

# Step Up for Students NEW Applicant Process

**New Family** You are a New Family if the child you are applying for is the first child in your family to receive a scholarship from Step Up for Students. *If you have other children who are currently funded by Step Up, then you are a Renewal Family and must add any new children to your renewal application. Each family may only have one application for all renewal and new children.*

Please be advised that to receive an award, you must provide the student's social security number. If you skip putting in the SSN, you will not get an award.

## **Be prepared to upload the following during the application process:**

- ✓ **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.
- ✓ **A government-issued birth certificate** for a rising Kindergarten and first-grade student (5-6 years old on or before September 1, 2024) during the school year you are applying for.

## Create an Account

Please go to [stepupforstudents.org](https://stepupforstudents.org) to apply for the Florida Tax Credit (FTC) Scholarship, Family Empowerment Scholarship for Educational Options (FES-EO).

Click on **APPLY** at the top of the page.

- ✓ If you already have an EMA account, enter your username and password.
- ✓ If you do not have an EMA account, click "**Sign Up.**"

Continue to follow all the prompts to create an account and provide the required information.

On the Create an Account screen please fill out all open boxes:

- **Account Type:** is Parent/Guardian
- **Username:** will be your login username (**Your email address is preferred**)
- **Legal First Name and Legal Last Name:** is the Parent/Guardian name
- **Password:** This along with username will be how you access the system

### **The 2-step verification process:**

When you are prompted to complete the 2-step verification process.

- ✓ **The Primary Phone Number listed must be able to receive a text message.**
- ✓ **We recommend you use a cell phone.**

## **Starting the Application Process**

Once you add all your students, click on the **“Apply for scholarships”** button at the top left side of the screen to start the application process.

### **Select the Scholarship Program you are applying for:**

- ✓ On the Dashboard you will see the **“Available Scholarships”** section by scrolling down the page.
- ✓ Click the **“Apply”** button next to **“Scholarships for Eligible Private Schools...”**

Continue to follow the prompts and provide the required information.

When you are finished with the entire application, **click Submit**. By clicking **“Submit,”** your application will be sent for processing. You will get a confirmation notice on your screen.

Once you have submitted your application, return to your dashboard. On the dashboard you can see the status of your application(s). If you want to see details, click the status (**blue hyperlink**) under the Application Status header.

The **hyperlink** will open your **“Application Details”** page with more details and will show the **application(s) status and student(s) status**. The status may be Submitted, Pending or Awarded.

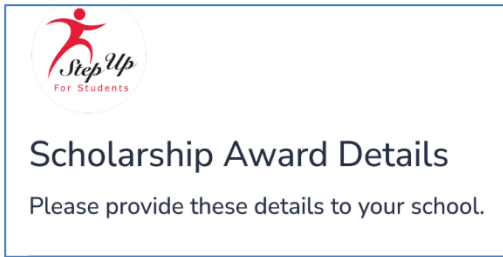
**You will receive an email notification every time an update is made to your status. Keep monitoring your email until your status is Awarded.**

After a student is awarded, the next step is the **enrollment process**: 1) Send Guardian Catholic your Award information and then 2) confirm your enrollment request in EMA.

# 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 for paying?*

**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)**