

Scholarship Payment Agreement

My Village is a Direct Provider of Step Up Scholarships. In order for us to receive payment for tuition and fees, parents need to initiate the request for services through the EMA portal.

2024-25 *Expected Funding Dates for both FES-UA and FES-EO (PEP option)

*Funding dates may change with new legislation

Quarter 1 (August 15 - September 15): Reserve 3 months by September 18th

Quarter 2 (November 15 - December 1): Reserve 3 months by December 4th

Quarter 3 (February 15 - March 1): Reserve 2 months by March 4th

Quarter 4 (April 15 - May 1): Reserve 1 month by May 4th

I understand and agree to the following:

1. I am responsible to pay my child's tuition in the event the scholarship does not cover it, for any reason, including the funds running out.
2. Students who receive individual tutoring are required to Request Service for one month based on their child's tutoring schedule. Any unused funds will be returned to the student's StepUp Account. We will provide tutoring notes and a log of attendance at the end of each month.
3. Paid tuition is non-refundable and non-transferable. Although funds are reserved, they are not paid until My Village invoices StepUp (one month at a time.)
4. Request Service for a minimum of 2 months tuition at a time, within 7 days of my account being funded each quarter.
5. The tuition will not be charged to the account for each quarter all at once, but monthly, on or about the 1st of each month. Any unused tuition (after early withdrawal fees, will be returned to the scholarship account).
6. Prepaid tuition (not Reserved Funds, but actually paid by StepUp or by parent) is non-refundable and non-transferable.
7. By checking the "I agree" box during registration, I agree to the terms listed.

Instructions to Request Service/Reserve Funds:

1. Login to your EMA Account.
2. Go to Marketplace, select your student, and click Find Providers
3. Search for My Village Learning Center (Monday, Tuesday or Thursday tuition) or My Village Christian Learning Center (Wednesday Tuition) and select the location.

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4. Locate the appropriate Tuition amount (see Tuition schedule) and select '3' from the drop-down menu. If you are uncertain of the correct tuition amount, please email Tresa for a quote before starting this process.
5. Click 'Reserve Funds'- this creates a Purchase Order and sends us the request.
6. Click on the Yes Box to share your contact information with the Provider (My Village).
7. Last step is to go to your cart and "checkout."

*****Important note to PEP Scholarship applicants: When you are approved for the FES-EO (Education Options) you must complete the process to choose the PEP Option (see emails from StepUp.) Your account will not be funded unless this last step is completed and you risk losing the PEP scholarship altogether if it fills up before you select the PEP option, even though you were approved for FES-EO.*****