

Step Up for Students Scholarship Renewal Process

A student is considered a renewal if funded for the 2023-24 school year.

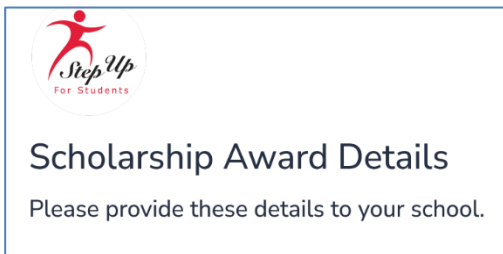
Schools need your student's Award ID to enroll them in the scholarship program for the coming school year. Due to the high number of students applying in the state, it is important to renew right away to secure your scholarship. Thousands of awards have already been given; your action today is important.

If you DID APPLY for Renewal

Send Proof of Your Award to Guardian Catholic

Send the "Scholarship Award Details" letter to jhice@guardiancatholic.com

This is the best and preferred way to send your Award information!



Student Name

Scholarship

Year **2024-2025**

Award ID

OR if you can't locate the "Scholarship Award Details" letter, send a screenshot from your EMA Portal that shows your **Student's Name, Scholarship, Year 2024-2025 and Award ID**. Follow these steps:

1. [Click here to LOGIN to EMA, your scholarship portal!](#)
2. Click on the **"My Students" tab** within your EMA account!
3. Click **view** next to your active student's name.
4. Scroll down to see the **Award ID for 2024-2025** under the "Scholarship Status" section.
5. Take a **screenshot showing your student's name, award status (pending or awarded) and "Award ID" number for 2024-2025**.
6. Email the screenshot to Mrs. Hice at jhice@guardiancatholic.com *Please send one screenshot for each child; do not group the children's awards on one screenshot.*

After you send your Award Notification Letter to school, please allow 2-3 business days for school personnel to upload the Award ID# and enroll you in the school's scholarship portal. Once that is completed, you must review and confirm the Enrollment Request.

Confirm Your Enrollment Request

1. As soon as you've received an Award ID#, Step Up for Students will notify you to **review the Enrollment Request**.
2. [LOGIN to EMA, your scholarship portal!](#)
3. Select **"CONFIRM ENROLLMENT."** **IGNORE the total "Amount Due to the School."**

PLEASE READ: Step Up for Students Frequently Asked Questions

My child's Step Up award does not cover the "Amount Due to School" listed on my Enrollment notification. Am I responsible for paying the balance to the school?

No, you are not responsible for the full amount listed as the "Amount Due to School".
A Guardian Catholic Tuition Scholarship will be applied to cover the difference between your child's SUFS award and Guardian's tuition charge of \$8400.

What other fees am I responsible to pay?

Parents pay the \$200 family registration fee and the \$400 book fee.

If you have any questions, please contact Mrs. Hice at 904-765-6522 or email jhice@guardiancatholic.com


If you DID NOT APPLY for Renewal yet follow these steps:

Documents you will need to complete your renewal:

- ✓ **For Renewals Only:** Proof of residency -- utility bill for the primary parent/guardian only (electric, gas, water). Please ensure that the documents you submit are: 1) Valid 2) Current -- dated within 2 months, if a recurring bill/statement and 3) Match the primary guardian's full name as well as the current physical street address provided on the application.
- ✓ **For Renewals AND a new Add-on Sibling** the new child's birth certificate as proof of age.

Please Be Advised: You may only submit one application for your household for these scholarships. *If you forget to add your NEW student at this time, you will need to contact Customer Support at 877-745-7837 to get that child added. This will slow down the processing time of your application. Save time, add your new student now!*

You are now ready to renew your scholarships:

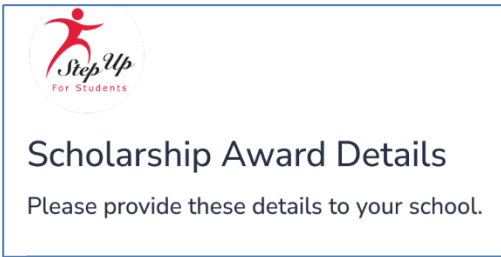
1. [Click here to LOGIN and RENEW!](#)
2. **On the Dashboard:** Once you are logged into EMA, you will land on the "Dashboard." You can find the "**Available Scholarships**" section by scrolling down the page. To renew your FTC/FES-EO application, click the "Apply" button next to "Scholarships for Eligible Private Schools...."
3. **Update your "Profile"**  Click on the Profile icon in the upper right-hand corner of the page and make the necessary corrections. **Be sure your cell phone number, email address and physical street address are current BEFORE you proceed to renew/apply.**
4. **Under the "My Students" tab:**
 - ✓ Select the student(s) for whom you wish to complete the renewal application.
 - ✓ Make sure your renewal students are **all** listed.
 - ✓ IF you are renewing **AND** have a new student applying for the scholarship, make sure to **ADD your new student under "My Students" BEFORE you proceed to renew/apply.** (You must renew current students and apply for a new student all at once.)
 - ✓ Provide proof of residency. Upload a valid, current utility bill for the primary parent/guardian (electric, gas, water).
 - ✓ Provide proof of age: Upload a birth certificate for any NEW add-on sibling.
 - ✓ By clicking "**Submit,**" your application will be sent for processing. You will get a confirmation notice on your screen.
5. **Check your student's scholarship status daily. When the status changes to Awarded, you are ready to start the [Enrollment Process](#).**

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

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