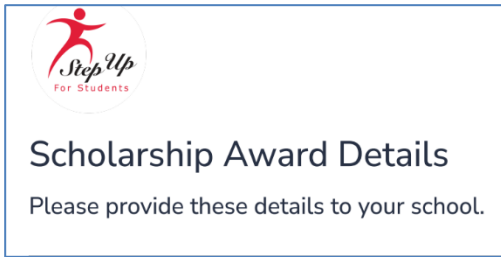


# Send Proof of Your Award to Guardian Catholic

Send the “Scholarship Award Details” letter to [jhice@guardiancatholic.com](mailto: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](mailto: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](mailto:jhice@guardiancatholic.com)**