



Scholarship Payment Agreement (2025-26)

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.

Parents are required to **reserve funds by the dates indicated each quarter** below. Although we will invoice StepUp monthly, we require that parents Reserve Funds 3 months of tuition each quarter for the first 3 quarters, as follows:

Quarter 1 (August 15th-Sept 1st): Reserve August, September, and October monthly tuition (Optionally, add November.) Reserve funds no later than September 10th.

Quarter 2 (Nov 1st): Reserve November, December, and January monthly tuition (Optionally, add February.) Reserve funds no later than November 10th.

Quarter 3 (Feb 1st): Reserve February, March and April monthly tuition. Reserve funds no later than February 10th.

Quarter 4 (Apr 1st): Reserve May tuition no later than April 10th.

StepUp is funded by the State of Florida on the following dates and then funds individual accounts within 2 weeks: August 15th, November 1st, February 1st, and April 1st (must fall on a business day.) StepUp may fund accounts earlier than these dates. 2025-26 funding dates have not yet been published so these dates may change.

3/14/2025

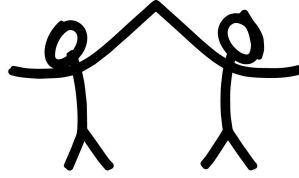
I _____ a parent of one or more My Village Learning Center (MVLC) students, understand and agree to the following:

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 and give MVLC permission to charge my card on file from page 3 of this document.
2. **Students who receive individual tutoring are required to Request Service for two months of tutoring sessions based on their 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. For example: if your child is scheduled for two sessions per week, reserve funds for 16 sessions (8 weeks) at the appropriate rate.
3. **I agree to reserve funds within 3 days of receiving quarterly funding in my student's account.**
4. By signing this form electronically and enrolling my child, I agree to the terms on all 3 pages of this document.

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 and select the location.
4. Locate the appropriate Tuition amount (see Tuition schedule) and select '3' from the drop-down menu for each tuition item needed. Don't forget to select the appropriate amount for Small Group Lessons (Miacademy) and Individual Tutoring for one month of scheduled sessions.
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. Go to the cart and "checkout."

3/14/2025



My Village Learning Center

Payment Authorization Form for Scholarship Student

Student Name:

- My child has been awarded a StepUp Scholarship, however, in the event my child is not funded in a timely manner or is not enough to cover my child's services, this card will be kept on file and only charged if tuition is 30 days past due.
- My Village Learning Center agrees to provide me an invoice for these charges so that I may apply for reimbursement when or if funding occurs. I also agree to a \$25 invoice fee upon request of an invoice.
- I, _____ authorize My Village Learning Center, LLC to charge my credit card below for my child(ren)'s tuition as determined by their attendance schedule.

Please complete the information in this text box:

Cardholder Name	
Cardholder Email Address	
Card Number	
Exp. Date	Zip Code
CVC (3-digit number on back of card)	

SIGNATURE _____

DATE _____

3/14/2025