



Step Up For Students

Step Up For Students: Reimbursement Guide for Parent(s)/Guardian(s)





Step Up For Students



Retailer Receipt Requirements:

(ex: Amazon/Walmart/Target/ Best Buy)

Receipt must have retailer's name, date of purchase with the year, item purchased, proof of payment (if applicable) and purchase price (including subtotal, taxes, shipping, grand total, etc.).

Please Note: If you are not requesting all items listed on a receipt or invoice, please highlight or make a notation specifying the items you want reimbursed. (For instance, you can circle or highlight the item for which you need reimbursement.)



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This Amazon receipt is an excellent example of a purchase with many items.

This receipt captures all the fields needed for submission:

1. Retailer's name
2. Date of purchase with the year
3. Item(s) purchased
4. Payment Method
5. Purchase price
 - a. including subtotal, taxes, shipping, grand total

The image shows an Amazon receipt with several key areas highlighted by red boxes and numbered callouts (1-5). A green checkmark is visible in the top right corner.

1 amazon.com

Details for Order #114-0380895-7997802
[Print this page for your records.](#)

2 Order Placed: August 15, 2023
Amazon.com order number: 114-0380895-7997802
Order Total: \$40.83

Not Yet Shipped **3**

Items Ordered	Price
1 of: GIM Wireless Charging RGB Mouse Pad 10W, LED Mouse Mat 800x300x4MM, 10 Light Modes Extra Large Mousepad Non-Slip Rubber Base Computer Keyboard Mat for MacBook, PC, Laptop, Desk Sold by: GIM SHOP (seller profile) Supplied by: Other Condition: New	\$27.99
1 of: ELETIUO Mouse Wrist Rest with Honeycomb Design, Wrist Ergonomic Support for Laptop, Computer, Soft Silicone Rest Pad for Desk, Pain Relief Mouse Wrist Cushion for Home, Office Sold by: litumfen (seller profile) Supplied by: Other Condition: New	\$9.99

Shipping Address:
JaneDoe
5308 Sunny Day DR N
JACKSONVILLE, FL 32207-5002
United States

Shipping Speed:
FREE Prime Delivery

4 **Payment information** **5**

Payment Method: Visa Last digits: 1234	Item(s) Subtotal: \$37.98
Billing address JaneDoe 5308 Sunny Day DR N JACKSONVILLE, FL 32207-5002 United States	Shipping & Handling: \$0.00

	Total before tax: \$37.98
	Estimated tax to be collected: \$2.85

	Grand Total: \$40.83



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This is an example of a receipt with multiple items, in which you are only requesting reimbursement for one item. When submitting the receipt, you may “X” out the items for which you are not requesting a reimbursement to make it easier for the processor to determine your selection.

Best Buy Order Details <https://www.bestbuy.com/profile/ss/orders/order-details/BBY01-80>

Order Details

BEST BUY Receipt Print Receipt

Purchase Date: July 25, 2023 | Order Number: BBY01-806708050028 | Total: \$1,957.93

Payment Method: Visa | Last digits: 4254 | \$1,957.93

Order Summary

Product Total	\$1,957.93
Charges	\$0.00
Shipping	FREE
Sales Tax, Fees & Surcharges	\$0.00
Order Total	\$1,957.93
Return Credit	-40.00

Shipment One

Delivered on July 28, 2023

Shipping Address: 5308 Suddy Valley Dr N, Jacksonville, FL 32207 US

~~JBL - FLIP6 Portable Waterproof Speaker - Teal~~

Model: JBLFLIP6TEALAM	Item Total: \$89.99
SKU: 6488912	Product Price: \$89.99
Quantity: 1	Sales Tax, Fees & Surcharges: \$0.00

Shipment Two

Delivered on July 27, 2023

Shipping Address: 5308 Suddy Valley Dr N, Jacksonville, FL 32207 US

JBL - FLIP6 Portable Waterproof Speaker - Blue

3 of 6 7/27/2023

Best Buy Order Details <https://www.bestbuy.com/profile/ss/orders/order-details/BBY01-80>

Apple Watch SE 2nd Generation (GPS) 40mm Aluminum Case with Midnight Sport Band - M/L - Midnight

Serial: SL20K44V0G	Item Total: \$229.00
Model: MNT83LLJA	Product Price: \$229.00
SKU: 6340238	Sales Tax, Fees & Surcharges: \$0.00
Quantity: 1	

Apple Watch SE 2nd Generation (GPS) 40mm Aluminum Case with White Sport Band - M/L - Silver

Serial: SM7N7CXXVWH	Item Total: \$229.00
Model: MNT83LLJA	Product Price: \$229.00
SKU: 6340240	Sales Tax, Fees & Surcharges: \$0.00
Quantity: 1	

Apple - AirPods (3rd generation) with Lightning Charging Case - White

Serial: SC631JXW4Z	Item Total: \$159.99
Model: MFPY3AMJA	Product Price: \$159.99
SKU: 6376551	Sales Tax, Fees & Surcharges: \$0.00
Quantity: 1	

Apple - AirPods (3rd generation) with Lightning Charging Case - White

Serial: SXKXVXVWHLW	Item Total: \$159.99
Model: MFPY3AMJA	Product Price: \$159.99
SKU: 6376551	Sales Tax, Fees & Surcharges: \$0.00
Quantity: 1	

Digital Item One

Ready to Redeem | E-Mail Delivery

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Best Buy Order Details <https://www.bestbuy.com/profile/ss/orders/order-details/BBY01-80>

JBL - FLIP6 Portable Waterproof Speaker - Blue

Model: JBLFLIP6BLUAM	Item Total: \$89.99
SKU: 6488913	Product Price: \$89.99
Quantity: 1	Sales Tax, Fees & Surcharges: \$0.00

Shipment Three

Delivered on July 27, 2023

Shipping Address: [Redacted]

Switch Neon Joy-Con + Mario Kart 8 Deluxe (GameDownload) + 3 Month Nintendo Switch Online Individual Membership

Serial: XKW70030390265	Item Total: \$299.99
Model: HADSKABLH	Product Price: \$299.99
SKU: 6522412	Sales Tax, Fees & Surcharges: \$0.00
Quantity: 1	

Shipment Four

Delivered on July 27, 2023

Shipping Address: [Redacted]

Meta - Quest 2 Resident Evil 4 Bundle - 128GB

Model: 899-00451-01	Item Total: \$699.98
SKU: 6522220	Product Price: \$699.98
Quantity: 1	Sales Tax, Fees & Surcharges: \$0.00

Shipment Five

Delivered on July 30, 2023

Shipping Address: [Redacted]

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This is an example of a receipt for a subscription which contains all the necessary information as listed below:

1. Retailer's name
 2. Date of purchase with the year
 3. Invoice Number
 4. Subscription purchased
 5. Purchase price including subtotal, taxes, shipping, grand total
- **Proof of payment will also be required (please see proof of payment section on slides 9 -14)**

Canva 1

Tax Invoice

Invoice Date 2
July 28, 2023

Invoice no. 3
03860-43138011

To
JaneDoe
Jane.Doe@gmail.com

Subscriptions 4		
	Canva Pro iAFp9JnRW8k July 28, 2023	\$12.99

Total		\$12.99
Includes tax	5	\$0.00
Total charged		\$12.99
Paid with PayPal		
Your payment may be processed internationally. Additional bank fees may apply.		

Please retain for your records.
Canva US Inc.
3212 E. Cesar Chavez Street, Building 1, Suite 1300 Austin Texas
78702 United States
Copyright © 2023 Canva US Inc.. All rights reserved.



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***This is an example of a receipt for a subscription; however, if this receipt is missing information. Therefore, it will be placed "On Hold."

Missing Items:

- 1. Retailer name
- 2. Missing the item purchased ("subscription charges" not a detailed explanation)
- 3. No purchase price including subtotals, taxes, shipping, grand total, etc.

Although it states PayPal, we would need a PayPal invoice including the funding source.





Your invoice

Thank you for your purchase! Your invoice details are below.

INVOICE	DATE OF ISSUE
03860-43138011	Jul 28, 2023
BRAND ID	BILLED TO
BAFhakVloOM	PayPal
	Jane.Doe@gmail.com

Details

ITEM	AMOUNT
Subscription charges	\$12.99
Charged:	\$12.99

[View details](#)

[View all invoices](#)



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This receipt contains all the necessary components for a successful reimbursement Submission.

- 1. Retailer's name
- 2. Date of purchase with the year
- 3. Item(s) purchased
- 4. Payment method
- 5. Purchase price, including subtotal, taxes, shipping, grand total

The screenshot shows an online order history page. At the top, the retailer's name 'Good and Beautiful' is highlighted with a red box and a '1' callout. Below the navigation bar, the page title 'Order History' is visible. A table of items is highlighted with a red box and a '3' callout. The table lists four items: 'Course Book: Language Arts Level K' (\$28.99), 'Hand Writing Workbook: Level K' (\$12.99), 'Math 1: Course Set' (\$58.98), and 'Geology: Student Journal Grades 3-6 One Per Student' (\$5.99). Below the table, the order date 'Orderd Last July 27, 2023' is highlighted with a red box and a '2' callout. The payment method 'Payment Method Credit Card' is highlighted with a red box and a '4' callout. The order status 'Shipped' is also visible. At the bottom right, a summary table is highlighted with a red box and a '5' callout, showing: Items Subtotal: \$106.95, Shipping & Handling: \$10.40, Estimated Tax To Be Collected: \$8.21, and Grand Total: \$125.56.

Item	Quantity	Price
Course Book: Language Arts Level K	Quantity 1	\$28.99
Hand Writing Workbook: Level K	Quantity 1	\$12.99
Math 1: Course Set	Quantity 1	\$58.98
Geology: Student Journal Grades 3-6 One Per Student	Quantity 1	\$5.99

Orderd Last July 27, 2023	Update July 28, 2023	Order Status Shipped
Shiped July 30, 2023	Payment Method Credit Card	
Tracking Number 1234567890		

Items Subtotal:	\$106.95
Shipping & Handling:	\$10.40
Estimiated Tax To Be Collected:	\$8.21
Grand Total:	\$125.56



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This is a sample of the same receipt from the previous slide; however, it was placed “On Hold” because it is missing the retailer's name.

The retailer’s name must be on the receipt.



	Course Book: Language Arts Level K	Quantity 1	\$28.99
	Hand Writing Workbook: Level K	Quantity 1	\$12.99
	Math 1: Course Set	Quantity 1	\$58.98
	Geology: Student Journal Grades 3-6 One Per Student	Quantity 1	\$5.99
Orderd Last July 27,2023	Update July 28, 2023	Order Status Shipped	Items Subtotal: \$106.95
Shiped July 30, 2023	Payment Method Credit Card		Shipping & Handleing: \$10.40
Tracking Number 1234567890			Estimiated Tax To Be Collected: \$8.21
			Grand Total: \$125.56



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Proof of Payment (POP)

Please provide a document that includes any of the following:

- **A copy of the credit card receipt**
- **A cleared check (front and back)**
- **A copy of the entire money order made out to the provider**
- **A receipt from a mobile payment service such as CashApp, PayPal, Zelle, or Venmo,**
- **An invoice displaying the funding source**
- **A copy of the bank or credit card statement.**

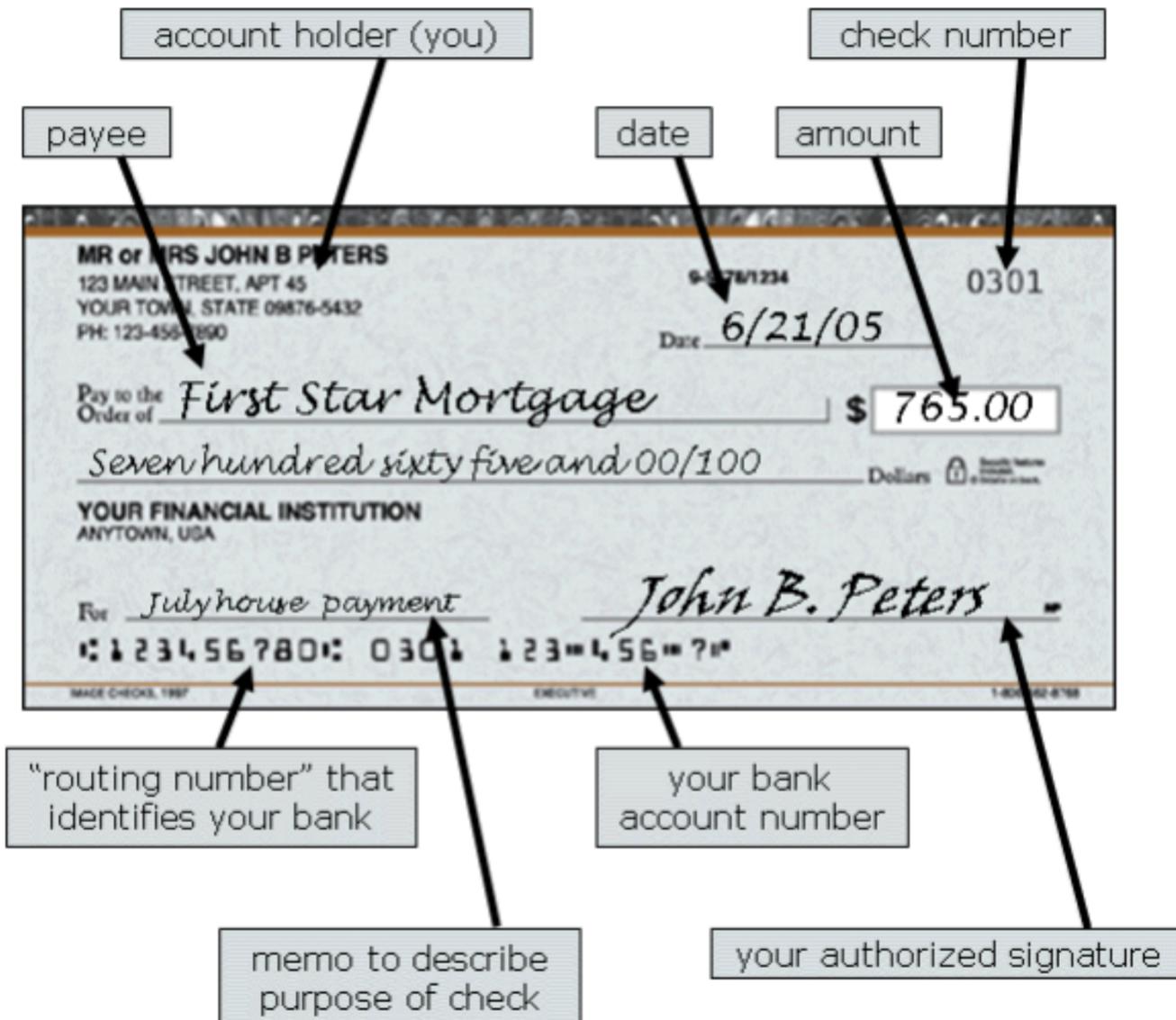




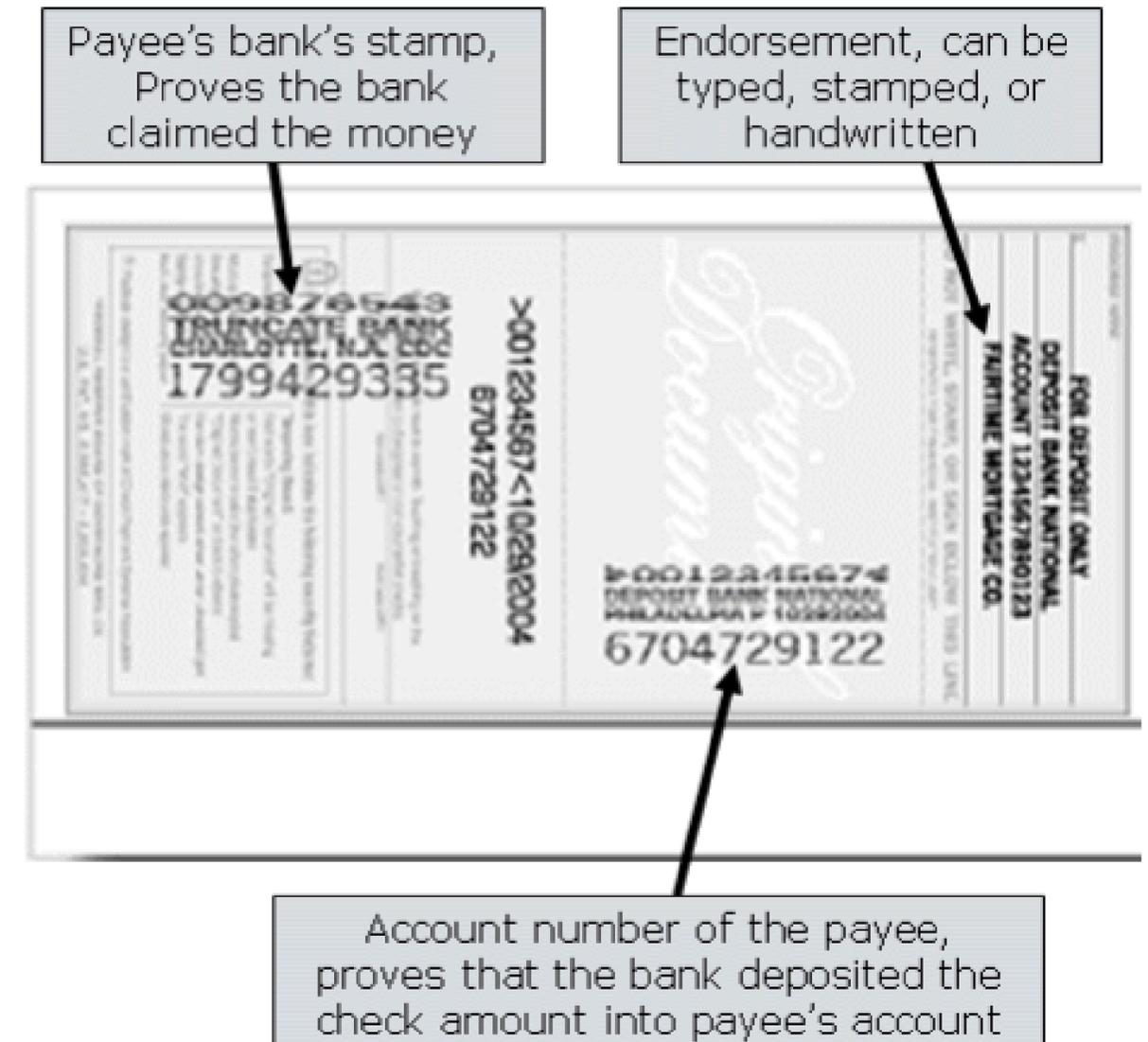
Step Up For Students

Example: Cleared check front and back.

Front of a sample personal check



Back of the cancelled (used) check





Step Up For Students

How to find your bank statement

To access a bank statement, you can log into your bank's website and follow these steps:

1. Log in to your account
2. Select Statements, E-documents, or Download
3. Choose the correct account
4. Select a statement or date range
5. Download the statement

You can also request a paper statement by mail. Most banks will send a paper statement by default unless you choose to receive only online statements.

If you need an older statement, you can call your bank to see if they still have it. They can mail you a copy or you can pick it up at a branch.

Some banks may charge a fee for paper statements. Online statements are available 24–36 hours after you request them and are accessible for seven days.



Step Up For Students

EXAMPLE

Example: Steps to find your bank statement

PERSONAL BUSINESS Routing #: 263079276 | SEARCH LOCATIONS CONTACT US ABOUT US **LOG IN**

VyStar Credit Union Bank Borrow Invest Insure Rates Resources Why Join Open an Account

Search Results

Q how to find my satment

1 Click Log in

2 Enter Your User Name & Password

User Login Password

Username

Password

Remember me

Log In

Can't Sign In?

Enroll in Online Banking

VyStar Credit Union Documents Log Out

Welcome VIRGINIA AYERS

Welcome to VyStar Credit Union eStatements. You can access your statements by clicking on the link below. Statements available for viewing will be listed in the Documents area below. Statements will be available for up to 18 months.

Documents Account

Links: VyStar Home, Privacy Statement, Contact Us, Download Adobe Acrobat Reader

5 Select Your Desired Statement

VyStar Credit Union Accounts Pay & Transfer Products & Offers **Profile & Settings** Apply for a Loan/Credit Card Logout

Good afternoon,

Savings	\$0.00
PRIMARY SAVINGS	\$0.00 Available Balance
Checking	\$0.00
CHECKING	\$0.00 Available Balance
MONEY MARKET CHECKING	\$0.00 Available Balance

3 Click on Profile & Settings

VyStar Credit Union P.O. Box 45085 Jacksonville FL 32232

Contact Us 904-777-6000 800-445-6289

Locations Member support: Personal Member support: Business Routing #263079276

NCUA Verified by VISA

© 2024 VyStar Credit Union

An example of how to access your bank statements:

1. Click Log in
2. Enter your User Name & Password
3. Click on Profile & Settings
4. Select View Statements from the drop down menu.
5. Select the statement you wish to view/print/download.

Accounts Pay & Transfer Products & Offers **Profile & Settings** Apply for a

Good afternoon,

Savings PRIMARY SAVINGS \$0.00

Checking CHECKING \$0.00

MONEY MARKET CHECKING \$0.00

4 Select Settings from the drop down menu

Personal Information

Change Password

Change Username

Courtesy Pay

Direct Deposit

Manage Alerts

Order Checks

Show/Hide Accounts

Statements Delivery

Stop Payment Request

User Management

View Statements

VyStar Credit Union P.O. Box 45085 Jacksonville FL 32232

Personal Business



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Both receipts are great examples of Proof of Payment (POP). They both include who was paid, the date it was paid, and the amount paid.

Receipt on the left: It can serve as both a proof of purchase (POP) and a receipt as it displays details such as the payment method, purchased items, the seller, shipping costs, and the total amount paid.

Community ... August 1, 2023 - Payment - \$149.95

Paid with
MasterCard Debit Card
X-1234
You'll see
PAYPAL

Seller info
Community Partners
[213-346-3244](tel:213-346-3244)

Purchase details
\$149.95 Global Village School K8
Ship to Curriculum - CA
Item #382

John Doe
1234 Sunny Day Dr
Safety Harbor, FL 34695
United States

Shipping	\$14.00
Total	\$149.95

Transaction ID
1A234567890P

Need help?
If there's a problem, make sure to contact the seller through PayPal by **January 28, 2024**. You may be [eligible for purchase protection](#)

<https://www.paypal.com/myaccount/acthfiles/print-details/1X852723PL900820P>

Proof of Payment

Subject Credit card transaction exceeds alert limit you set
From Bank of America <onlinebanking@ealerts.bankofamerica.com>
To: <John.Doe@Gmail.com>
Date Aug 21 at 6:25 AM

BANK OF AMERICA

Credit card transaction exceeds alert limit you set

BankAmericard Visa Platinum Plus ending in 1234

Amount: \$149.95
Date: August 21, 2023
Where: BRITISH SWIM SCHOOL ORLAN

[View details](#)

If you made this purchase or payment but don't recognize the amount, wait until the final purchase amount has posted before filing a dispute claim.



Step Up For Students

This is an Example of a Complete Credit Card Statement:

1. Account Summary
2. Payment Information
3. Late & Minimum Payment Warnings
4. Account Changes
5. Transactions
6. Interest charged & fees applied
7. Year to date totals
8. Interest Charge calculation

CREDIT CARD

John Doe
1234 Main Street
New York, New York

Payment Due Date: 10/01/2019
New Balance: \$1,234.56
Minimum Payment: \$25.00

Account Summary 1

Account Number	1234 5678 9012 3456
Previous Balance	\$900
Payment Credits	-\$900
Purchases	\$1,234
Cash Advances	\$0
Balance Transfers	\$0
Fees Charged	\$0
Interest Charged	\$0
New Balance	\$1,234

Opening/Closing Date 09/01-09/30/2019
 Credit Access Line \$10,000
 Available Credit \$8,766
 Cash Access Line \$2,000
 Available for Cash \$2,000

Payment Information 2

Payment Due Date	10/01/2019
New Balance	\$1,234.56
Minimum Payment	\$25.00

Minimum Payment Warning: If you do not make your minimum payment each period, you will be charged interest and it will take you longer to pay off your balance.

Late Payment Warning: If we do not receive your minimum payment by the date listed, we will charge you a late fee of up to \$35.00. If you are late more than once, you may be subject to a maximum penalty APR of 24%.

Notices of Changes to Your Account 3

Due to late payments you now have a Penalty APR of 24%. This change will apply to all transactions on your account accordingly:
Transactions made after 10/01/2019: As of 09/01/2019, the Penalty APR will apply to these transactions. We may keep the APR at this level indefinitely.
Transactions made before 10/01/2019: Current rates will continue to apply to these transactions.

Transactions 5

Reference Number	Date	Details	Amount
1234567890	09/01	Grocery Store	\$200
2345678901	09/01	Hair Salon	\$79.56
3456789012	09/04	Gas Station	\$30
4567890123	09/12	Grocery Store	\$150
5678901234	09/15	Water Park	\$220
6789012345	09/18	Zoo	\$120
7890123456	09/19	Gas Station	\$35
8901234567	09/27	Hardware Store	\$400

Fees 6

1234567890	Late Fee	\$35
------------	----------	------

Interest Charged 6

	Interest Charge on Purchases	\$5.25
--	------------------------------	--------

2019 Total Year-to-Date 7

Total fees charged in 2019	\$119.18
Total interest charged in 2019	\$24.92

Interest Charge Calculations 8

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Types of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	15.99% (v)	\$123.45	\$9.80
Cash Advances	22.99% (v)	\$567.89	\$23.00
Balance Transfers	0.00%	\$456.23	\$0.00

(v) = Variable Rate

PAGE 1

PAGE 2



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Electronic Funds Transfer (EFT)

We can accept a receipt/invoice that says ACH (automated clearing house) but, not EFT (electronic funding transfer). If EFT documentation is provided, we will need an additional source of Proof of Payment (POP).

If EFT documentation is provided, we will require an additional source of Proof of Payment (POP)

Your bill at a glance

For [REDACTED]

Previous balance		\$80.25
EFT Payment - thank you	Nov 19	-\$80.25
Balance forward		\$0.00
Regular monthly charges	Page 3	\$80.00
Taxes, fees and other charges	Page 3	\$0.25
New charges		\$80.25

Amount due

\$80.25



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Items Purchased on Payment Plans



- For purchases made with a payment plan, the parent/guardian will only be reimbursed for the actual amount paid at the time of reimbursement submission
- Parents utilizing the payment plan must wait until the ticket or pass has been paid in full (or up to \$299 plus tax) before submitting their reimbursement request for Annual Memberships to Florida Theme Parks.
- The purchase date is the date the ticket/pass and or item is paid in full.
- Proof of Purchase for theme park tickets and Annual Memberships must include the student name on the receipt or invoice.
- Items purchased on a payment plan that fall under the two year rule (For Example laptops, I-pads, E-readers, Smart Phones) must be paid in full before a new item can be requested at the two year anniversary of purchase. Please check your purchasing guide for eligible devices associated with your scholarship



Step Up For Students

To make a cash payment to a provider, you need to provide a signed and dated letter from the provider on their letterhead.

The letter should include the name of the provider, the first and last name of the student, a description of the service (such as tuition or registration), the full payment dates (in the format mm/dd/yy), the payment amounts, and the payment method (such as cash).

****Please note, that if a letter cannot be provided that documentation inclusive of all the above information will be accepted.**




From
Simple Speech Therapy
8390 Champions Gate Blvd Suite 220A
Champions Gate, FL 33896-72

Invoice

<p>Bill To John Doe (Parent Name)</p> <p>Client Susan Smith (Child's Name)</p> <p>Responsible Party John Doe (012) 345-6789 johndoe123@gmail.com</p>	<p>Invoice #3075 Issued: 08/18/2023 Due: 08/23/2023</p> <p>Provider Dr. Sunny Doe PhD Tax ID: 853295042 NPI: 1234567890 904-222-1111 sunny.doe@email.com</p>
---	--

Date	Description	Amount
08/18/2023	Treatment of speech, language, voice, communication, and/or auditory processing disorder; individual (92507) with [REDACTED], Ph.D., CCC-SLP	\$100.00
Subtotal		100.00
Total		100.00
Amount Paid		100.00
Balance		\$0.00

Please Note:
 A statement marked "PAID" or showing a zero balance will not be accepted as proof of payment.



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Please Note : An Educational Benefits Form must be completed and submitted with the reimbursement request for Annual Memberships.



Annual Memberships Requirements:

- Scholarship student's first and last name
- Retailer name
- Must reflect the purchase of an annual pass
- Date of purchase, including year
- Purchase price, including subtotal, taxes, shipping, grand total
- Method of payment (see Proof of Payment section on slide #9)

Eligible Annual Memberships:

- Florida Theme Parks
- Zoos
- Museum
- Aquariums
- Libraries



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Sports Lessons Invoice Requirements:

Please make sure that the invoice or receipt is printed on the company's official letterhead.

It should include the student's full name, which should match the name provided in the scholarship application.

The document must also contain a detailed description of the item(s) being purchased (such as "registration", "hula dance class", etc.), along with the date(s) of the service and/or program, including the year (mm/dd/yyyy).

Please Note:

These instructors are not considered as part of the elective requirements.

Subject Your Receipt Confirmation
From British Swim School - Orlando <noreply@jackrabbittech.com>
To: <john.doe@gmail.com.>
Date Aug 21 at 6:25 AM



[Click here](#) to access your account.

From:
British Swim School - Orlando
12700 South Orange Blossom Trail
Orlando, FL 32837

EIN: €

For:
John Doe

Please retain a copy of this for your records.

Payment Summary						
Fee Date	Type	Student	Class/Event	Amount	tax	Amount Paid
08/20/2023	Tuition Fee	Susan Doe	Adult 1 HC 12:30 PM SAT	149.95	0.00	149.95
Note: September, Base Fee=119.96, Monthly tuition						
						Payment: 149.95
Billing Information						
John Doe 1234 West Rd Orlando, FL 12345 Customer ID: 0987654321			Visa xxxx-xxxx-xxxx-1234 SUCCESS Authorization Code: 8523A Transaction ID:369852147 Transaction Date: 08/21/2023 06:25 AM			



Step Up For Students

Provider Invoice Criteria - The invoice/receipt must include the following:

- Student's full name as shown on the application
- Dates of service (including the month, day, and year)
- Type of service rendered
- Provider's full name
- Business address and
- License number
- Amount due

Please Note: Cash payments to a provider require the following:

- A signed & dated letter from the provider on their letterhead & must include the following:
 - The provider's name
 - student's first and last name
 - description service (i.e., ABA therapy, counseling, physical therapy, etc.)
 - full payment dates (mm/dd/yy)
 - amounts
 - payment method (i.e., cash.)

Statement for Insurance Reimbursement

Bradshaw & Associates
 1483 Lake Baldwin Lane, A
 Orlando, FL 32814
 Practice Tax ID: 81-2581633
 Phone: (321) 422-0145
 Fax: (949) 266-1670

Provider: JaneDoe
 Licenses: Psy1234
 NPI: 1003879537
 EIN: J123456789

Amount Paid:
\$55.00

Date	Procedure	Description	Fee	Units	Total	
8/7/2023	90834	Individual Psychotherapy for JohnnyDoe	\$55.00	1	\$55.00	
Diagnosis Codes: F84.0, Z73.812, F90.2, F42					Subtotal	\$55.00
Place of Service: 11					Total	\$55.00

Payments

Date	Method	Amount
Aug 07, 2023	visa (1234)	\$55.00



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Tutoring Invoice Requirements:

- Student's full name
- Date(s) of service (including the month, day, and year)
- Hourly rate
- Quantity of hours
- Type of service rendered
- Provider's full name
- Business address
- License number
- Amount due

MILLER TUTORING

September 29, 2023

Bill To		Payment To Tutor	
Parent/Guardian	Susan Doe (mother)	Tutor	Sunny Doe
Student	Johnny Doe (student)	Address	123 sunshine St palm coast FL 32207
	12345 Hodges Rd Jacksonville, FL 3214	Phone	904-222-1111
Phone	904-624-3004	Email	sunny.doe@email.com
Payment Due	September 29, 2023	License #	1234567890
Amount Due	\$600.00	Expiration Date	06/30/2024

Qty.	Item#	Description	Unit Price	Line Total
1	TUT	Tutoring – Reading Comprehension / Strategies Location – Student's home private tutoring session Tutoring sessions 09/25/2023 – 09/29/2023	\$600.00	\$600.00
1	PMT	Check #145	(\$600.00)	\$0.00
Estimated Final Balance Due				\$0.00



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Missing Information:

Based on the sample provided here, this invoice for tutoring services would be placed “On Hold.” It only has the tutor’s name and not the tutor’s credentials (License Number). It also is missing the dates of service.



Huntington Learning Center
6300 N Wickham Rd. Ste. 125
Melbourne, FL 32940
(321) 757-0379



Invoice

07/05/2023

Invoice for
Susan Smith

Description	Qty(hrs.)	Unit price	Total price
Tuition - by the hour	16	\$89.00	\$1,424.00

Notes:
Taught by:
SusanDoe
Doctorate in Education Administration
Columbia University, 1986

Subtotal **\$1,424.00**

\$1,424.00



Step Up For Students

**Florida Teacher Certification Examinations
SCORE REPORT**

Social Security Number: 123456789 Score Report Date: October 24, 2012



This barcode contains unique examinee information (including Pass/Fail status). Any attempt to manipulate this barcode and/or the contents of the score report will result in distortion of the barcode and/or mismatch of data.

Passing the Subject Area Examination, the Professional Education Test, and the multiple-choice subtests of the General Knowledge Test requires a scale score of 200 or higher on each. Passing the General Knowledge Essay requires a score of 6 or higher.

Current Test Administration Results

Test	Status	Date
Elementary Education K-6	Pass	October 18, 2012
Exceptional Student Education K-12	Pass	October 16, 2012

Cumulative Results* as of October 24, 2012

Test	Status	Date
Elementary Education K-6	Pass	October 18, 2012
Exceptional Student Education K-12	Pass	October 16, 2012
Professional Education (PED)	Pass	September 28, 2012
GK Subtest 4: Mathematics	Pass	December 30, 2011
GK Subtest 3: Reading	Pass	August 5, 2011
GK Subtest 2: English Language Skills (ELS)	Pass	August 5, 2011
GK Subtest 1: Essay	Pass	August 5, 2011

*Includes all Subject Area Examinations passed, your status on the Professional Education Test, and your status on each section of the General Knowledge Test and/or CLAST, as of the score reporting date. Note that for the purposes of certification, General Knowledge and CLAST are interchangeable; equivalent subtests from either test may be used in combination across the 2 tests to satisfy the basic skills requirement. If applicable, your status on each section of German or Speech test, as of the score reporting date, is also provided.



FLORIDA DEPARTMENT OF
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License Details

Press "Search Results" to return to the Search Results list.
Press "New Search Criteria" to do another search of this type.
Press "New Search" to start a new search.

License Number: 1251543 Current Date: 01/17/2024 03:15 PM

Name: **Sunny Doe**

License Type: 5 Year Renewable Professional

License Status: Certified

Expiry Date: 06/30/2024

Effective Rank Date: 07/01/2014

District Affiliation

Licensee's Role: Individual

Related Party Role: District

Related Party Name	License Type	Address
DUVAL	District	JACKSONVILLE , FL DUVAL 32207

Subject Area(s)	Rank	Status	Effective Date	Expiration Date
Prekindergarten/Primary Education	5 Year Renewable Professional	Issued	11/30/2018	06/30/2024
Autism Spectrum Disorders	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024
English for Speakers of Other Languages	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024
Exceptional Student Education	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024

[Search Results](#) [New Search Criteria](#) [New Search](#) [Print](#)

Part-Time Tutoring Instructor Credentials:

A College Degree in the subject area, Florida Department of Education license number, or Florida Teacher Certification Exam Score

Full-Time Tutoring Instructor Credentials:

A valid and active Florida Department of Education license



Step Up For Students

How To Locate Teaching Credentials:

Step 1:

Navigate To

<https://flcertify.fldoe.org/datamart/mainMenu.do>

Click on “Public Search”

A screenshot of the Florida Department of Education's Online Licensing Service website. The header includes the Florida Department of Education logo and the text 'FLORIDA DEPARTMENT OF EDUCATION fldoe.org'. Below the header, the page title is 'Online Licensing Service'. In the top right corner, there are three links: 'Public Search' (highlighted with a red box), 'Need Help', and 'Contact Us'. The main content area is divided into two sections: 'Returning User' and 'New User'. The 'Returning User' section has a blue header and contains the text 'Return User' and '"" are required.' Below this are two input fields: '*User ID:' and '*Password:', each followed by a text box. To the right of the password field is a 'Sign In' button. Below the input fields are two links: 'Forgot password?' and 'Forgot user ID?'. The 'New User' section has a blue header and contains the text 'New User' and 'Begin Here For Sign-up'. Below this is a blue information icon followed by the text: 'You must create an online account even if you already use e-services. Your online account is separate from your e-Services account.' To the right of the login forms is a large image of a woman with dark hair, wearing a white shirt and a tie, looking directly at the camera. To the right of the image is a section titled 'Sign-up and manage your licenses' with the text: 'Welcome to online licensing System. If you are a new user please sign up using the link to the left or if you are an existing user sign in using your credentials.'



Step Up For Students

How To Locate Teaching Credentials:

Step II:

There are two options you may use to search for the instructor's credentials.

1. Educator's Name
2. License Number

A screenshot of the Florida Department of Education's License Verification page. The page header includes the Florida Department of Education logo and the text 'FLORIDA DEPARTMENT OF EDUCATION fldoe.org'. Below the header, there is a navigation bar with 'Logon | Contact Us'. The main content area is titled 'License Verification' and contains the following text: 'Click on the type of search below to enter search criteria. Press "Previous" to return to the previous screen.' There are four search options listed: 'Search by Educator's Name' (highlighted with a red box and a red circle with the number 1), 'Search by Educator's Name within a Specific License Type', 'Search by License Number' (highlighted with a red box and a red circle with the number 2), and 'Search by City'. At the bottom right of the page, there is a blue button labeled 'Previous'.



Step Up For Students

How To Locate Teaching Credentials:

FLORIDA DEPARTMENT OF EDUCATION
fldoc.org

Logon | Contact Us

Search by Name
Enter your search criteria and press "Search" to find a license.
Press "Previous" to return to the previous screen.
Press "Clear" to clear the search criteria.

• Last Name: (At least 2 characters are required)
First Name:

By District
District:

Max to Display per Page:

Search Clear Previous

Step III by Name:

Enter the instructor's last name and first name; the district field is optional. Then press "search."

FLORIDA DEPARTMENT OF EDUCATION
fldoc.org

Logon | Contact Us

Search by License Number
Enter your search criteria and press "Search" to find a license.
Press "Clear" to clear the search criteria.
Press "Back" to return to the previous screen.

Board:

License Type:

• License Number:

Rows Per Page:

Search Clear Previous

Step III by License Number:

Enter the instructor's license number. The other fields are optional. Then press "search."



Step Up For Students

School invoice criteria:

The invoice must contain the following components:

- The school name
- School address
- Description of the fee charged
- The relevant school year for the charges,
- The relevant date in mm/dd/yy format,
- The full name of the student as it appears on the scholarship,
- Documentation that lists all required fees for enrollment including the annual tuition (please note this is often referred to as the Annual Tuition & Fees Schedule).

Before this submission would be complete, you will need to submit a Proof of Payment (POP) and Tuition and Fee Schedule.

If a FACTS statement is provided, please ensure that the FACTS letterhead and/or website is shown.

Payment Summary

i The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by The Christ School during the selected time frame.

Customer: Susie Smith
1234 Sunny Day Dr
Orlando, FL 32804
USA

The Christ School
106 E Church St
Orlando, FL 32801
USA
Federal: 123456789

Student: Johnny Smith

Generated On: Nov 6, 2023, 2:58:29 PM
Dates Selected: Jan 01 2023 - Dec 31 2023

Johnny Smith - \$14,405.00		
2023-2024 School Year	Grade - 2B	\$14,405.00
ACCOUNT	TOTAL	
After School Academy	\$275.00	
Bridge Tuition	\$13,380.00	
Fee: Enrollment Fee	\$750.00	
Johnny Smith - \$35.00		
2023-2024 School Year	\$35.00	
ACCOUNT	TOTAL	
PTF: Lion's Den	\$35.00	



Step Up For Students

Please note:

A common mistake we often see on school invoices is the absence of the school address. Please ensure that all critical components are included before submitting your reimbursement request.

11/6/23, 3:01 PM Activity Details - Balances

The Christ School
JaneDoe #1234567890

Balances
Total Amount Due: \$13,380.00

[Expand All](#) | [Collapse All](#)

TERM	ACCOUNT	CHARGES	PAYMENTS	AMOUNT DUE
^ Elijah Uhland Amount Due: \$13,380.00				
2023-2024 School Year	After School Academy	\$275.00	\$275.00	\$0.00
2023-2024 School Year	Bridge Tuition	\$26,760.00	\$13,380.00	\$13,380.00
2023-2024 School Year	Fee: Enrollment Fee	\$750.00	\$750.00	\$0.00
v Ronald Uhland Amount Due: \$0.00				



Step Up For Students



FACTS Payments now in FACTS Family Online

2024-2025 TUITION & ENROLLMENT FEES

Kindergarten – 12th Grade

New Student: APPLICATION: \$150 non-refundable application fee
 ENROLLMENT: \$1200 non-refundable enrollment fee
 (one time non-refundable facility fee of \$750 and non-refundable tuition deposit of \$500)

Returning Student: \$500 non-refundable tuition deposit due with enrollment packet by 1-31-24

First Child Tuition

(Applies to eldest student enrolled. Rates are subject to change without notice.)

Grade	Tuition <small>(Includes fees for a yearbook. Deposits do not apply to these fees.)</small>	Tuition Deposit	Annual Tuition Payment* <small>(\$5.00 annual FACTS service fee)</small>	Semi-Annual Payment <small>(\$5.00 annual FACTS service fee)</small>	Monthly Payment <small>(\$5.00 annual FACTS service fee)</small>
Kindergarten	\$14,140.00	\$500 (returning and new student)	\$13,233.00	\$6,620.00	11 Payments - June-April
1,2,3,4,5	\$15,295.00		\$14,353.40	\$7,207.50	\$1,345.00
6,7,8	\$16,290.00		\$15,319.30	\$7,665.00	\$1,435.45
9,10,11,12	\$17,120.00		\$16,124.40	\$8,310.00	\$1,510.91
Arrowsmith**	\$10,000.00	n/a	\$10,000.00	\$5,000.00	\$500.00

* Full Pay Discount of 3% if full amount paid by June 12, 2024 and \$250 discount if partial amount paid due to DUPS/AAA Scholarship
 **Arrowsmith program fees are an additional cost over the regular rate of tuition. There is not a 3% early pay discount for Arrowsmith.

Additional Sibling Discount

(Applies to younger student(s) enrolled. Rates are subject to change without notice.)

Grade	Tuition <small>(Includes fees for a yearbook. Deposits do not apply to these fees.)</small>	Tuition Deposit	Annual Tuition Payment* <small>(\$12000)</small>	Semi-Annual Payment <small>(\$12000 & \$18000)</small>	Monthly Payment <small>(11 Payments - June-April)</small>
Kindergarten	\$12,733.00	\$500 (returning and new student)	\$11,668.75	\$6,116.75	\$1,112.14
1,2,3,4,5	\$13,773.00		\$12,677.00	\$6,638.50	\$1,208.64
6,7,8	\$14,871.00		\$13,748.87	\$7,085.00	\$1,288.27
9,10,11,12	\$15,418.00		\$14,473.45	\$7,459.00	\$1,356.18

Rev. 11/14/2023

Examples Of Tuition & Fees Schedules

Immaculate Conception Catholic School

Tuition and Fees

CONTACT INFO

ACADEMIC YEAR 2023-2024

NON-REFUNDABLE REGISTRATION FEE PER CHILD FOR SCHOOL YEAR 2023-2024

REGISTRATION FEE:	\$395.00	PER CHILD*
* \$100 discount if drafted successfully by February 28, 2023.		
Registration fees after February 28, 2023 are as follows:		
03/01-03/31:	\$395.00	
04/01-04/28:	\$495.00	
On or after 05/01:	\$595.00	

TUITION PER CHILD FOR SCHOOL YEAR 2023-2024

Tuition rate includes fees for testing, books, supplies, and iPad apps, as appropriate.

Pre-K 1- Pre-K4	\$7,800.00	per child
Grades Kinder - 8	\$8,950.00	per child
Resource Program	\$1,200.00	per child

CONTACT
 125 W 45th Street
 Hialeah, FL 33012
 (786) 574-2244



Step Up For Students

I
Parent / Student Handbook
2023-2024



Immaculate Conception
Catholic School
OVER 60 YEARS OF OUTSTANDING CATHOLIC EDUCATION

125 West 45th Street
Hialeah, Florida 33012
Office 305 822-6461
Fax 305 822-0289
Website: www.icsmiami.org
E-mail Address - icsoffice@icsmiami.org

Rev. Rolando Cabrera
Pastor

Mrs. Victoria Flutie-Leon
Principal

Mrs. Michelle Pacheco-Roof
Counselor / Administrator

Last updated on November 7, 2023

School Uniform Policy.

A full copy of the school's Uniform Policy that shows all mandatory items for attendance.

Please Note:

Accessories such as belts, ties, socks, shoes, hairbows, hats, etc. are not approved. The reimbursement will be denied and/or, the requested amount will be adjusted to reflect the amount without these items.

Dress Code Policy

No excuse will be accepted for any violation of the dress code. Dress Code violations will cause disciplinary consequences.

School uniforms for ICS must be purchased from:

Risse Brothers
37 N State Road 7
Plantation, Florida
(954)769-1159

Shoes may be purchased from:

Victory Shoes
1450 West 49th Street
Hialeah, Florida 33012
Telephone: 305 822-7416

Students in Pre-K1 through Pre-K3 may wear black sneakers. Students in Pre-K4 through 8th grade are to wear the approved school shoes which may be purchased at Victory Shoes. All students are required to wear the official uniform shoe adopted by ICS.



UNIFORM SHOES

PRE-K1 - PRE-K3 BOYS & GIRLS
BLACK SHOES FROM STORE OF CHOICE

BOYS PRE-K4 - 2ND GRADE
"VICTORY SHOES"
NAVY WITH YELLOW



BOYS PRE-K4 - 2ND GRADE
"VICTORY SHOES"
BLACK WITH YELLOW



GIRLS & BOYS 3rd - 8th GRADE
STORE OF CHOICE
BLACK PENNY LOAFERS (NO BUCKLES)



GIRLS 3rd - 8th GRADE
"VICTORY SHOES"
NAVY WITH LACES



BOYS 3rd - 8th GRADE
"VICTORY SHOES"
BLACK WITH LACES



Victory Shoes 1450 West 49th Street, Hialeah, FL 33012 (305) 822-7416

Black penny loafers (no buckles) may be worn by any student in grades 1st through 8th. When not opting for penny loafers please refer to Victory shoes for uniform shoe styles.

It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness are important lessons. Uniforms should be neat and clean with no rips or tears.

Girl's Uniforms

Pre K1

Uniform shirt (purchased at school main office) and navy shorts from store of choice



Step Up For Students

School Uniform Policy- When submitting proof of purchase for uniforms, it is imperative you submit all pages that pertain to the school uniform policy.

Pre K2 through Pre K3

Uniform Shirt
Uniform Shorts

Pre Kindergarten 4 through Grade 8

Uniform Jumper, blouse, shirt, skirt, and/or split skirt
Uniform pants (6th-8th grade only) belt must be worn
Uniform navy shoe (Victory Shoes or Penny Loafer)
Uniform school jacket
Uniform school sweatshirt or cheerleading jacket (no hooded jackets allowed)
Solid Black Belt (no design on buckle)
School cross tie with blouse and skirt must be worn on Mass days. It must be worn all day (6th-8th Grade).

Note: The hem of the girl's jumper or split skirt must be no shorter than 2" above the knee. The only shorts permitted under the school jumper or skirt are the ICS PE shorts. Only ankle length leggings or tights of solid navy, white or black may be worn under the uniform in cold weather.

Boy's Uniform

Pre K1

Uniform shirt (purchased at school main office) and navy shorts from store of choice

Pre K2 through Pre K3

Uniform Shirt
Uniform Shorts

Pre-Kindergarten 4 thru Grade 8

Uniform Shirt
Uniform pants
Uniform shorts (PK 3-2nd Grade)
Uniform black shoe (Victory Shoes or penny loafers)
Uniform school jacket
Uniform school sweatshirt
Solid black belt (no design on buckle)
School tie to be worn on Mass days. It must be worn all day. (6th-8th Grade)

Note: Pants must be worn at the waist. If undershirts are worn they must be either white (without any design) or the gray ICCS PE shirt.

Required Physical Education Uniform for Boys and Girls in Grades K through 8th

- Uniform PE shorts (3 inches above the knee or longer)
- ICCS PE T-shirt
- Running Sneakers
- *Note: T-shirts must be tucked in.

General Regulations

- No make-up, nail polish or artificial nails or tips.
- No tattoos-real or fake.
- Hats are not permitted. Girls may wear navy blue, black, beige, or white hair ribbons or bows. Bows may not be bigger than the palm of the student's hand.
- Only a small religious medal or cross on a thin chain may be worn. No cord style chains allowed.
- No bracelets are to be worn, unless for medical identification. No pendants or good luck charms are to be worn.
- No rings are to be worn.
- Earrings:
Girls- One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.
Boys- No earrings are permitted.
- A simple watch may be worn. Apple Watch is not permitted.
- Shirts and blouses must be tucked in during school hours and school functions.
- Socks – All students must wear plain white socks, navy or black (no logos). Socks must be ankle length or higher. The length must be 1 inch above the ankles.
- Boys in seventh and eighth grade will be required to be clean-shaven. (Mustaches, goatees, side burns, or other trimmed facial hair are not permitted)
- Hairstyles:
Properly groomed hair is required at all times.
Girls- No extreme hair styles. Students must keep their natural hair color. Chemically dyed, tinted, Sun-In, highlighted or chemically treated hair is not permitted. Students with treatments applied will be required to return hair to natural color or have it cut to length that removes the color treated portion.
Boys- Hair should be short on sides, above the eyebrows, above the shirt collar and ½ inch over the ear. Extreme cuts, wedges, line, coloring or shaved heads are not permitted. No shaved areas are allowed. Hair must be all one length: ½ above the ears, above the eyebrows and above the shirt collar. Side burns must be kept short and cut straight (no pointed side burns permitted) Hairstyle must be simple and neat. No excessive use of gel. Hairstyles are subject to the approval of the administration. Chemically dyed, tinted, sun-in, highlighted or chemically treated hair will not be allowed.

Dress-up Days

- No jeans are permitted or jean style pants.
- No T-shirts are permitted.
- No Shorts are permitted.
- Split skirts of appropriate length may be worn.
- No spaghetti straps, backless tops, halter tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, dress sneakers are permitted.
- Dresses and skirts must be appropriate length
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

Dress-down Days

- Jeans are permitted. No torn jeans are allowed, only black or blue jeans may be worn.

- No leggings or jeggings allowed.
- Class Shirts or if specifically announced an appropriate T-shirt may be worn.
- No spaghetti straps, backless, halter-tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, sneakers are permitted.
- Dresses and skirts must be appropriate length.
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

NOTE: General appearance is subject to the approval of the administration. The student may be sent home until the problem is corrected.

Violations of Dress Code Policy, including hair:

- 1st Offense: Lunch Detention
- 2nd Offense: Lunch Detention
- 3rd Offense: Morning detention

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including, administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.



Step Up For Students

Risse Brothers
SCHOOL UNIFORMS

37 N. State Road #7 • Plantation, FL 33317
Phone: 954-769-1159

Invoice: RS072623106627221

Order Date: 07/26/2023
Order taken by: jpaolino

Payment Details

Payment Method:
Transaction: Sale
Approval Code: 174598
Card: x0435
Amount: \$276.36
Method: Contactless
Exp Date: 0330
Card Type: Visa

AID: A0000000031010

Day Phone: 3057264550

Day Phone: 3057264550

Immaculate Conception Catholic School

	Option	Price	Total
5738-2168-09 (Ash)	Youth Small	\$25.85	\$25.85
1 Short Sleeve Polo Shirt with Logo, YXXS - YXL			
5738-2168-00 (White)	Youth Small	\$25.85	\$103.40
4 Short Sleeve Polo Shirt with Logo, YXXS - YXL			
6300-2168-03 (Navy)	Youth Small	\$42.50	\$42.50
1 V-Neck Cardigan Sweater with Logo, YXXS - YXL			
KJF14-2168-03 (Navy)	Youth Small	\$43.75	\$43.75
1 Zip Up Fleece Jacket with Logo, YXXS-YXL			
701-2168-03 (Navy)	Youth Small	\$18.43	\$36.86
2 Performance Gym Shorts with Pockets, YXXS - YXL			
29-2168-18 (Sports Grey)	Youth Small	\$12.00	\$24.00
2 Short Sleeve Gym T-Shirt with Logo, YXS - YXL			
	Sub Total		\$276.36
	Tax		\$0.00
	Shipping		In-Store
	Shipping Method: In-store Pickup		

Order Total \$276.36

This is an example of a receipt for uniforms which contains all the necessary information as listed below:

1. Purchase Date
2. Item purchased
3. Proof of payment (POP)
4. Retailer's name
5. Purchase price
 - a. including subtotal, taxes, shipping (if applicable), grand total



VPK & School Readiness Invoice Requirements

Invoice Criteria:

1. The full name of the student as it appears on the scholarship
2. The Approved Providers name
3. The Approved Providers address
4. The Invoice Date in mm/dd/yy format,
5. A description of the services provided
6. Total
7. The amount of Tuition & Fees

Before this submission would be complete, you will need to submit a Proof of Payment (POP)

Please Note: if the invoice lists the relevant month of service, including the year, or lists specific dates, such as 09/09/24-09/13/24, then the school year does not need to be listed on the invoice.

Sunshine VPK

Child Last Name	Account No.	Due Date
Doe	12345	10/31/2024

Pay This Amount
\$1,400.00

FORWARDING SERVICE REQUESTED

Please check if address information is incorrect and complete form on back.

Jane Doe
Student: Johnny Doe **1**
1234 Watermelon Ln
Miami FL 32101
098-765-4321
janedoe@email.com

Sunshine VPK **2**
678 Ocean St **3**
Miami FL 32101
123-456-7890
happydayvpk@email.com

Invoice #: 12345 Please Pay: \$1,400.00 Invoice Date 10/01/2024 **4**

DESCRIPTION	RATE	QTY	AMOUNT
VPK week of 10/01/2024-10/07/2024 5	\$34.37	8	\$275.00
VPK week of 10/08/2024-10/14/2024	\$34.37	8	\$275.00
VPK week of 10/15/2024-10/22/2024	\$34.37	8	\$275.00
VPK week of 10/23/2024-10/30/2024	\$34.37	8	\$275.00
Monthly Educational Materials Fee	\$75.00	4	\$300.00

Weekly Tuition Rate \$275.00	Total	\$1,400.00 6
Monthly Fees - Educational Materials Fee \$75.00 a week		

Balance Due \$1,400.00 **7**

Billing Questions?
Email us at Accountingsunshinevpk.com
or call us at 123-456-7890
Please reference your Acct # 12345



Step Up For Students

Elective Provider Criteria

We need to be able to see that the instructor has experience in the subject they are providing services for. We can accept:

- **A valid or expired Florida educator's certificate**
- **Documentation showing at least 3 years of experience in the relevant subject (for example: a resume or LinkedIn account)**
- **Currently enrolled or have a degree from a postsecondary educational institution in the relevant subject or a certification/national accreditation in the relevant subject.**

Note: This does not apply to sports.

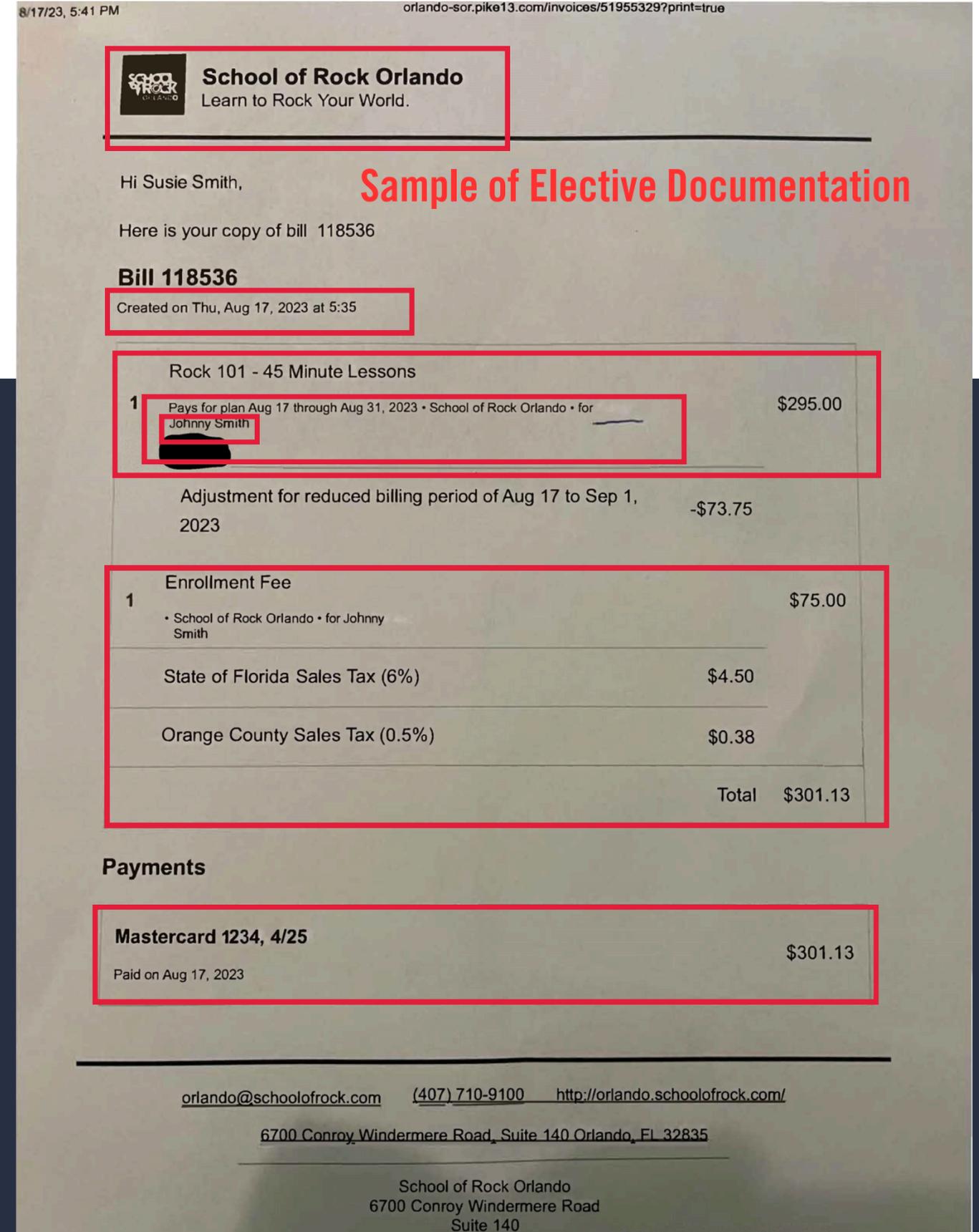




Step Up For Students

Example of a good receipt:

1. Student's name
2. Purchase date
3. Class name
4. Dates of classes
5. Proof of Payment
6. Organization name / Retailer's name
7. Teacher's name
8. Grand total, taxes, fees, etc.





Step Up For Students

A Pre-Authorization form must be completed and submitted prior to the submission of a reimbursement request for the following:

- Overnight or day educational camps with documentation of educational benefit
- Adaptive exercise equipment
- Curriculum that is not publicly available
- Multiple of a single At-Home Classroom Furnishings item that exceeds \$50
- Multiple of a single digital periphery device that exceeds \$50
- Multiples of a single elective item that exceeds \$50
- Assistive devices not enumerated in this guide
- P.E. activities occurring outside of the state of Florida
- Curriculum that is not publicly available
- Full or half-day education programs for students aged 16 and up
- Televisions over 55 inches
- Fees associated with standardized testing or examinations not listed in the handbook
- Non-school affiliated field trip activities occurring outside of the State of Florida but within the United States
- Items or services that fall outside the frequency of purchase requirements listed in the handbook (within Digital Devices, P.E., Electives, At-Home Classroom Furnishings)

**** Please Note: Once the Pre- Authorization is approved guardians will need to provide the pre-authorization request number in the Educational Benefit box when requesting the reimbursement.**



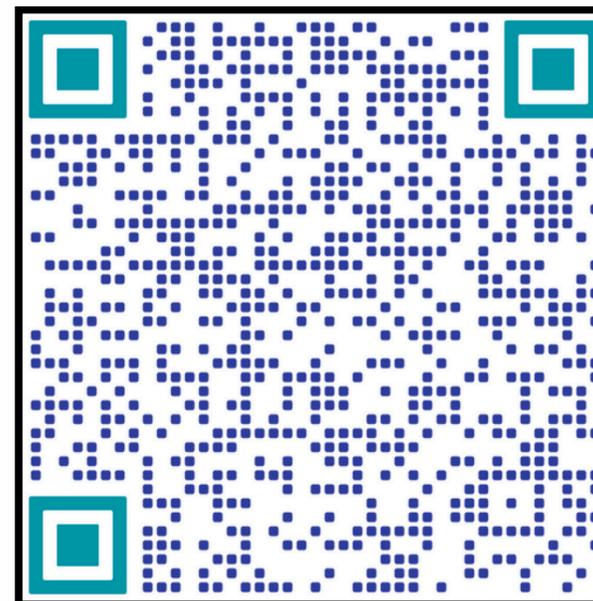
Step Up For Students

**Parent/Guardian:
How to Submit a
Pre-Authorization
in EMA**



[Pre-Authorization YouTube Video](#)

SCAN ME



[Pre-Authorization Presentation](#)



Step Up For Students

Sample of Elective Documentation



Educational Benefit Form

Student Name: Johnny Doe

Student ID: 1234567890

Item for which reimbursement is requested (the item you purchased or plan to purchase):

Music Lessons

What is the Educational Benefit of this item?

Music lessons provide numerous educational benefits for Johnny. Playing the bass helps him develop motor skills, such as hand-eye coordination, while also fostering discipline and organizational abilities through consistent practice. Additionally, music training supports his reading development, which is especially beneficial in managing his dyslexia. By engaging in lessons, Johnny also improves his social skills, gaining confidence and learning to collaborate with others. Overall, these lessons contribute to his cognitive, academic, and personal growth.

I affirm scholarship program funds are used only for authorized purposes as described in ss. 1002.394(4) or 1002.395(6), F.S., as applicable, and serve the listed student's educational needs.

Parent Name: Jane Doe

Parent Signature: Jane Doe

PLEASE NOTE: Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please see the Parent Handbooks for [FES-UA](#) or [FES-EO/FTC/PEP](#).

An Educational Benefits Form must be completed and submitted with the reimbursement request for:

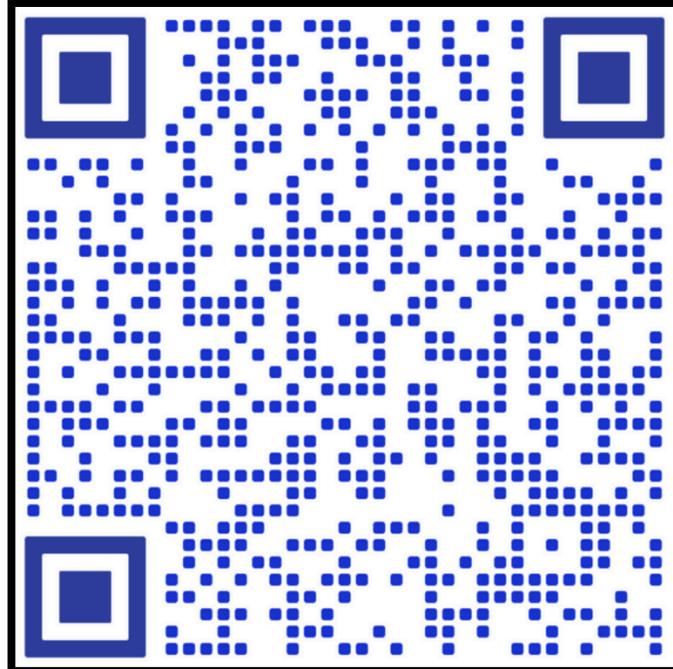
- Out-of-state field trips and Florida theme park admission (as notated within Field Trips and Other Activities Needed to Enhance Curriculum)
- Electives, including but not limited to:
- Mechanical lessons or training programs
- Mechanical supplies (tools must satisfy manufacturer age recommendations)
- Gardening or horticulture lessons or training programs o Garden supplies (tools must satisfy manufacturer age recommendations)
- Safety items (including protective gloves and goggles)
- Tools related to postsecondary transition goals or career plans o Programming/digital production lessons
- Enrichment classes/courses
- Educational Software and Subscriptions including but not limited to:
- Video/TV/online streaming service
- Musical streaming service
- In-game purchase or credit
- Live television o Social media (except LinkedIn Learning for Students)
- Family or Multi-User software subscriptions



FES-UA

Educational Benefit Form Explained

Please ensure all necessary questions are thoroughly answered and a detailed description is given for the educational benefit of that item, lesson, field trip.



Educational Benefit Form

Sample of Educational Benefit Form



Educational Benefit Form

Student Name: Johnny Doe

Student ID: 1234567890

Item for which reimbursement is requested (the item you purchased or plan to purchase):

Music Lessons

What is the Educational Benefit of this item?

Music lessons provide numerous educational benefits for Johnny. Playing the bass helps him develop motor skills, such as hand-eye coordination, while also fostering discipline and organizational abilities through consistent practice. Additionally, music training supports his reading development, which is especially beneficial in managing his dyslexia. By engaging in lessons, Johnny also improves his social skills, gaining confidence and learning to collaborate with others. Overall, these lessons contribute to his cognitive, academic, and personal growth.

I affirm scholarship program funds are used only for authorized purposes as described in ss. 1002.394(4) or 1002.395(6), F.S., as applicable, and serve the listed student's educational needs.

Parent Name: Jane Doe

Parent Signature: Jane Doe

PLEASE NOTE: Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please see the Parent Handbooks for [FES-UA](#) or [FES-EO/FTC/PEP](#).



Step Up For Students

Example of Teacher Certification requested for elective classes

Resume

Valencia College

Hereby confers upon
Sunny Doe

the degree of
**Associate in Arts
Music Performance**

together with all the rights, privileges and honors appertaining thereto in consideration of the satisfactory completion of the requirements prescribed by the Faculty and the District Board of Trustees.

In testimony whereof the undersigned, by the authority vested in them, subscribe their names this sixteenth day of December, in the year two thousand twelve.

Raymond F. Mojuna, III
Chairman, District Board of Trustees



Lauford C. Skuyart
President

Diploma

Sunny Doe

Sunny Doe

Skills

Music Teacher, Guitar Tech, Sales, Public Education

Experience

School of Rock Orlando/ Music Teacher/Show Director
APR 2020 - PRESENT, Orlando, FL

- Teaching guitar, bass, piano, and singing
- Show director for two Rock 101 Classes
- Show director for one Performance Program Class
- Provided Guitar Tech services for students

Orange County Public Schools/ Language Arts Teacher (ELA)
DEC 2017 - AUG 2020, Orlando, FL

West Orange HS - 2017/2018, 2018/2019 (Sophomores, Seniors)
Timber Creek HS - 2019/2020 (Sophomores)

Kelly Services/ Substitute Teacher
SEP 2017- NOV 2017, Orlando, FL

Substitute teacher for multiple OCPS schools in the county.

Education

University of Central Florida/ English Literature, Women's Studies

JAN 2013 - MAY 2015, Orlando, FL

BA and Certificate
Graduated with 3.8 GPA

Valencia College/ Music with specialization in Jazz Guitar
AUG 2010 - DEC 2012, Orlando, FL

A.A.
Graduated with 3.7 GPA



Step Up For Students

Full-Time Tutoring Agreement Explained

Requirements for approved Private Full-Time Tutors include:

- The tutor must hold a current, valid Florida teaching certificate for the subject or grade level in which they will tutor
 - For grades K-3, full-time tutoring is considered 720 hours per school year
 - For grades 4-12, full-time tutoring is considered 900 hours (equivalent to 180 teaching days)
 - A tutor seeking to provide services must certify compliance with relevant statutes, including attendance requirements, and file annually a W9 form with the appropriate Scholarship Funding Organization prior to the receipt of education savings account funds (ESA), and then annually thereafter. The FLDOE may institute a standardized compliance form.
- Students in grades K-3 receiving 720 or more of tutoring hours or students in grades 4-12 receiving 900 hours or more are required to submit a Full-time tutoring agreement per Florida Statute S.1002.43 FTC/FES-E0/ PEP/UA

Sample of Full Time Tutor Agreement

Full-Time Private Tutoring
Provider Participation Agreement | 2024-25

This document must be signed by the individual providing the full-time private tutoring services. If another individual handles the administrative requirements for the full-time tutoring program for students and families participating in the Family Empowerment Scholarship for Unique Abilities (FES-UA) or Personalized Education Program (PEP), they must also sign this document.

Please read the 2024-25 Provider Handbook for the FES-UA and PEP programs. Then, check each box below to affirm that you have read and understood each requirement as a provider of full-time private tutoring under FES-UA and PEP.

For the FES-UA and PEP programs:

I certify that my private tutoring program meets the requirements defined in s. 1002.43, F.S., and is a FULL-TIME tutoring program for the listed student.

I certify the student may achieve regular school attendance, as defined in s. 1003.01(13), F.S., by attendance in my private tutoring program.

I certify that I am the person tutoring the student and that:

- I hold a valid Florida certificate to teach the subjects or grades in which instruction is being given to the student listed above.

Tutor name: Johnny Smith

DOE number: 12345678

Subject(s) in which certified to give instruction: _____

Grade level(s) in which certified to give instruction: _____

- I will keep all records and complete all reports to the Florida State Board of Education, and the appropriate local school board.
- I will make regular reports on the attendance of the student(s) to the appropriate local school board. The records must include a register of enrollment reports available as may be required by the State Board of Education or the district school.
- I will require students to be in actual attendance for a minimum of 180 days per year. This means a term of 180 days. For students in grades kindergarten through grade 3 is not less than 180 days. For students in grades 4 through 12 is not less than 900 minutes of instruction per year.

I certify that I have read, understand, and will comply with the requirements of ss. 1002.394 & 1002.395, F.S. as they apply to my private tutoring program.

I understand that a full-time private tutor receiving FES-UA and/or PEP funds may not serve more than five (5) students at one time. However, a full-time private tutor may provide tutoring for up to twenty-five (25) students if the following facility requirements are satisfied:

Private tutoring may be provided for up to twenty-five (25) students in any commercial building with a valid certificate of occupancy, library, community service, museum, performing arts, theatre, cinema, or church facility; in any facility or on any land owned by a Florida College System institution or university; in any similar public institution facility; and in any facility recently used to house a school or child care facility licensed under s. 402.305, F.S., within the preexisting zoning and land use designations of the facility without obtaining a special exception, rezoning, or a land use change so long as the provision of such tutoring meets all applicable state and local health, safety, and welfare laws, codes, and rules, including those pertaining to fire safety and building safety.

I certify that I have read and understand Step Up for Students' policies and procedures. I understand that failure to abide by these policies and procedures may result in a loss of payment or loss of eligibility as a participating private tutoring program in the Family Empowerment Scholarship program.

Full-Time Private Tutoring Program Name: Smith Tutoring Time

Full-Time Private Tutor's Name (Print): Johnny Smith

Full-Time Private Tutor's Signature: [Signature]

Private Tutoring Program Administrator Name (Print): Martha Owen

Private Tutoring Program Administrator Signature: [Signature]

Street Address: 321 Apples Street

City: Jacksonville, State: Florida, Zip: 32207

Please upload this **completed** form, your credentials, and if applicable, a valid Certificate of Occupancy in your EMA portal.



Step Up For Students

Multiple providers on invoices

We cannot reimburse multiple providers/services on the same reimbursement. Please indicate which provider/services you would like reimbursed for this reimbursement, and please resubmit a new reimbursement for each additional provider/services you would like to be reimbursed for.

Sunny Path Therapy
sunnypaththerapy@gmail.com | 321-837-9737

Invoice #001258
Issue date
Nov 14, 2023

Speech & Occupational Therapy (July/August)

Speech Therapy & Occupational Therapy
Client name: Johnny Smith
Date of services for Speech Evaluation (92523): 07/17/2023.
Date of services for Speech (92507): 08/17/2023, 08/31/2023.
Speech Therapy provider: JohnDoe#PT67890
Dates of service for Occupational Evaluation (97165): 07/19/2023.
Dates of service for Occupational (97530): 08/15/2023, 08/22/2023, 08/29/2023.
Occupational Therapy provider: JaneDoe#OT12345
Please let us know if you have any questions/concerns!
-Sunny Path Therapy Staff

Customer	Invoice Details	Payment
Susie Smith SusieSmith123@gmail.com 012-345-6789	PDF created November 14, 2023 \$280.00	Due November 14, 2023 \$280.00

Items	Quantity	Price	Amount
Speech Therapy	3	\$40.00	\$120.00
Occupational Therapy	4	\$40.00	\$160.00
Subtotal			\$280.00
Total Paid			\$280.00

Payments
Nov 14, 2023 (Other) \$280.00



Step Up For Students

Vision Reimbursement Request

We accept the following types of documentation for vision reimbursements. Please note that warranties or maintenance agreements for eyeglasses are not eligible expenses, and the reimbursement will be adjusted accordingly to exclude the cost of such warranties or agreements.

LensCrafters 3209
4668 Town Crossing Dr, Ste 143
Jacksonville, FL 32246-7422
United States
904-641-2738

Receipt #: 3020232
Date: 9/21/23 @ 6:53 PM
Store: 3209 Register: 3
Cashier: JULIO 776162
Salesperson: 776162 (JULIO)

Item Qty Price Amount
Order For: Johnny Smith
Sales Order: 1081127263209

6AB004V ODR100, GRN MT, 57/15/14U
8056597731904 1 152.00 76.00
16073-50% OFF BLUE LIGHT CP (76.00)
Sales Order 1081127263209 [Frame]

SV Fea Classic Blue IQ Clear Prem AR
20500000671995 1 448.33 224.16
16073-50% OFF BLUE LIGHT CP
(224.17)

Sales Order 1081127263209 [Lens]
Single Vision
Poly Fea Classic Blue IQ Clear
UV Protection
Scratch Resistant
Premium + Anti-Reflective
Blue IQ Clear
Aspheric Lens

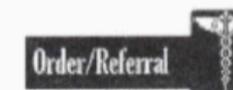
One Year Eyewear Protection Plan
410000225189 1 34.99 34.99
Sales Order 1081127263209 [EPP]

Subtotal 335.15
Tax 0.00

Total 335.15
Debit Card 272.00

*****1234
Auth #: 001306
Transaction Type: Sale
Entry Method: Chip read
Auth Time: 6:51 PM
AID: a000000042203
Application Label: US Debit
ARC: 00
TVR: 8000048000

PURCHASE 1	APPROVAL STATUS
Eyeglasses	Approved
Assigned To	
Is Duplicate	False
Purchase Date	9/21/2023
Invoice #	3020232
Category ⓘ	Specialized Services
Type	Vision Therapy by Optometrists
Description	Eye glasses
Item Amount	\$300.16
Who did you pay?	Lens Crafters
Educational Benefit ⓘ	eyeglasses
Additional Documents ⓘ	Uploaded Documents: vision script.pdf



Optical Prescription

Name **Johnny Smith** MRN **32781697** Visit Date: **9/21/2023**

Department

Name	Address	Phone	Fax
Nemours Children's Health, Jacksonville South	14785 Old St. Augustine Road Suite 200 Jacksonville FL 32258-4509	904-697-3600	904-697-3463

Patient Information

Patient Name	Legal Sex	DOB
Smith, johnny(32781697)	Male	2/15/2010

Glasses Prescription

	Sphere	Cylinder	Axis	Add
Right	-0.75	+0.50	056	+2.00
Left	-0.50	Sphere		+2.00

bifocal add is optional
bifocal set at lower lid margin

Polycarbonate lens material or safety thickness recommended.

Diagnoses

None.

****NOTE:** Your medical insurance plan may NOT cover eye glasses. Please check with your insurance provider for verification PRIOR to filling your prescription. Expires one year from prescription date.

Electronically Authorized by: JaneDoeDO



Step Up For Students

Important Items To Note

- **Acceptable Reimbursement Dates**- For reimbursement, purchases must be made between July 1 and June 30 of the school year. The deadline for submission is August 31st of the same school year.
- **Elective Uniforms**- are not an approved expense (examples: Chorus Uniforms, etc.) For all Scholarship Programs, however, if they are required by the school, they can be approved.
- **School Uniform Accessories**- Belts, ties, socks, shoes, hair accessories, hats, and similar items are not allowed and will result in denial. however, if they are required by the school, they can be approved.
- **30 days On Hold**— You have 30 days from the day a reimbursement is put on hold to provide the required documentation. Failure to do so will result in denial of the reimbursement, requiring you to resubmit the request.
- **Handwritten Alterations to Invoices**— We cannot accept any handwritten corrections on invoices or receipts. If we receive any such documents, they will be placed on hold until we receive additional documentation.



Step Up For Students

Important Items To Note

- **Student's Name**- any invoice/receipt that requires the student's name must be spelled exactly as listed on the scholarship; for example, the scholarship award may list first name & last name only or first name/middle name/last name or first name/middle initial/last name or show a suffix such as Jr., III, etc.
- **Game Consoles**- Guardians must provide proof that an educational game will be purchased or played along with a game console purchase.
- **Theme Park Admission**- Please note that only student admissions are permitted. Any invoices received with additional costs will be adjusted to reflect the amount for just the student. The student must be of appropriate age, and the admission must be to a Florida theme park. Tickets or admissions must be purchased directly from the venue, and secondary market or resale tickets are not approved. The price cap for a ticket cost is \$299 plus tax, once per school year. An educational benefit form is required for this purchase.



Step Up For Students

Purchasing Guide Links



[2024-2025 PEP Purchasing Guide](#)



[2024-2025 FES-UA Purchasing Guide](#)



[2024-2025 FTCFES-E0 Purchasing Guide](#)



Step Up For Students



**FAMILY EMPOWERMENT SCHOLARSHIP FOR
STUDENTS WITH UNIQUE ABILITIES
PARENT/GUARDIAN HANDBOOK**

Parent/Guardian Handbook Links



**FLORIDA CHOICE SCHOLARSHIPS
FAMILY EMPOWERMENT SCHOLARSHIP FOR EDUCATIONAL OPTIONS
FLORIDA TAX CREDIT SCHOLARSHIP PROGRAM
PERSONALIZED EDUCATION PROGRAM
PARENT/GUARDIAN HANDBOOK**

[2024-2025 FES-UA Parent/Guardian Handbook](#)

[2024-2025 FTC FES-EO PEP Parent/Guardian Handbook](#)



Step Up For Students

ARE YOU LOOKING FOR
ADDITIONAL HELPFUL VIDEOS?
NOT TO WORRY, JUST SCAN THE
QR CODE OR CLICK THE LINK
BELOW AND SUBSCRIBE TO OUR
YOUTUBE CHANNEL
[STEP UP FOR STUDENTS](#)
[YOUTUBE CHANNEL](#)

Subscribe to Our  YouTube Channel!



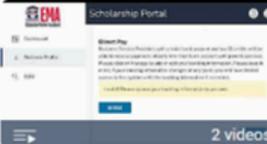
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Hope WV Provider	Hope WV Parent	Step Up Schools	Step Up Parents	Step Up Parent
 2 videos	 1 video	 4 videos	 7 videos	 3 videos
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Step Up For Students

Contact Us

Monday-Friday 8:00am-5:00pm EST



Chat with us through [sufs.org](https://www.sufs.org)



Call us at 877-735-7837



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Thank you!