

FLORIDA TAX CREDIT AND HOPE SCHOLARSHIP PROGRAMS CHECK CASHING POLICY

POLICY:

This policy covers both the Florida Tax Credit and Hope Scholarship Programs. Step Up For Students scholarship checks, made payable to the parent/guardian on behalf of the scholarship student, will be distributed to eligible participating schools, no less frequently than four (4) times each scholarship year.

PROCEDURE:

Scholarship Check Endorsement – Parent/Guardian:

- * Upon receipt of a Step Up For Students scholarship check, one of the parent(s)/guardian(s) to whom the check is made payable must restrictively endorse the check to the private school.
- * The parent/guardian's endorsement may be above or below where the school's stamped endorsement will be located. A guardian who fails to endorse the check forfeits the scholarship.
- * If more than one parent/guardian is named as the payee on the scholarship check, at least one of them must sign the check. The names will be shown as follows: primary guardian name OR secondary guardian.
- * If the guardian is not available to sign a scholarship check, they must contact Step Up For Students in advance of the distribution of the scholarship check to discuss available alternatives.
- * The guardian may not designate any entity or individual associated with the participating private school as the guardian's attorney in fact to endorse a scholarship check.
- * Step Up For Students will conduct routine random audits of the parent/guardian's endorsement on scholarship checks. The school will be notified in the event of an irregularity related to the endorsement. Repeated irregularities could result in disciplinary action or loss of participation privileges.

Scholarship Check Endorsement - School:

- * Once the checks are received, the school is responsible for their security. The guardian should be notified that a scholarship check requiring their signature is at the school and the school should make every effort to provide a time and place at the school for the guardian to sign the scholarship check.
- * Each Step Up For Students scholarship check must be endorsed by the private school named on the check using an endorsement stamp with the information below. Please endorse the check **after** the parent/guardian signs it, right before you deposit it. Some schools who have endorsed the checks before they get the guardian signature have had checks stolen. Step Up For Students is not responsible for reissuance of checks that are lost or stolen while in the school's possession. Step Up For Students will attempt to recoup the money from the bank, but if the bank doesn't recoup the funds, Step Up For Students will not reissue the check.
- * The scholarship check must be endorsed by the school using a stamp with the following information:



Name of School
Name of Bank / Account #

- * In the event a Step Up For Students scholarship check must be returned to Step Up For Students for reasons such as parent refusal to sign, stale date, student withdrawal, etc., the check(s) should be sent to the following address:

Step Up For Students
ATTN: Finance Department
PO Box 54367
Jacksonville, Florida 32245-4367

- * Three (3) weeks after a distribution date, schools may contact the Step Up For Students Service Ambassadors to request the reissue of undelivered major distribution checks.

Timeliness of Depositing Scholarship Checks:

- * Schools should make every effort to have scholarship checks endorsed and deposited in a timely manner. Checks are void after 180 days as noted on the check.
- * Checks for the prior school year will not be reissued after the December 31st of the following the school year. For example, 18-19 school year checks will not be reissued after December 2019.