Procedures are required by Florida Statute (1002.421(1)(q)).

Due to varying award totals by grade level and scholarship this year, a school could have any number of students enrolled, but generally 25 or more students will require the submission of an AUP.

Click [here](#) to watch a helpful video on Agreed Upon Procedures for schools.

What's Involved

Schools must hire an Independent Florida-licensed Certified Public Accountant, (CPA), to complete this financial report.

The Agreed Upon Procedures (AUPs) are defined procedures that will guide the CPA as they complete the report on behalf of the private school.

Click [here](#) for a helpful video on Agreed Upon Procedures for CPAs.

To view the Agreed Upon Procedures guidelines, click [here](#). Florida statute s.1002.395 allows for the agreed upon procedures to be revised every other year. Any changes will be communicated to the schools in a timely manner. Step Up recommends you watch closely for changes each year.

Why are AUPs important?

- Financial accountability is essential for scholarship program growth.
- This accountability may lead to increases in the scholarship fundraising cap, appropriations, and individual scholarship amounts.
- Provides proof that scholarship funds are safeguarded and spent on education-related expenditures.

Important AUP Details

- Section VI.D. requires a Certified Public Accountant (CPA) to visit those schools required to complete an AUP so they may physically review student attendance. *This section must be completed before the end of the school year.*



- Failure to meet the September 15 deadline may result in your school losing eligibility to participate in scholarship programs.

Step Up For Students

Attn: AUP Accounting

4655 Salisbury Road, Suite 400

Jacksonville, FL 32256

For questions regarding the Financial Reporting requirement, please contact a Service Ambassador or email your questions to AUP@sufs.org.

Norm-Referenced Testing

To demonstrate academic accountability, participating schools are required to conduct a state-approved norm-referenced standardized test annually for scholarship students in grades 3 through 10.

A list of state-approved exams may be found by clicking [here](#).

Participating private schools must report a student's scores to the parent and submit scores for FES students to the independent research organization selected by the Department of Education by **August 15** each year.

Copies of students' score sheets with name, testing date, and national percentile ranking must be sent to:

Melissa Dyehouse
Learning Systems Institute
Florida State University
Suite 4600 University Center Bldg. C
Tallahassee, FL 32306-2540

Failure to submit results by the deadline may result in the loss of eligibility to participate in the scholarship programs.

Private School Responsibilities

Prior to accepting a student awarded a scholarship, each school will need to indicate their intent to participate in the Family Empowerment Scholarship for Educational Options (FES-EO) by checking the Family Empowerment Scholarship for Educational Options (FES-EO) box on the school's Department of Education private school log-in.

Participating private schools must comply with all of the requirements for private schools participating in state school choice programs pursuant to s. 1002.421, F.S. This includes annually



administering a nationally norm-referenced test or the statewide assessments for students in grades 3 through 10 and reporting the student's scores to his or her parent.

Participating private schools may also choose to administer the statewide assessment to all private school students in grades 3 through 10 and must submit a request to the Department of Education by March 1 of each year in order to administer the statewide assessments in the subsequent school year.

If a private school fails to meet the requirements of the Family Empowerment Scholarship for Educational Options (FES-EO) program or s. 1002.421, F.S., the Florida Commissioner of Education may determine that the private school is ineligible to participate in the program.

Participating private schools must abide by the policies of Step Up For Students associated with, but not limited to the timely submission of School Commitment Forms, tuition and fee schedules, Exit Confirmation Forms, and completion of pre-funding student verification.

Participating private schools that receive a minimum of \$250,000 from any one or a combination of any of the scholarship programs (Hope, Family Empowerment, Florida Tax Credit, or McKay), from either or a combination of Scholarship Funding Organizations (Step Up For Students or AAA Scholarship Foundation) are subject to the Agreed Upon Procedures process.

A copy of the requirements can be found [here](#).

Scholarship Administration System (SAS)

Step Up For Students has an internal system called the Scholarship Administration System (SAS). This system works with the secured school login to process information submitted by the schools and determine funding. Via the school's secured login, the SAS allows schools to update and maintain the school's contact information, tuition, fees and tax and banking information, track a student's scholarship application progress, add, and track student enrollment and withdrawal, validate students to receive scholarship payments, and access tools to assist in the marketing of the scholarship.

How to Enroll Students

Enter Tuition and Fees

Before you can enroll students by submitting SCFs, you must annually enter your school's tuition and fees in the School Login and submit an electronic copy of your **published** tuition and fee schedule to Step Up For Students.

1. Log in to your Step Up For Students account by [clicking here](#).



2. Once you are logged in, click on the *School Info* tab and then on *Tuition and Fees* and fill in the following information:
 - a. Annual fees by grade level
 - b. Start and end dates for the upcoming school year
 - c. Testing information
3. Review all information to make sure it is correct and then click *Submit Tuition and Fees Data for Verification*.
4. Email your published Tuition and Fees to tuitionandfees@sufs.org.
 - a. Note: You must submit the Tuition and Fees that you provide to your families when their students enrolled at your school. **Do not send a screenshot of the Tuition and Fees chart within your Step Up For Students Portal.**

A Step Up For Students Service Ambassador will notify you if your Tuition and Fees have been approved or if we have any questions.

Once verified, any changes to your school's Tuition and Fees, including a change to the school's start date or tuition and fees amounts, **MUST BE COMPLETED BEFORE** the first verification window opens for the upcoming school year. Please contact a Service Ambassador to make a change to already verified Tuition and Fees. Please **do not** attempt to update information before speaking with a Service Ambassador.



School Fee Schedule

Tuition and Fees Schedule:

School Year: August 2017-June 2018 ▼ Tuition and Fees Schedule Status: Not Submitted Schedule Submission Date: None

Grade	Tuition	Fees for Books	Fees for Registration	Fees for Transportation	Fees for Uniforms	Fees for Testing	Other Fees	Total
K	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

School Start Date: MM/DD/YYYY School End Date: MM/DD/YYYY

Standardized Test Given: -Select- ▼

Standardized Test Start Date: MM/DD/YYYY Standardized Test End Date: MM/DD/YYYY

Multi-Sibling Discounts Available? -Select- ▼ Affiliation Discounts Available? -Select- ▼

The information entered in the chart should be the same tuition and fees published for ALL prospective families.

Discounted Fees

Enter the highest possible amount for that grade and fee. Do not enter discounted tuition/fee amounts. For example, if your school offers discounted tuition/fees (i.e., parishioner rate for religious schools), you should enter the higher amount on the chart (i.e., non-parishioner rate).

Please note: Scholarship students must be charged the same amounts as non-scholarship students.

Revisions to Tuition and Fees

To avoid payment discrepancies, tuition and fees should be entered correctly on the first attempt. If any updates are needed to your tuition and fees, including your school’s start date, once they have been verified by Step Up, please contact a Service Ambassador.

Depending on what needs to be updated, the Service Ambassador may instruct you to take the following steps:

- Provide a letter from your school’s Board of Directors detailing what has changed and why since the previously submission of tuition and fees.



- Provide a revised tuition and fees document to Step Up (which has been published to parents).
- If applicable, withdraw all students currently enrolled back to the first day of school listed on the previously submitted Tuition and Fee Schedule. **(Note: In this case, the first date and last date of attendance should equal the first day of school.)**
- Contact a Service Ambassador so we may un-verify your school's tuition and fees.
- Update your school's tuition and fees in the Step Up School Login and notify Step Up.

Once we have re-verified your tuition and fees, you may re-enroll scholarship students with the corrected amounts. Please keep in mind the SCF deadlines. You may inadvertently miss a deadline when un-enrolling your students and they may not be eligible to receive that quarter's payment.

REMINDERS:

- Please do NOT attempt to correct or adjust your tuition and fees without speaking to a Service Ambassador first.
- **No changes will be allowed to your school's tuition and fee schedule, including your start date, after the first Verification Report has opened.**
- If your school offers discounted fees, these will be provided on a student basis via the School Commitment Form.

Obtain Student(s) Current Year Award Letter

Obtain a copy of the student's award letter for the *current* year from the parent/guardian. The award letter contains a year specific Unique Identifier or Student Award ID which is required to enroll the student.

Register a Student to Your School

Register A Renewal Student

There are two options to register a renewal student. You can click on 'Application Status' and scroll down past the instructions and there will be a list of students who attended your school the prior school year. If the application is in AWARDED status, an icon will appear that will allow you to click and submit a School Commitment Form.

- Along with registering students, your school may use this list to help solicit re-enrollments & track the student's current year status.



School Year: August 2021-June 2022 v

Total August 2021-June 2022 Students Found: 13

Student Last Name	Student First Name	Student Middle Name	Grade Level	SCF Status	FTC Student Status	FES Student Status	Parent Guardian
Test	Test		7	No	App Not Yet Received	App Not Yet Received	
Test			3	No	Awarded	App Currently Being Processed	Submit SCF
Test'			4	No	Awarded	App Currently Being Processed	Submit SCF
Test			11	No	Parent Declined Scholarship	Awarded	FES
Test			9	No	App Not Yet Received	App Not Yet Received	
Test			12	No	App Not Yet Received	App Not Yet Received	

You may also click on the Register a Renewal Student tab and submit the student’s School Confirmation Form.

Register a New Student to Your School

This option allows you to search for a new, currently awarded, FES-EO student that is new to your school or new to the scholarship program.

Search for a student using the fields provided and the information as listed on their Award Letter. **NOTE:** To best locate a student is to search by Application ID OR by Award ID. Please do not use all four fields.

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[Application Status](#) | [Register a Renewal Student](#) | [Register a Student New to Your School](#) | [Confirm Enrollment](#) | [Withdraw Student](#) |

Register a Student New to Your School

This function allows you to complete a School Commitment Form (SCF) for eligible students that have received confirmation of funding for their scholarship.

IMPORTANT:

- SCFs cannot be submitted until your school has submitted the Tuition, Fees and Key Dates information for the August 2019-June 2020 school year. This information must also be verified by your School Advocate after the receipt of a copy of your published tuition and fee schedule.
- SCFs must be completed within 15 days of the student’s enrollment in a DOE-approved private school. Any SCFs received after 15 days could result in a reduced funding amount or loss of scholarship.
- If the conditions of eligibility are successfully met, SUFS will distribute payment directly to the school for tuition, books and other fees not to exceed the annual scholarship amount as established by the state of Florida or the school’s published fees (whichever is less). This amount will be based on actual student attendance or award date, whichever is later.
- Please only search by 1 of the options listed below.

School Year: August 2019-June 2020 v

Only students who meet the following criteria will appear:
 Student has already completed the eligibility application process for the August 2019-June 2020 school year, has been approved and has received a Letter of Award confirming funding availability for that child.
 AND
 Student has NOT already had a SCF submitted on their behalf for the August 2019-June 2020 school year by your school or another school.
 If the system determines the student does not meet both criteria, you will need to contact your School Advocate for assistance in enrolling this student.

Select Student:
 Student Award ID:
 Student First Name: Student Last Name:
 Application ID:

Complete and Submit a School Commitment Form (SCF) for Each Student

To register a Family Empowerment Scholarship for Educational Options (FES-EO) student attending your school, you must complete and electronically submit a **School Commitment Form (SCF) by the deadlines below to receive that quarter’s payment:**

Quarter	Enrollment deadline	Funds sent to SUFS
1	8/1/2022	9/1/2022



2	10/1/2022	11/1/2022
3	1/1/2023	2/1/2023
4	3/1/2023	4/2/2023

This digital form may be accessed through your secured login via the Step Up For Students website.

To complete the SCF the student's Award ID, also known as the Unique Identifier, is required. This number is found on a student's award letter.

By completing the SCF, the school and parent/guardian are confirming the student's enrollment and authorizing Step Up to distribute the student's scholarship funds to the school.

Please note: SCFs must be submitted immediately. Failure to submit a student's SCF in a timely manner may result in delayed or missed payment for your school, proration of the student's award amount, or possible award expiration for that student.

How to complete a School Commitment Form (SCF)

1. Find the student through either the "Register a Renewal Student" or "Register a Student New to Your School" section and click the "Register" button by their name.
2. Enter the student's Award ID located in the middle on his/her award letter. The Award ID is required to complete the SCF.
3. Enter the student's start date. (This is the student's first day at your school.)
 - a. Note: The student's start date must be equal to or later than the school's start date as listed on the tuition and fees chart.
4. Enter the annual tuition and fees for the student. If the student receives a discount (e.g., parishioner rate or sibling discount), enter the actual amount the student is charged.
 - a. Note: The student's tuition and fees must be less than or equal to the school's overall published Tuition and Fees for that grade level.
5. Carefully read and acknowledge each statement by checking the certification boxes. On each SCF you will certify the following:
 - a. I certify that the student's grade level is correctly stated.
 - b. I certify that this student is physically attending school full-time and is not in any type of home school program.



- c. I certify that a standardized test will be administered and the student's scores (3rd through 10th grade only) will be provided to the Department of Education as required by law.
 - d. I understand that I must submit an Exit Confirmation Form (ECF) to Step Up For Students within five (5) business days of the student's withdrawal in order to receive a final payment for the child and to not compromise his/her eligibility in future years. In cases where an overpayment occurred, the private school should expect to receive an invoice from our Finance department for any funds paid after the student's exit date.
 - e. I certify that this school has completed the annual Department of Education private school compliance requirements and is compliant for [current] school year.
 - f. I certify that this school agrees to abide by all Step Up For Students scholarship administration policies and procedures.
 - g. I acknowledge that payments by Step Up For Students are strictly contingent upon
 - i. the school and family meeting and maintaining the conditions of eligibility;
 - ii. the family remaining current on all fees and additional tuition payments;
 - iii. the child maintaining compliance with this school's attendance policy.
 - h. I agree to report of the default of school or parent eligibility to Step Up For Students and provide access to supporting documentation for audit purposes.
6. Review entire SCF, carefully checking the:
 - a. grade level
 - b. start date and
 - c. tuition and fee amounts.
 7. Click "Print" if you need a copy.
 8. Click "Submit SCF".

IMPORTANT: You will not be able to edit a previously submitted SCF.



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Submit School Commitment Form

To register a student, please complete all of the information requested below.

Please Note:

- In order to register the student, the parent/guardian must provide you with the unique award identification number assigned to this student for this school year. Without the correct Student Award ID you will not be able to create an SCF for the student.
- The Student Start Date must be equal to or later than the School Start Date.
- The Student Tuition and Fees must be less than or equal to the school's published Tuition and Fees for that grade level.
- All certification statements must be checked.

Return To Student Selection Screen

SCF Details:

Student Name:	Application Number:	School Name:
Student SSN:	Parent Name:	School Code:
Grade Level: 7	Physical Address:	County:
Date of Birth:	County: Broward	Primary Contact:
Gender: Male	Home Phone:	Prim Contact Title:
Race: Black	Work Phone:	Prim Contact Phone:
Student Status: Awarded	Cell Phone:	First Day Of School:
Award Percent: 100.00%		School Compliance Date:
Award Date: 11/30/2018		

Student Award ID	Student Start Date	Student Tuition	Student Books Fee	Student Registration Fee	Student Transportation Fee	Student Uniform Fee	Student Testing Fee	Other Student Fees and Fees	Total Student Tuition
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00

I certify that the student's grade level is correctly stated.

I certify that the student is not receiving funding from a McKay Scholarship program.

I certify that this student is physically attending school full-time and is not in any type of home school program.

I certify that a standardized test will be administered and the student's scores (3rd through 10th grade only) will be provided to the Department of Education as required by law.

I understand that I must submit an Exit Confirmation Form (ECF) to Step Up For Students within five (5) business days of the student's withdrawal in order to receive a final payment for the child and to not compromise his/her eligibility in future years. In cases where an overpayment occurred, the private school should expect to receive an invoice from our Finance department for any funds paid after the student's exit date.

I certify that this school has completed the annual Department of Education private school compliance requirements and is compliant for August 2019-June 2020 school year.

I certify that this school agrees to abide by all Step Up For Students scholarship administration policies and procedures.

I acknowledge that payments by Step Up For Students are strictly contingent upon 1) the school and family meeting and maintaining the conditions of eligibility; 2) the family remaining current on all fees and additional tuition payments; 3) the child maintaining compliance with this school's attendance policy.

I agree to report of the default of school or parent eligibility to Step Up For Students and provide access to supporting documentation for audit purposes.

If you feel that any of the certification statements do not apply to your school, please contact your School Advocate. **Print** **Submit SCF**

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School Commitment Form (SCF) Tips

If a student's grade level needs to be changed, please contact your Service Ambassador. Changes may require submission of supporting documents.

IMPORTANT: To avoid payment issues, please confirm your school's tuition and fees AND SCF's are entered correctly. These forms directly connect to Step Up's accounting system, and it is your school's responsibility to ensure all information is accurate.

Scholarships are paid to the school on a quarterly basis. If a student attended a school for a minimum of 10 days, the school would receive the full quarter's tuition.

Please keep in mind that students need to have an SCF submitted by the following dates to qualify for that quarter's payment:

- Quarter 1: August 1, 2022
- Quarter 2: October 1, 2022
- Quarter 3: January 1, 2023
- Quarter 4: March 1, 2023



When an SCF is submitted, our system will calculate the payment based on the student's funding start date determined by the latest of the following three factors:

- the date of the student's scholarship award
- the student's first day of attendance at the school
- the date the school became compliant with the Florida DOE.

If a student's tuition and fees are less than the student's maximum allowable scholarship award amount, the student will receive the lesser amount.

To view a student's payment allocation amount, click on "Student Info" tab, then on "Confirm Enrollment", and then double click the student's name.

Note: Changes to SCFs and ECFs (discussed next) cannot be made when a Verification Report is taking place.

How to Withdraw a Student

When a student withdraws from an eligible participating private school during the academic year, a digital Exit Confirmation Form (ECF) must be completed and submitted within FIVE (5) business days of the student's withdrawal. This is done by accessing the school's secured login. When completing this digital form, please provide as much information as possible. The student's last day of class is the last date the student physically attended the school, regardless of withdrawal notification date from the parent.

The ECF asks questions related to outstanding balances owed to the school by the parent and student's behavior.

If there is an outstanding balance at the time of the withdrawal, please indicate this information on the ECF. Only the balance related to tuition and or fees for that academic year for that individual student should be indicated on the ECF. A family balance should be divided by the number of children attending the school and the individual amount due entered on each student's ECF.

If a student is being withdrawn due to expulsion, please indicate this information on the ECF. Balances may not be listed on the ECF for the following reasons: prior years' balances owed, future scholarship checks or before/after school care fees.

Step Up For Students will **not** hold a request to transfer the student's scholarship to another eligible, participating private school due to an outstanding balance. **Step Up For Students will not mediate issues related to outstanding balances for either the school or the parent.** Any issues related to outstanding balances are strictly between the parent and the school.



The “Withdraw Student” section, found within the “Student Info” tab, allows you to complete an **Exit Confirmation Form (ECF)** for students who:

- Never attend or show up once the school year starts
- Leave your school
- Stop attending without notice

Withdrawing a Student That Never Attended Your School

If withdrawing a student who never attended your school, the student’s start date and end date must be the same as the school’s start date for the academic year.

Withdrawing a Student Who Did Attend Your School

If withdrawing a student who did attend your school, please enter the date the student physically last attended, not the date the parent notified you. If the student attended your school for a minimum of 10 days during that quarter, your school would receive the full payment for that quarter. If the student attended less than 10 days for that quarter, your school would not receive a payment for that quarter. If an overpayment was made an adjustment will be made in the next quarter’s distribution.

Exit Confirmation Form (ECF)

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Withdraw Student

Welcome

This function enables you to withdraw a scholarship student from your school with an Exit Confirmation Form (ECF).
 Only students who meet the following criteria will appear:
 Student has already completed the eligibility application process for the August 2019-June 2020, has been approved, and has received a Letter of Award confirming funding availability for that child.
 AND
 Step Up For Students has processed the School Commitment Form on the child’s behalf for enrollment at your school.
 If school records reflect School Commitment Forms have been filed for students that do not appear on this screen and your school has submitted an SCF on-line for this student, please contact Step Up For Students for assistance.
 Note: Exit Confirmation Forms (ECFs) must be submitted within five (5) business days of a student’s withdrawal date.

School Year: August 2019-June 2020

Total Students Enrolled in your school: 42

To select a student to withdraw from your school, click on the button next to the name, below.

Student Last Name	Student First Name	Student Middle Name	Grade Level	SCF Status	Funding Start Date	Payment Amount	Primary Parent/Guardian	
			6	Yes	8/19/2019	\$6,815.00		Withdraw
			3	Yes	8/19/2019	\$6,989.00		Withdraw
			6	Yes	8/19/2019	\$6,815.00		Withdraw



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Application Status | Register a Renewal Student | Register a Student New to Your School | Confirm Enrollment | Withdraw Student | **Submit Exit Confirmation Form**

Welcome

An Exit Confirmation Form (ECF) must be submitted for any scholarship student that leaves the school, informs the school of plans to leave or is withdrawn for disciplinary reasons.

Important:

- Step Up For Students will disburse funding for actual attendance through the withdrawal date only. Added services or fees outstanding on a student's account on top of this amount are the responsibility of the parent/guardian.
- Exit Confirmation Forms must be submitted within five (5) business days of the student's withdrawal date.
- Upon receipt of the Exit Confirmation Form by the School Advocate, determination will be made of any scholarship funds owed to the school. In some cases, the school will have received advanced funding for such students and an invoice will be sent to the school requesting the return of some or all of that advance funding. Should you have any questions about the calculations of such amounts, please contact your School Advocate.

Return To Student List

ECF Details:

Student Name:	Application Number:	School Name:
Student SSN:	Parent Name:	School Code:
Grade Level: 6	Physical Address:	County:
Date of Birth:	County: Orange	Primary Contact:
Gender: Male	Home Phone:	Prim Contact Title: Principal
Race: Black	Work Phone:	Prim Contact Phone:
Student Status: Enrolled	Cell Phone:	Prim Contact Fax:
Payment Amount: \$6,815.00		First Day Of School: 8/19/2019
Student Start Date: 8/19/2019		
Funding Start Date: 8/19/2019		

Student Last Day of Class	Reason for Leaving	If Other - Please Explain	Student Leaving because of a Suspension?	If Yes Why?	Has Student Been Expelled?	If Yes Was This Due to Violent Behaviour?
-Select-	-Select-		No		No	No

Where is Student Going?	Name of School if Known	Does the Student have an Outstanding Balance Beyond the Scholarship Commitment?	If Yes - How Much?	Has the Family Set Up a Payment Plan that is Acceptable?
-Select-		No	\$0.00	No

Submit ECF

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Important:

- An ECF is not necessary if the school year has concluded.
- If you need to revise a student's School Commitment Form (SCF), please do not complete an ECF. [Contact a Service Ambassador](#) for assistance.
- The "Outstanding Balance" field on the ECF is for informational purposes only and will not prevent the student from enrolling in another school.

Note: Submission or changes to SCFs and ECFs cannot be made when a Verification Report is taking place.

Scholarship Funds When an ECF is Submitted

When Step Up For Students receives an ECF, calculations will be made to determine if additional scholarship funds are due to the eligible, participating private school or if funds are owed to Step Up For Students.

If scholarship funds are due to the school, those funds will be included in the next scheduled payment distribution. If money is due to Step Up For Students, an invoice will be sent to the school and payment is due upon receipt.

In the event the repayment of invoiced amount presents a financial challenge for the eligible, participating school, a payment plan may be negotiated. [Contact a Service Ambassador](#) for assistance.



Failure to submit payment for invoices by the deadline and/or the agreed-upon payment plan schedule may result in the suspension of funding from Step Up For Students.

Student Transfers

The Family Empowerment Scholarship for Educational Options (FES-EO) may be transferred to another eligible, participating private school throughout the academic year.

To transfer the scholarship, the current eligible participating private school must withdraw the student (see [Exit Confirmation Form](#) for more information). After the ECF has been received by Step Up For Students, the new school will be required to submit an SCF for the student (see [School Commitment Form](#) for more information).

Once a student is enrolled and attending a school for 10 or more days during a quarterly payment period, that school will receive the full quarter's distribution. If a student transfers to a different participating school in the same quarter, the first school the student attended for 10 days or more in the quarterly payment period will receive the full quarter's payment. It is acceptable for the parent and the two schools to negotiate any amount owed to the new school from the quarterly payment made to the first school by Step Up For Students. This is not required, but, in the spirit of partnership for the good of the student, is highly recommended.

Confirm Enrollment

The “Confirm Enrollment” section lists the students who you have submitted School Commitment Forms (SCF) for in the current school year. Here you can reconcile your Step Up For Students student roster against your internal school roster to ensure all scholarship students are listed.

- We strongly encourage you do this at least one week prior to **each** [Verification Report](#).
- If a child is missing, please submit their SCF immediately. If the SCF is not submitted before the Verification Report (VR) opens, they will not be included on that check distribution to your school.
- Remember that SCFs cannot be added during an open Verification Report period.

Please refer back to [these deadlines](#) when confirming enrollment.

What to Check When Reconciling Roster

Confirm that all students are listed and that the following information for each student is correct:

- grade level
- funding start date



- total student payment amount
- tuition and fees (click on student to view)

Notes:

If any students have withdrawn but are still showing up on the ‘Confirm Enrollment’ page, please submit their Exit Confirmation Form (ECF).

If information is incorrect, notify a Service Ambassador immediately.

Last Name	First Name	Middle Name	Grade Level	SCF Status	Funding Start Date	Payment Amount	Primary Parent/Guardian
			6	Yes	8/19/2019	\$6,815.00	
			6	Yes	8/19/2019	\$6,815.00	
			3	Yes	8/19/2019	\$6,989.00	

How are scholarship payments made?

Scholarship payments are made directly to the school’s business bank account via Automated Clearing House (ACH) at least four times per year. Only the parent/guardian listed on the student’s scholarship application are authorized to approve scholarship payments through their online login for the payments to be released. All scholarship payments require approval before a payment can be made. No entity or individual associated with the private school may be designated by the parent to approve a scholarship payment.

To make sure the school receives on-time payments the following instructions must be followed:

- 1) Log into your Step Up For Students [account](#). Click on the "School Info" tab and then on "Tax & Bank Information".
 - a. Please note: Bank account information must be for your school’s business account – this will be validated before payments are made.
 - b. If the bank account information has not changed, then you do not need to do anything.



- 2) If you need to update the bank account details, please click the pencil icon within the “Financial Institution Information” section, enter the new information and then click the save icon.
- 3) Upload a new copy of your school’s voided check that matches the new bank account details. To upload the voided check, follow the instructions below
 - a. Click the pencil icon within the “Tax Information” section
 - b. Click Choose File
 - c. Click Upload Documents once you have selected the document
 - d. Click the save icon. Once you have done this, you do not need to do anything else.
- 4) If you have not previously submitted your banking information, please upload your W-9 and add your banking information by following these steps:
 - a. Start in the “Tax Information” section by selecting your Tax ID Type from the drop down and then entering your Tax ID number. Then click Choose File, select your W-9 and then click Upload Documents followed by clicking the save icon.
 - b. Move to the “Financial Institution Information” section and enter your school’s banking information and then click the save icon.

Payments are made on Fridays during the payment period. If a parent approves payment before 11:59 p.m. ET on the Thursday before a payment, the student will be included in the ACH payment the following day. This will continue through the final ACH payment for the distribution period.

- Step Up For Students will send continuous reminders to parents/guardians who have not yet approved their student's payment.
- Scholarship funds may take two business days from the dates of initiation listed above to be reflected in your school's bank account.
- Your school will be emailed a remittance advice advising which students are included in that week's ACH payment.

Helpful Tip: You can cross-reference your distribution Verification Report against ACH remittance advices to identify which of your students are still awaiting payment approval.

Verification Report (VR)

Prior to each scholarship payment, schools are required to verify their scholarship students by completing and submitting an electronic Verification Report (VR).



The VR is available through the School Login, on the “Verification Report” tab. This report displays all students eligible to receive a payment in the upcoming distribution.

If a scholarship student at your school is not shown on this report, they are not receiving a payment for that distribution.

The Verification Report must be completed during the verification window, typically 5 days, in order for the school to receive payment. (Verification Report dates can be found on the Payment Distribution Schedule.)

Please note: If your school does not complete your Verification Report during the specified verification window, your students’ payments will not be available in that payment distribution. These payments may be available in the next scheduled distribution for payment.

How to Complete the Verification Report

When you access the School Login during the pre-determined Verification Window, you will be taken directly to the Verification Report upon logging in.

- Confirm that all FES students enrolled at your school are listed on the Verification Report and ensure all students have the correct:
 - Grade level
 - Funding start date
 - End date (if applicable) AND
 - Payment amount
- Answer two questions for each student that has enrolled/withdrawn at your school in the last quarter. Both questions for all students must be answered to submit your VR.

NOTE: The question about student attendance should be answered relative to the school’s attendance requirements. If a student has missed a few days for illness or because of a family situation but is in line with the school’s attendance requirements and currently enrolled, **this should not be a ‘No’ answer.**

- Once you have completed the VR, click “SAVE” at the bottom of the page.
- Certify the Verification Report. (Your VR has not been submitted until the ‘Certification’ step is complete.)

REMINDER: Prior to the Verification Report, we recommend you visit the [“Confirm Enrollment”](#) section of the “Student Info” tab to reconcile your Step-Up student roster against your internal



school roster to ensure all scholarship students are listed. **This step should be completed at least one week prior to the Verification Window.**

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Verification Report: Payment Distribution II, August 2017-June 2018 School Year
Welcome

Total students for this distribution period: 24
School Start Date: 8/22/2017
VR Status: In Progress

Exited Students Due Partial Payments:

Show 10 entries Entry Status: Not Answered, Incomplete, Complete Search:

Student Name (First Middle Last)	Grade Level	SCP Status	Funding Start Date	Funding End Date	Actual Payment Amount	Payment Contribution Amount	Is this student still enrolled in your school?	Has this student had continuous attendance since the last VET?	Days Absent	Please explain the absences
	1	No	8/22/2017	2/1/2018	\$3,742.37	\$2,156.62	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		

Showing 1 to 1 of 1 entries [First] [Previous] [1] [Next] [Last]

[Go Back To Enrolled](#) [Go To Certify](#)

Parent Approval of Payments

Step Up For Students issues Family Empowerment Scholarship payments to schools electronically. This process takes place at least four times per school year and requires the parent/guardian to electronically verify their student’s payment before Step Up For Students can release the student’s scholarship funds to the school.

Surveys

Step Up For Students requires schools to complete an Enrollment Survey and Graduation Survey (if applicable) each year. These surveys are used for research purposes only to demonstrate program success. Individual school and student information is not released.

The Enrollment Survey

The Enrollment Survey captures school’s current enrollment numbers for each grade level offered. The survey contains three columns: Grade Level, Scholarship Students and Total Students.

- “Scholarship Students” will list the number of FES-EO Scholarship students per grade that you have enrolled through Step Up For Students. If the number is incorrect because you have FES students enrolled through another scholarship funding organization, as well, please click the pencil icon to modify and enter the correct number.
- In the “Total Students” box, please enter your school’s total enrollment for each grade level. This is a combination of your scholarship and non-scholarship students.



STEP UP FOR STUDENTS

Enrollment Survey

To complete the enrollment verification, please provide the total enrollment at your school for each grade.

The column labeled "Scholarship Students" lists the students in each grade enrolled through the Tax Credit Scholarship (Step Up's income-based scholarship).

Please complete the column labeled "Total Students." This number should be the school's total enrollment for that grade -- regardless of whether the student has a Step Up scholarship.

Grade	Scholarship Students	Total Students
Kindergarten (KS)	9	<input type="text"/>
First Grade	16	<input type="text"/>
Second Grade	8	<input type="text"/>
Third Grade	12	<input type="text"/>
Fourth Grade	11	<input type="text"/>
Fifth Grade	6	<input type="text"/>
Sixth Grade	7	<input type="text"/>
Seventh Grade	6	<input type="text"/>
Eighth Grade	8	<input type="text"/>
Ninth Grade	4	<input type="text"/>
Tenth Grade	4	<input type="text"/>
Eleventh Grade	6	<input type="text"/>
Twelfth Grade	4	<input type="text"/>
Total	101	<input type="text"/>

Submit Survey Response

The Graduation Survey

Schools are required to complete the Graduation Survey for any 11th or 12th grade FES students that graduated that academic year.

The survey is available for one month at the end of each academic year. Schools will be notified when it becomes available.

Examples of questions:

- Did they graduate?
- Are they going to college? Where?
- Did the student receive a Bright Futures Scholarship?

Scholarship Recipient Obligations

Student Attendance

Students must abide by the attendance policy of the eligible, participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Should extenuating circumstances exist that cause a student to be absent for an excessive number of days, during which no education is being provided to the student by the school, the school should submit an Exit Confirmation Form (ECF) for this student. Once the student has returned to the eligible,



participating private school, a School Commitment Form (SCF) should be submitted to reactivate scholarship funding.

If the circumstances surrounding the student's absence are unique, please contact a Service Ambassador for additional guidance.

Discipline

Students and families must abide by the behavioral and disciplinary policies of the eligible, participating private school in which the student is enrolled. Failure to do so may result in loss of scholarship. An eligible, participating private school reserves the right to suspend or expel students if its published policies are not followed.

For more information or for specific questions, please contact a Service Ambassador.

Parent's Financial Obligation

If the cost to attend an eligible, participating private school exceeds the student's funding amount for that academic year, the parent is responsible for the difference. If a student withdraws from a school and has an outstanding balance, the school should indicate the balance on the student's ECF. If the balance is for an individual student, the balance should be indicated on the individual student's ECF.

If there is a family balance, divide the balance by the number of children and enter the amount on each student's ECF.

Please contact a Service Ambassador with any questions regarding financial obligations.

Step Up For Students will NOT mediate outstanding balances. An outstanding balance and the collection of the debt is between the school and the parent.

Resources

Student Learning & Partner Success



The Student Learning and Partner Success department exists to engage, equip, and empower educational partners to support student success. SLPS offers timely updates through our Bulletin Board, develops connections to available high-quality resources and networking opportunities, and connects schools to professional learning opportunities. We build a support base of school stakeholders, educate them about scholarships, and train them to participate in advocacy so that they can be activated



when needed. SLPS is committed to supporting and building relationships with our educational partners.

Click [here](#) to find your area Step Up Coordinator.

Marketing Tools

The “[Marketing Toolkit](#)” tab on the Step Up For Students website provides helpful resources to market your school and the Step Up For Students Scholarship program. From Step Up’s Marketing Toolkit, you can:

- download flyers or request printed flyers
- request one free outdoor banner (or purchase additional)
- view and download Step Up TV and Radio PSAs
- request to purchase indoor retractable banners
- download a web banner for your website
 - A web banner alleviates the need to update information from one year to the next. We recommend adding either of the following statements along with web banners:
 - We Accept Step Up For Students Scholarship Recipients.
 - (School Name) Accepts Step Up For Students Scholarship Recipients.
- review and copy social media posts

Adding information about Step Up For Students to your website allows families to learn of the scholarship program and financial assistance available.

You’re welcome to use the Step Up For Students logo on your website and collateral. We ask that you allow us to review the materials prior to using them. Reach out to us at

Marketing@sufs.org.

Useful Email Addresses

- **Enrollment@sufs.org** – The Provider Relations Department has a team of Service Ambassadors that can assist you with your questions and/or concerns.
- **AUP@sufs.org** – Contact the AUP Accounting Team with questions regarding the financial reporting requirement.
- **Tuitionandfees@sufs.org** – Email your published annual Tuition and Fees after entering the information in your Step Up For Students account.



- **Marketing@sufs.org** – Please allow us to review any materials using the Step Up For Students logo prior to using them.

The Step Up for Students School Handbook is considered a living document and is subject to change at our discretion. You may familiarize yourself with updates by occasionally checking our website at <http://www.stepupforstudents.org> for any updates.