

## FLORIDA TAX CREDIT AND HOPE SCHOLARSHIP PROGRAMS CHECK REISSUE POLICY

### **POLICY:**

This policy is for both Florida Tax Credit and Hope Scholarship programs. Step Up For Students scholarship checks, made payable to the applicant on behalf of the scholarship student are distributed to eligible participating schools no less frequently than four (4) times each scholarship year. Three (3) weeks after the distribution date, schools that have not received their check(s) may request their check(s) to be reissued. Checks are reissued four (4) weeks after the distribution date.

### **PROCEDURE:**

Scholarship Check Reissue Request:

- Three (3) weeks after a distribution date, schools may contact the Step Up For Students Service Ambassadors to request the reissue of undelivered distribution checks.
- Schools requesting check reissues prior to four (4) weeks after the distribution date will be reviewed on a case by case basis. Final approval will be made by the Director of Program Accounting.
- Upon approval of early reissuance, the requesting school will sign a promissory note agreeing to pay \$25.00 per check plus FedEx or UPS mailing charges. The per check fee is to cover Step Up For Student's stop payment and administrative expenses.
- Three (3) business days prior to the check reissue date a stop payment will be placed on the original check(s). The school should not deposit or try to cash the original check(s) three (3) business days prior to the check reissue date. Step Up For Students is not responsible for NSF fees the school may incur after the stop payment has been made. Schools may contact Step Up For Students Service Ambassadors to determine if a stop payment has been placed.
- Schools receiving the original check(s) after a reissue request has been made are to contact Step Up For Students Service Ambassadors to remove the school reissue request. The school is to inquire if a stop payment has been placed on the original check(s) prior to deposit or attempt to cash the check(s). Step Up For Students is not responsible for NSF fees the school may incur after the stop payment has been made.

