ACTION NEEDED: Submit your school's 2020-21 Tuition and Fees for the Florida Tax Credit (FTC) Scholarship

Our records indicate that a number of schools have not yet entered their 2020-21 Florida Tax Credit (FTC) Scholarship tuition and fees within their Step Up For Students account.

As a reminder, before you are able to enroll Florida Tax Credit Scholarship students for the 2020-21 school year, a Step Up For Students Service Ambassador must approve your 2020-21 Tuition and Fees. Please take the following steps:

- **STEP 1:** Log in to your Step Up For Students account by clicking here. Once you are logged in, click on the School Info tab and then on Tuition and Fees and fill in the following information:
  - Annual fees by grade level
  - Start and end dates for the 2020-21 school year
  - Testing information
  - Review all information to make sure it is correct and then click Submit Tuition and Fees Data for Verification.
- **STEP 2:** Email your published Tuition and Fees to tuitionandfees@sufs.org or fax them to 813-862-2325.
  - Note: You must submit the Tuition and Fees that you provide to your families when their students enrolled at your school. Do not send a screenshot of the Tuition and Fees chart within your Step Up For Students Portal.
  - If you have already emailed your tuition and fees, please do not send them again.
A Step Up For Students Service Ambassador will notify you once your Tuition and Fees have been approved or if we have any questions. We kindly ask you to please be patient and request that you do not call/email to check on the status of your Tuition and Fees so that our team can continue processing these for you, our partner schools, as quickly as possible.

Please note: Once verified, any changes to your school's Tuition and Fees, including a change to the school's start date or tuition and fees amounts, **MUST BE COMPLETED BEFORE** the first Verification Report becomes available for the 2020-21 school year. (2020-21 Verification Report dates are not yet available. Please monitor your email for updates.)

- Please contact a Service Ambassador to make a change to already verified Tuition and Fees. Please do not attempt to update information before speaking with a Service Ambassador.

Thank you,

Step Up For Students

*Please note: This message does not apply to the Gardiner Scholarship Program (for children with certain special needs) or the Hope Scholarship (for students who are bullied).*

P.S. - Do you know someone who might benefit from a Step Up For Students Scholarship for the 2020-21 school year? Tell them to visit [www.StepUpForStudents.org](http://www.StepUpForStudents.org) to learn more.

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SCHOLARSHIPS FOR FLORIDA PRE-K-12 SCHOOLCHILDREN
- BULLIED STUDENTS
- READING HELP
- SPECIAL NEEDS
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